



Cape George Colony Club

Regular Board of Trustees Meeting

January 26, 2023, 3:00 p.m.

Via Zoom

Trustee and Membership Board Packet

Cape George Colony Club
Regular Board of Trustees Meeting Agenda

January 26, 2023, 3:00 p.m.

Via Zoom

A. President's Comments and Announcements – Jane Ludwig

B. Action on Minutes – Pat Gulick

Approve attached minutes of the regular Board of Trustees meeting December 15, 2022.

C. Manager's Report – Marnie Levy

D. Treasurer's Report – Fayla Schwartz - December 2022 Financial Report attached.

E. New Members – Pat Gulick – page attached.

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

1. Cape George Town Hall Tuesday, January 31st, 2pm: East Jefferson (County) Fire Rescue Ballot Measure discussions, which will include EJFR's strategic plan, fiscal challenges, and recent service enhancements. Guests: EJFR Chief Bret Black, EJFR Commissioner, and an EJFR Firefighter – Thad Bickling, Emergency Preparedness Committee Chair

2. Tech Committee Update –

- New Security Cameras will be installed in the Colony and Village.
- The Fiber Optic petition is complete. The PUD will make a to review the per household cost for installation of Fiber Optics.
- Reviewing service providers to find a better internet solution for the Clubhouse and Marina area.
- The Cape George website redesign is ready for limited testing, and subsequent testing by a larger group before rolling it out to everyone. – Thank you, Diana Luckevich and Terri!

3. New Caretaker Assistant position ad will be placed in local publications, Cape George newsletter and website and on Zip Recruiter – Marnie Levy

G. Member Participation:

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

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

Consider Motion 1 to accept the contract with Reserve Consultants LLC, with the expenditures of \$5450 in 2023 for a Level 2 Reserve Study, \$1100 in 2024 for a Level 3 Reserve Study, and \$1100 in 2025 for a Level 3 Reserve Study. – Fayla Schwartz, contract attached.

Consider Motion 2 to send the Membership Survey to Cape George Colony Club members – Mike Heckinger

Consider Motion 3 to accept and move forward with the proposal from the ad Hoc Berm committee to create walkovers on the berm, install fencing with signage to direct people to these walkovers and to revegetate both the berm and adjacent area. – Pat Gulick, pages attached.

Consider Motion 4 to accept the revised fine schedule presented by the Building and Roads and Environmental Committees, with the exception of Item 4, “For cutting trees on a member’s own property without a permit.” This item will be reworked and presented at the next BOT meeting. – Fayla, page attached.

Consider Motion 5 to approve the member Due Date contracts arranged by the General Manager for 2023. – Fayla Schwartz

Consider Motion 6 to approve the member Late Fee Waiver presented by the General Manager. – Fayla Schwartz

Consider Motion 7 to approve the Marina Service Plan as designed by the Marina Committee – Mike Heckinger

I. Open Board Discussion – Trustee Discussion Only

J. Committee Meeting Notes/Minutes:

- Building and Roads Committee, 1/2022
- Berm Protection Committee (Ad Hoc), 1/2023
- Environmental Committee, 12/2022
- Fitness Committee, 12/2022 and 1/2023
- Marina Committee, 12/2022 and 1/2023

K. Announcements:

Tues., January 31, 2pm: East Jefferson (County) Fire Rescue Ballot Measure discussion, Clubhouse

Mon., February 20: Office Closed in observance of President’s Day

Tues., February 21, 3pm: Study Session, Zoom

Thurs., February 23, 3pm: Board Meeting, Zoom

L. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

December 15, 2022

via ZOOM

Draft

The Variance Hearing was called to order by President Jane Ludwig at 2:49 pm

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

Motion 1: Betsy Coddington moved, and Pat Gulick seconded to approve the request for relief from the 5ft property line setback. Passed -5/0

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

There will be an Executive Session at the end of this meeting to discuss collections and employee bonuses.

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

Action on Minutes:

- Pat Gulick moved, and Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated – November 17, 2022. Passed – 6/0
- Pat Gulick moved, and Betsy Coddington seconded to approve the minutes of the Budget Ratification Meeting dated November 30, 2022. Passed – 6/0

Manager's Report: Marnie Levy gave a synopsis of the Manager's Report as presented in the December Board Packet, including "Thank You" to members, the 2023 Quarterly Assessment Schedule, da description of how to make payments and more.

Treasurer's Report: Treasurer Fayla Schwartz presented October Financials (The Treasurer's complete October 2022, financial report is printed in the December Board Packet – Contact manager@capegeorge.org if you would like to review that report)

A) General Operations:

\$33k Net Income pickup over Budget owing primarily to \$34k savings in payroll costs owing primarily to (1) vacancy in Manager's position but also (2) savings in the new Benefits program the Board enacted earlier this year that reduced the expense by \$600/employee/month.

\$34k savings over last year in payroll costs

\$8k Repair and Maintenance improvement over budget is due to a late start in Road maintenance. This will correct itself in November as the work began last month

\$15k increase over budget in Contracted Services

\$9k in Accounting Expense overrun owing to unbudgeted audit expense as well as resumption of mailings and other services that were suspended during the pandemic.

Additional \$3k over budget for additional noxious weed mitigation services

B) Water Operations

Revenue increase due to Hookup fees, which were budgeted at \$3k but so far accounts for \$10k in revenue

\$13k savings in Salary expense, for reasons explained above

C) Marina Operations

Revenue substantially over budget because almost 100% of the annual revenue budget was received in the first 2 months of the year, but the Budget spread it out over 12 months. Budget for the year is \$91k, vs \$94k collected.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

December 15, 2022

via ZOOM

Draft

Net Income was substantially higher than budget because the full revenue is not contained in the YTD budget figures. That number will reduce incrementally every month.

Other Treasurer Activities

The proposed 2023 budget was approved by the Board and sent to membership for ratification. The 2021 financial audit was received from Newman CPA auditors and approved by the board. The chair of the Finance Committee worked with our bookkeeper at Community Financials to make the adjustments shown in the audit on the General Ledger (see Balance Sheet comments above).

New Members: Welcome to our newest members.

Scott Philbrick & Catherine Hutchinson purchased 151 Johnson from Chris & Joanne O'Higgins

Ellen Ryan purchased 311 Ridge Dr from Jane Adams

Heather Longcrier inherited 273 Saddle Dr from Pauline Longcrier

Information Items:

Rationale for Water Meter Price Increase, November 2022

Quotes received by the Water Committee in 2022 by the PUD and by Cape George for meter installation, parts and labor, were in the range \$3400 - \$4000. Cape George has been subsidizing recent meter installations.

This total cost has increased significantly in the past two years due to material shortages, particularly brass components, and due to labor scarcity. These increases in cost have continued.

The Water Advisory Committee recommended the \$5000 installation fee to give Cape George a small margin over current costs to allow for near-term cost increases. The committee also noted that this fee only affects new homes and that the fee is a very small component of new home cost.

Transfer of funds:

Fayla Schwartz announced that \$100,000 was transferred from the Chase operations account to the PPB operations account in November.

Member participation: none

New Business Action Items:

Motion 1: Fayla Schwartz moved, and Bart Mooyman-Beck seconded to accept the changes in EMP 03 Payroll that were published in the December newsletter. Passed – 6/0

Motion 2. Mike Heckinger moved, and John Dwyer seconded to accept the changes to the Marina waitlist rules as published in the Dec. 12, 2022, Study Session, and to reduce the waitlist fee to \$50 per year. Passed – 6/0

Motion 3. Mike Heckinger moved, and Betsy Coddington seconded to accept the donation by the Marina Memorial Fund of a new fish/crab cleaning station at the south end of the Marina. Passed –6/0

Motion 4. Pat Gulick moved, and Mike Heckinger seconded to establish an Ad Hoc Committee to implement the proposed berm crossing guidelines, fencing and revegetation schedule as presented at the Dec. 12th Study Session. The General Manager will chair this committee and coordinate the completion of the projects. Passed –6/0

Minutes

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Motion 5. Pat Gulick moved, and Fayla Schwartz seconded to approve a donation of the Peter Wilding Memorial Bench by his wife, Kim Wilding, to be placed at Memorial Park. Passed –6/0

Motion 6. Pat Gulick moved, and Betsy Coddington seconded to approve temporary Doggie Playtime at 2:30 p.m. at Memorial Park until the grounds adjacent to the berm are replanted and restored. Passed –6/0

Open Board Discussion: none.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Building & Roads, Environmental, Finance x2, Pool and Ad Hoc Technology. The reports are attached to these minutes and incorporated by reference.

Adjournment: Mike Heckinger moved, and John Dwyer seconded to adjourn the regular session and move to Executive Session at 3:26 pm.

Adjournment: Mike Heckinger moved, and Pat Gulick seconded to adjourn the Executive Session and move to the regular session at 4:34 pm. Passed – 6/0

Motion 7: Fayla Schwartz moved, and Betsy Coddington seconded to award year-end bonuses to Cape George employees as follows: Office Administrator, \$2,500. Maintenance, \$2,500. General Manager, \$1,500. Seasonal Employee, \$800. Passed – 6/0

Adjournment: Mike Heckinger moved, and John Dwyer seconded to adjourn the Board Meeting at 4:38 pm. Passed – 6/0

Announcements:

- Mon., January 23, at 5 p.m. – Study Session, via ZOOM meeting
- Thurs., January 26, at 3 p.m. – Board Meeting, via ZOOM meeting

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

Cape George Colony Club Manager's Report

January 2023!

Happy New Year! Welcome to the first Study Session of 2023!

We are halfway through the first month of 2023 and are moving forward with some very important projects. I feel like this year is a fresh start. We are moving out of three years that were tainted by Covid. And while we need to respect each other by following recommended self-quarantine guidelines, and masking in close groups, we are getting on with life.

The contract for the 2023 Reserve Study is included in the Study Session packet, which will include a site visit and updated photos. It is important that committees bring their best information to the table when working with the Reserve Specialist.

We will coordinate with committee chairs to get input in the next months. They know a lot, but you, the homeowners and leaders in the community know best how Cape George's assets are aging and which capital assets need to be considered in the Reserve Study.

- We have an initial plan to start protecting the berm and restoring the picnic area. We will need to establish a long-term strategy to continue to protect our waterfront facilities.
- The ad hoc Technology and Security Committee is moving forward with the installation of the first security cameras and working to have improved internet connectivity in the clubhouse and marina.
- The Board and Management are considering options to help ensure that Cape George Colony Club assets are funded appropriately to meet the economic challenges that are affecting our community.

Thank You!

♥ Thank you to Marina Committee, led by Harbormaster Penny Jensen and Committee Chair Craig Muma who have introduced and gained the support of committee members and boat owners to initiate a Marina Service Plan. which will provide additional funding to maintain and improve the Marina and promote greater member involvement in the work projects that keep the Marina afloat, literally! Penny, Craig, and others have spent hundreds of hours doing research, presenting ideas and options, and hammering out details to create a plan that the Marina community is enthusiastic about and supports!

♥ I wanted to thank an individual who would like to remain anonymous. But there are so many volunteers who don't want to be recognized by name, it is impossible to acknowledge one "shadow volunteer" without acknowledging the others. These people pop up everywhere, on many committees, volunteering to take on specific tasks that take specific skills, following through despite hiccups, criticism, and inconsistent follow-through. I have met a dozen people who fit this description well. You know who you are. And please know that your contributions are seen, appreciated, and truly help make Cape George shine!

Other notes

Fitness Committee February Fundraiser

The Fitness Committee's goal is to raise \$5200. This will be used to purchase a new piece of equipment. There is a Fitness Room Fundraiser envelope by Terri's desk in the Cape George Office if you would like to make a donation now! Please see the February newsletter for more details about tours of the Fitness Room, which will include equipment demonstrations!

Violations

Three violation letters have been issued for lights that are too bright, and a second "junk vehicle" notice (including fine) was sent. One landscape maintenance violation was resolved, and a "hedge" mediation is scheduled for this month.

Reminders

Please remind your friends and family when they visit to not cross or climb on the berm.

Thank you!

Marnie W. Levy, CMCA®, AMS®,

General Manager Cape George Colony Club
manager@capegeorge.org, 360-385-2208

Cape George Treasurer's Report: 2022 Year End

December 30, 2022

Summarized comparative balance sheets for November and December 2022 and condensed statements of revenues and expenses are included on the next two pages. 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.

Be advised that these financial reports are preliminary and may change following the audit which we hope to have performed by summer.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled, and reviewed.

Net Income across the three funds of \$137k plus Net Reserve Income of \$112k increased our cash position.

Fixed Asset variance from 2021 to 2022 is increased owing to the booking of 2020 Asset activity (both additions and depreciation) as well as adjustments to the 2019, 2020 and 2021 audited balances to align with our master database of assets. 2022 Activity is a net \$(54k).

Because we're accustomed to viewing the net cash activity, current year noncash depreciation is adjusted out of the liabilities in order to reflect net cash acquired from the three fund accounts.

All past reconciling entries have been completed so our Balance Sheet now conforms to all adjustments required by our 2019, 2020, and 2021 audits. Going forward we will be able to maintain a reconciled Balance Sheet.

General Operations Fund

Our vacancy in the General Manager position for the first 5 months of 2022 plus savings in the Benefits program enacted by the Board early in the year gave us a \$34k cushion in our payroll expenses, which we drew from in order to cover our operating costs, netting us \$28k in cash income.

Contracted Services went substantially over budget owing primarily to unbudgeted financial services, including the 2021 Audit expense (\$5,500), and substantially over both budget and 2021 results with the reinstatement of services to members for reminders and mailings for late fee notices, etc. (\$7k). This activity had been absent the previous two years owing to the state Covid-related restrictions on pursuing delinquent accounts.

It appears that the repairs made to the air handling equipment in the Swimming Pool have successfully brought that facility into line with expected expenses, and the year ended on budget and \$11k less than 2021 pool expenses.

In order to limit expenses we chose to defer road repairs, including one major repair (\$50k) and \$30k in other repairs needed throughout the community. We cannot continue to defer these repairs.

Water Fund

Building activity brought in \$18k in Water Hookup fees (this is unbudgeted activity), and \$5k in excess water use charges combined to raise the revenue over budget by \$19k. In addition, the increase in fees instituted last year created a net cash income of \$87k available for transfer to the Water Reserves.

Payroll savings (see above) resulted in \$13k positive variance, however we did spend the excess. Therefore, we were under budget in payroll but over for same amount in other areas.

We went over budgeted expense by \$9k in contracted services owing to the need to pay our water manager extra when we experienced water leaks, excess usage, and stalled pumps during the summer.

The Water Committee has begun an aggressive campaign to acquire a large variety of parts in order to address the problems encountered when dealing with our water infrastructure. Built over time, many variations exist as to types, sizes and materials used in our underground water system. The combination of low inventory and supply chain delays results in an inability to respond in a timely way to emergencies. Supply expenses went over budget by \$3k as the efforts to grow inventory was launched this fall and will continue throughout 2023. It is anticipated that \$10-15k in standing inventory will be required to put us in a position to respond appropriately.

Marina Fund

The Marina has continued to be self-sustaining through the fees charged to users. They netted \$3k in payroll savings (see above) but did not require that to fund their operations.

Savings for supplies were controlled and the Marina was able to come in just over budget in Net Income performance.

Reserves Activity

Several approved projects for this year were determined to be unneeded at this time and so were deferred. Collections less expense netted \$87k for the Reserve Funds.

The Berm Repair required \$49k in funds, Telemetry equipment for the Water system \$8k, \$5k (less \$3k donation) for a new elliptical in the Fitness room, \$6k for a pool deck repair and \$20k to rebuild the north jetty.

Available for additional funding for Reserve accounts are Net Income gains of \$28k for General Operations, \$87k for the Water Fund, and \$22k for the Marina Fund.

General Observations

2022 was a year of changes for Cape George. We struggled with one employee doing the work of two in the office until May when the new manager was hired. Terri and Board members put in many hours to keep our association running. We brought our community out of many COVID restrictions, but we also started using more computer technology (such as Zoom meetings) to conduct business. We became aware of security and infrastructure issues that we had not encountered as much previously. Climate change and inflation have influenced the numbers, types, and costs of repairs to community property.

All community members are asked to consider the letter from the Treasurer to be published in the February newsletter and attend the February and March Study Sessions to discuss next financial steps for our community.

CAPE GEORGE COLONY CLUB

As of NOV 30, 2022

Balance Sheet as of November 30, 2022 and 2021 - Preliminary Subject to Audit

Assets	2022		2021			Liabilities and Fund Balances	2022		2021		
Cash and Cash Equivalents:						Current Liabilities:					
Operations Checking & Petty Cash	\$	198,665	\$	181,435	9%	Accounts Payable & Other Liabilities	\$	43,996	\$	16,093	173%
Operating Savings & ICS		250,337		150,277	67%	Prepaid Income		10,416		17,570	-41%
Reserves - General, Water & Marina		1,306,624		1,146,161	14%	Unearned Income, Marina Wait List		68,742		60,435	14%
Total Cash & Equivalents		1,755,627		1,477,872	19%	Total Current Liabilities		123,154		94,098	31%
Net Accounts Receivable	\$	6,850	\$	14,698	-53%	FUND BALANCES:					
Total Net Fixed Assets		1,655,762		1,677,339	-1%	Fund Balances & Equity (Combined)		3,169,128		3,074,892	3%
Total Prepaid & Other Assets		33,630		28,614	18%	Modified Cash Basis Income		159,587		29,534	440%
TOTAL ASSETS		\$3,451,869		\$3,198,523	8%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,451,869		\$ 3,198,523	8%

*Summary Revenue and Expense Statements for the periods ended Month DD, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

	2022 Year to Date - Unaudited					Comparative - Unaudited									
	Actual	Budget	Variance	%		2022 YTD	2021 YTD**	Variance	%						
General															
General Assessment	\$	301,444	\$	301,352	91	0%	General Assessment	\$	301,444	\$	292,915	\$	8,529	3%	
Revenue - All Other Sources		19,598		17,787	1,811	10%	Revenue - All Other Sources		19,598		24,871		(5,273)	-21%	
Total General Revenue		321,042		319,139	1,902		Total General Revenue		321,042		317,786		3,256		
Expenses:							Expenses:								
Salaries, Benefits, PR Tax		110,192		146,339	36,147	25%	Salaries, Benefits, PR Tax		110,192		161,797		51,605	32%	
Repairs & Maintenance		14,841		24,510	9,669	39%	Repairs & Maintenance		14,841		42,512		27,671	65%	
Contracted Services		75,127		63,490	(11,637)	-18%	Contracted Services		75,127		59,107		(16,020)	-27%	
Pool Expense & Utilities		22,220		22,388	168	1%	Pool Expense & Utilities		22,220		33,020		10,800	33%	
Utilities & Insurance		29,862		32,382	2,520	8%	Utilities & Insurance		29,862		31,197		1,335	4%	
Other Expenses (incl taxes)		25,393		24,771	(622)	-3%	Other Expenses (incl taxes)		25,393		23,287		(2,106)	-9%	
Total General Expenses		277,635		313,880	36,245		Total General Expenses		277,635		350,920		63,286		
General Net Income	\$	43,407	\$	5,259	\$	38,147	-725%	General Net Income	\$	43,407	\$	(33,134)	\$	76,541	>-100%
Water							Water								
Revenue - Water Use Fees	\$	201,254	\$	199,617	\$	1,637	1%	Revenue - Water Use Fees	\$	201,254	\$	188,120	\$	13,134	7%
Revenue - All Other Sources		19,740		5,993	13,747	229%	Revenue - All Other Sources		19,740		4,435		15,305	345%	
Total Water Revenue		220,994		205,610	15,384		Total Water Revenue		220,994		192,555		28,439		
Expenses:							Expenses:								
Salaries, Benefits, PR Tax		59,144		71,926	12,782	18%	Salaries, Benefits, PR Tax		59,144		75,970		16,826	22%	
Repairs & Maintenance		3,505		9,075	5,570	61%	Repairs & Maintenance		3,505		1,819		(1,686)	-93%	
Contracted Services		31,831		23,933	(7,898)	-33%	Contracted Services		31,831		24,624		(7,207)	-29%	
Utilities & Insurance		22,402		21,845	(557)	-3%	Utilities & Insurance		22,402		22,954		552	2%	
Other Expenses (incl taxes)		18,366		19,621	1,255	6%	Other Expenses (incl taxes)		18,366		47,697		29,331	61%	
Total Water Expenses		135,249		146,400	11,152		Total Water Expenses		135,249		173,064		37,816		
Water Net Income	\$	85,746	\$	59,210	\$	26,536	45%	Water Net Income	\$	85,746	\$	19,491	\$	66,255	340%
Marina							Marina								
Revenue - Moorage/Parking	\$	74,719	\$	68,979	\$	5,740	8%	Revenue - Moorage/Parking	\$	74,719	\$	64,536	\$	10,183	16%
Revenue - All Other Sources		15,408		14,836	\$	572	4%	Revenue - All Other Sources		15,408		13,964		1,444	10%
Total Marina Revenue		90,127		83,815	6,312		Total Marina Revenue		90,127		78,500		11,627		
Expenses:							Expenses:								
Salaries, Benefits, PR Tax		19,780		23,603	3,823	16%	Salaries, Benefits, PR Tax		19,780		25,115		5,335	21%	
Repairs & Maintenance		15,632		16,958	1,326	8%	Repairs & Maintenance		15,632		17,138		1,506	0%	
Contracted Services		7,167		5,825	(1,343)	-23%	Contracted Services		7,167		7,881		714	9%	
Utilities & Insurance		14,784		15,308	524	3%	Utilities & Insurance		14,784		16,280		1,496	9%	
Other Expenses (incl taxes)		2,117		6,201	4,084	66%	Other Expenses (incl taxes)		2,117		2,535		418	16%	
Total Marina Expenses		59,480		67,895	8,415		Total Marina Expenses		59,480		68,949		9,469		
Marina Net Income	\$	30,647	\$	15,920	\$	14,727	93%	Marina Net Income	\$	30,647	\$	9,551	\$	21,096	221%
Net Income/Loss from Combined Operations, No Reserve Activity	\$	159,799	\$	80,389	\$	79,410	99%	Net Income/Loss from Combined Operations, No Reserve Activity	\$	159,799	\$	(4,092)	\$	163,891	-4005%
Reserve Activity							**Reserve Activity								
Routine Reserve Assessment		177,492		178,375	(883)	0%	Routine Reserve Revenue		177,492		174,404		(3,088)	2%	
Reserve Interest - all **		-		2,063	(2,063)	-100%	Reserve Interest - all		-		-		-	>100%	
Less: Reserve Offset***		(177,602)		(178,410)	808		Less: Reserve Offset		(177,602)		(174,424)		3,178		
Net Reserve Activity	\$	(110)	\$	2,028	\$	(2,138)	-105%	Gross Reserve Activity	\$	(110)	\$	(20)	\$	90	452%



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

11/01/2022 – 11/30/2022

Prepared by:

Community
 **Financials™**

Table of Contents

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

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 11/30/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$300.00	\$0.00	\$300.00
01104-001 Chase #1366 New Chase checking	\$148,888.19	\$0.00	\$148,888.19
01106-001 OP - PPB 0125 New	\$12,698.92	\$0.00	\$12,698.92
01107-001 Oper Savings - General - Chase 5161	\$100,049.50	\$0.00	\$100,049.50
Operating Cash Total	\$261,936.61	\$0.00	\$261,936.61
Reserve Cash			
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$164,365.79	\$164,365.79
01111-008 ICS Accounts- PPB Bank	\$150,287.86	\$0.00	\$150,287.86
01150-001 PPB - 6mo CD # 1015 Exp 02/02/2023	\$0.00	\$77,052.13	\$77,052.13
01170-001 Kitsap Bank- Money Market	\$0.00	\$226,984.52	\$226,984.52
01173-001 Kitsap Bank Intra FL-CD # 8152	\$0.00	\$475,000.00	\$475,000.00
01173-002 Kitsap Bank Intra FL-CD # 2008	\$0.00	\$400,000.00	\$400,000.00
01195-001 Due to / from Reserves -General	\$0.00	(\$36,778.17)	(\$36,778.17)
01199-001 Due From / TO Operating - General	\$36,778.17	\$0.00	\$36,778.17
Reserve Cash Total	\$187,066.03	\$1,306,624.27	\$1,493,690.30
Current Assets			
01201-001 Accts Receivables General	\$6,774.25	\$0.00	\$6,774.25
01201-002 Accts Receivables Water	\$1,599.60	\$0.00	\$1,599.60
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-099 Acct Rec - Reserve Assessment	\$3,076.66	\$0.00	\$3,076.66
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
Current Assets Total	\$6,849.51	\$0.00	\$6,849.51
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$76,413.20	\$0.00	\$76,413.20
01406-001 Accum Depletion Land Improv - General	(\$18,429.42)	\$0.00	(\$18,429.42)
01411-001 Buildings General - General	\$904,677.90	\$0.00	\$904,677.90
01415-001 Accum Deprec Blds General - General	(\$629,786.41)	\$0.00	(\$629,786.41)
01421-001 Equip/Veh Assets General	\$134,804.08	\$0.00	\$134,804.08
01425-001 Accum Deprc Equip/Veh Gen	(\$101,306.72)	\$0.00	(\$101,306.72)
01431-002 Water System Improvements	\$1,068,319.08	\$0.00	\$1,068,319.08
01435-005 Accum Deprec Wtr/Grwth	(\$644,497.96)	\$0.00	(\$644,497.96)
01451-011 Roads Special	\$1,148,799.98	\$0.00	\$1,148,799.98
01455-011 Accum Deprec Roads Rds	(\$853,159.41)	\$0.00	(\$853,159.41)
01460-003 Marina Improvements - Marina	\$812,351.84	\$0.00	\$812,351.84
01461-003 Accum Depreciation-Marina - Marina	(\$272,646.68)	\$0.00	(\$272,646.68)
Fixed Assets Total	\$1,655,761.64	\$0.00	\$1,655,761.64
Other Assets			
01501-001 Prepaid Insurance General - General	\$30,488.05	\$0.00	\$30,488.05
01510-001 Prepaid taxes - General	\$998.00	\$0.00	\$998.00
01530-001 Exchange	\$2,144.41	\$0.00	\$2,144.41

Account	Operating	Reserves	Total
Other Assets Total	\$33,630.46	\$0.00	\$33,630.46
Total Assets:	\$2,145,244.25	\$1,306,624.27	\$3,451,868.52

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02103-001 Accts Payable Comm Gen - General	\$34,341.08	\$0.00	\$34,341.08
02107-001 Worker's Comp Taxes Payable - General	(\$0.02)	\$0.00	(\$0.02)
02109-001 IRA Payable - General	\$0.02	\$0.00	\$0.02
02111-001 Vacation Payable - General	\$7,152.26	\$0.00	\$7,152.26
02120-001 Prepaid Income General	\$10,416.11	\$0.00	\$10,416.11
02122-001 Security Deposit- General	\$400.00	\$0.00	\$400.00
02122-003 Wait List - Marina	\$5,250.00	\$0.00	\$5,250.00
02130-001 Chase Credit Card	\$2,103.41	\$0.00	\$2,103.41
02510-001 Deferred Income - General	\$27,691.78	\$0.00	\$27,691.78
02510-002 Deferred Income - Water	\$19,527.95	\$0.00	\$19,527.95
02510-099 Deferred Income - Reserves	\$16,271.79	\$0.00	\$16,271.79
Current Liability Total	\$123,154.38	\$0.00	\$123,154.38
Total Liabilities:	\$123,154.38	\$0.00	\$123,154.38

Equity

Account	Operating	Reserves	Total
Fund Balances			
03003-001 PY - Reserves - General	\$0.00	\$254,183.00	\$254,183.00
03003-002 PY - Reserves - General	\$0.00	\$897,353.00	\$897,353.00
03003-003 PY - Reserves - Marina	\$0.00	\$62,916.00	\$62,916.00
03005-001 Reserves Fund - General	\$0.00	\$49,728.04	\$49,728.04
03005-002 Reserves Fund - Water	\$0.00	\$79,920.45	\$79,920.45
03005-003 Reserves Fund - Marina	\$0.00	\$47,952.56	\$47,952.56
03050-001 CY - RESERVE EXPENSE - General	\$0.00	(\$60,618.66)	(\$60,618.66)
03050-002 CY - RESERVES Expense - Water	\$0.00	(\$7,952.36)	(\$7,952.36)
03050-003 CY - RESERVES EXPENSE - Marina	\$0.00	(\$19,795.49)	(\$19,795.49)
03510-001 CY - RESERVE INTEREST: - General	\$0.00	\$2,937.73	\$2,937.73
03600-001 Fund Balance - General	\$1,862,503.36	\$0.00	\$1,862,503.36
Fund Balances Total	\$1,862,503.36	\$1,306,624.27	\$3,169,127.63
Current Year Net Income/(Loss)	\$159,586.51	\$0.00	\$159,586.51
Total Equity:	\$2,022,089.87	\$1,306,624.27	\$3,328,714.14
Total Liabilities & Equity	\$2,145,244.25	\$1,306,624.27	\$3,451,868.52

**CAPE GEORGE COLONY CLUB
INCOME STATEMENT**

General

Start: 11/01/2022 | End: 11/30/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-001 Reserve Income General	0.00	0.00	0.00	110.00	0.00	110.00	0.00
04101-001 Annual Assess General	27,686.11	27,686.11	0.00	301,443.80	301,352.47	91.33	329,038.58
04107-001 Lot Mow Fees General - General	0.00	916.67	(916.67)	8,730.00	10,083.37	(1,353.37)	11,000.00
04108-001 Comm Center Rental	400.00	93.75	306.25	2,260.00	1,031.25	1,228.75	1,125.00
04110-001 Marina Wait List - General	(100.00)	120.92	(220.92)	0.00	1,330.12	(1,330.12)	1,451.00
04113-001 Late Fee Income	700.00	129.17	570.83	3,780.50	1,420.87	2,359.63	1,550.00
04115-001 Other Fees General	35.00	25.00	10.00	335.00	275.00	60.00	300.00
04301-001 Int Income - Oper General - Ge...	26.32	4.67	21.65	75.08	51.37	23.71	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	2,212.79	492.25	1,720.54	537.00
04801-001 Misc Income- General	(1,479.47)	83.33	(1,562.80)	(519.99)	916.63	(1,436.62)	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	80.00	0.00	80.00	0.00
04806-001 Fines - General	200.00	95.83	104.17	307.50	1,054.13	(746.63)	1,150.00
04807-001 Access Cards/FOB's - General	110.00	62.50	47.50	1,545.00	687.50	857.50	750.00
04808-001 Phone Directories - General	0.00	40.33	(40.33)	682.00	443.63	238.37	484.00
Income Total	27,577.96	29,303.03	(1,725.07)	321,041.68	319,138.59	1,903.09	348,441.58
Total Income	27,577.96	29,303.03	(1,725.07)	321,041.68	319,138.59	1,903.09	348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	183.37	974.67	791.30	8,838.78	10,721.37	1,882.59	11,696.00
05101-001 Wages - Manager- General	3,845.43	4,638.58	793.15	25,425.98	51,024.38	25,598.40	55,663.00
05103-001 Wages-Caretakers- General	2,851.74	2,710.67	(141.07)	28,673.51	29,817.37	1,143.86	32,528.00
05104-001 Wages-Office Admin. General	1,096.38	1,898.17	801.79	24,992.64	20,879.87	(4,112.77)	22,778.00
05120-001 Benefits General	2,431.47	1,812.92	(618.55)	14,747.14	19,942.12	5,194.98	21,755.00
05201-001 Payroll Taxes General	819.48	1,268.58	449.10	7,514.38	13,954.38	6,440.00	15,223.00
Salaries, Benefits & Tax Total	11,227.87	13,303.59	2,075.72	110,192.43	146,339.49	36,147.06	159,643.00
Repairs & Maintenance							
05301-001 R & M Buildings- General	926.01	385.42	(540.59)	8,161.05	4,239.62	(3,921.43)	4,625.00
05302-001 R & M Roads & Drainage	0.00	833.33	833.33	764.41	9,166.63	8,402.22	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	401.50	401.50	438.00
05304-001 R & M Vehicles	34.89	183.33	148.44	476.47	2,016.63	1,540.16	2,200.00
05305-001 R & M Equipment	871.69	229.17	(642.52)	1,238.66	2,520.87	1,282.21	2,750.00
05307-001 R & M Wells, Tanks & Pipes - G...	0.00	0.00	0.00	69.78	0.00	(69.78)	0.00
05310-001 R & M Grounds	0.00	560.42	560.42	4,130.56	6,164.62	2,034.06	6,725.00
05313-001 R & M Swimming Pool -NEW	0.00	177.08	177.08	2,825.66	1,947.88	(877.78)	2,125.00
Repairs & Maintenance Total	1,832.59	2,405.25	572.66	17,666.59	26,457.75	8,791.16	28,863.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	267.71	239.58	(28.13)	3,507.54	2,635.38	(872.16)	2,875.00
05402-001 Contract Service - Legal - Gen...	0.00	1,000.00	1,000.00	7,893.50	11,000.00	3,106.50	12,000.00
05403-001 Contract Service -Accounting -...	7,896.50	1,784.83	(6,111.67)	30,268.97	19,633.13	(10,635.84)	21,418.00
05404-001 Contract Service - General	96.26	0.00	(96.26)	1,364.86	0.00	(1,364.86)	0.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05405-001 Contract Service - Lot Mow	0.00	916.67	916.67	8,311.24	10,083.37	1,772.13	11,000.00
05406-001 Contract Service-Other General	(11,202.68)	20.83	11,223.51	3,199.48	229.13	(2,970.35)	250.00
05407-001 Contracted Service -Janitorial...	1,255.00	739.58	(515.42)	8,885.13	8,135.38	(749.75)	8,875.00
05408-001 Contracted Services - Accting ...	0.00	125.00	125.00	2,351.44	1,375.00	(976.44)	1,500.00
05409-001 Contracted Service - Pest Cont...	329.48	102.08	(227.40)	1,604.86	1,122.88	(481.98)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.42	135.42	0.00	1,489.62	1,489.62	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	962.50	962.50	1,050.00
05412-001 Contracted Service - Cable Int...	81.12	193.25	112.13	859.32	2,125.75	1,266.43	2,319.00
05413-001 Contracted Service - Noxious W...	3,382.10	427.08	(2,955.02)	6,880.30	4,697.88	(2,182.42)	5,125.00
Contracted Services Total	2,105.49	5,771.82	3,666.33	75,126.64	63,490.02	(11,636.62)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.17	17.17	0.00	188.87	188.87	206.00
05504-001 Common property tax - General	0.00	40.67	40.67	0.00	447.37	447.37	488.00
05507-001 Other Tax,License,Fee Gen	48.67	172.92	124.25	2,100.26	1,902.12	(198.14)	2,075.00
05508-001 Federal Income Tax - General	(659.89)	0.00	659.89	(575.89)	0.00	575.89	0.00
Property and other Taxes Total	(611.22)	230.76	841.98	1,524.37	2,538.36	1,013.99	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	312.75	187.50	(125.25)	3,784.90	2,062.50	(1,722.40)	2,250.00
05602-001 New Water Meters - General	0.00	0.00	0.00	1,570.71	0.00	(1,570.71)	0.00
05604-001 Vehicle Gas & Oil General	609.51	152.08	(457.43)	4,507.50	1,672.88	(2,834.62)	1,825.00
05605-001 Supplies- General	388.00	327.08	(60.92)	4,609.93	3,597.88	(1,012.05)	3,925.00
05606-001 Small Tools & Equip Gen	620.16	360.00	(260.16)	3,487.92	3,960.00	472.08	4,320.00
05607-001 Supplies General Pool - NEW	81.08	200.00	118.92	2,715.25	2,200.00	(515.25)	2,400.00
05608-001 Utilities Pool - NEW	1,604.25	1,468.75	(135.50)	16,679.17	16,156.25	(522.92)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.42	189.42	0.00	2,083.62	2,083.62	2,273.00
Supplies, Small Tools, Etc.. Total	3,615.75	2,884.83	(730.92)	37,355.38	31,733.13	(5,622.25)	34,618.00
Utilities							
05701-001 Utilities General	411.07	543.75	132.68	4,407.10	5,981.25	1,574.15	6,525.00
05702-001 Telephone- General	332.60	443.75	111.15	3,610.03	4,881.25	1,271.22	5,325.00
Utilities Total	743.67	987.50	243.83	8,017.13	10,862.50	2,845.37	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	2,011.78	1,956.25	(55.53)	21,844.76	21,518.75	(326.01)	23,475.00
05705-001 Postage - General	1,337.20	244.42	(1,092.78)	2,928.51	2,688.62	(239.89)	2,933.00
05707-001 Misc. Expense - General	25.00	550.17	525.17	2,964.23	6,051.87	3,087.64	6,602.00
05708-001 Certification/Education -Gen.	0.00	200.00	200.00	14.95	2,200.00	2,185.05	2,400.00
Insurances, Postage, Education, Misc. Total	3,373.98	2,950.84	(423.14)	27,752.45	32,459.24	4,706.79	35,410.00
Total Expense	22,288.13	28,534.59	6,246.46	277,634.99	313,880.49	36,245.50	342,415.00
Net Income	5,289.83	768.44	4,521.39	43,406.69	5,258.10	38,148.59	6,026.58

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
Water
Start: 11/01/2022 | End: 11/30/2022
Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	18,755.63	18,608.33	147.30	201,254.05	199,616.65	1,637.40	218,225.00
04105-002 Water Hookup Fees - Water	4,400.00	300.00	4,100.00	14,300.00	3,300.00	11,000.00	3,600.00
04106-002 Excess Water Use	0.00	244.83	(244.83)	5,440.00	2,693.13	2,746.87	2,938.00
Income Total	23,155.63	19,153.16	4,002.47	220,994.05	205,609.78	15,384.27	224,763.00
Total Income	23,155.63	19,153.16	4,002.47	220,994.05	205,609.78	15,384.27	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	105.80	349.08	243.28	5,099.87	3,839.88	(1,259.99)	4,189.00
05101-002 Wages- Manager - Water	1,935.57	2,333.58	398.01	13,335.35	25,669.38	12,334.03	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,429.75	1,337.67	(92.08)	14,427.02	14,714.37	287.35	16,052.00
05104-002 Wages-Office Admin. -Water	552.07	955.25	403.18	12,689.34	10,507.75	(2,181.59)	11,463.00
05120-002 Benefits - Water	1,402.94	1,046.75	(356.19)	8,730.31	11,514.25	2,783.94	12,561.00
05201-002 Payroll Taxes Water	415.68	608.25	192.57	4,862.49	6,690.75	1,828.26	7,299.00
Salaries, Benefits & Tax Total	5,841.81	6,630.58	788.77	59,144.38	72,936.38	13,792.00	79,567.00

Repairs & Maintenance

05301-002 R & M Buildings-Water	0.00	145.83	145.83	0.00	1,604.13	1,604.13	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.33	8.33	0.00	91.63	91.63	100.00
05304-002 R & M Vehicles-Water	0.00	129.17	129.17	0.00	1,420.87	1,420.87	1,550.00
05305-002 R & M Equipment-Water	0.00	104.17	104.17	0.00	1,145.87	1,145.87	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	0.00	270.83	270.83	3,505.38	2,979.13	(526.25)	3,250.00
05310-002 R & M Grounds - Water	0.00	166.67	166.67	0.00	1,833.37	1,833.37	2,000.00
Repairs & Maintenance Total	0.00	825.00	825.00	3,505.38	9,075.00	5,569.62	9,900.00

Contracted Services

05401-002 Contract Service Equip- Water	589.00	0.00	(589.00)	589.00	0.00	(589.00)	0.00
05402-002 Contract Service -Legal-Water	0.00	83.33	83.33	0.00	916.63	916.63	1,000.00
05403-002 Contract Service- Acctg- Water	671.56	573.67	(97.89)	7,512.19	6,310.37	(1,201.82)	6,884.00
05404-002 Contract Service - Water	2,546.00	1,300.00	(1,246.00)	17,715.00	14,300.00	(3,415.00)	15,600.00
05406-002 Contract Service- Other Water	5,891.40	218.75	(5,672.65)	6,014.60	2,406.25	(3,608.35)	2,625.00
Contracted Services Total	9,697.96	2,175.75	(7,522.21)	31,830.79	23,933.25	(7,897.54)	26,109.00

Property and other Taxes

05501-002 Sales B&O Taxes Water	1,072.56	0.00	(1,072.56)	11,240.42	7,500.00	(3,740.42)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax, License, Fee Wtr	0.00	83.33	83.33	861.05	916.63	55.58	1,000.00
Property and other Taxes Total	1,072.56	83.33	(989.23)	12,101.47	9,316.63	(2,784.84)	11,900.00

Supplies, Small Tools, Etc..

05601-002 Office Supplies-Water	17.47	89.58	72.11	17.47	985.38	967.91	1,075.00
05602-002 New Water Meters - Water	869.55	0.00	(869.55)	1,302.70	0.00	(1,302.70)	0.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05604-002 Vehicle Gas & Oil - Water	0.00	170.83	170.83	69.70	1,879.13	1,809.43	2,050.00
05605-002 Supplies- Water	0.00	250.00	250.00	4,597.03	2,750.00	(1,847.03)	3,000.00
05606-002 Small Tools & Equip Water	119.09	72.92	(46.17)	119.09	802.12	683.03	875.00
05607-002 Supplies General Pool - Water	0.00	0.00	0.00	113.38	0.00	(113.38)	0.00
Supplies, Small Tools, Etc.. Total	1,006.11	583.33	(422.78)	6,219.37	6,416.63	197.26	7,000.00
Utilities							
05701-002 Utilities Water	971.32	989.58	18.26	9,254.35	10,885.38	1,631.03	11,875.00
05702-002 Telephone-Water	192.00	35.92	(156.08)	2,408.23	395.12	(2,013.11)	431.00
Utilities Total	1,163.32	1,025.50	(137.82)	11,662.58	11,280.50	(382.08)	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	989.03	960.42	(28.61)	10,739.37	10,564.62	(174.75)	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	0.00	1,443.75	1,443.75	1,575.00
05707-002 Misc. Expense - Water	0.00	114.58	114.58	46.00	1,260.38	1,214.38	1,375.00
05708-002 Certification/Education -Water	0.00	15.67	15.67	0.00	172.37	172.37	188.00
Insurances, Postage, Education, Misc. Total	989.03	1,221.92	232.89	10,785.37	13,441.12	2,655.75	14,663.00
Total Expense	19,770.79	12,545.41	(7,225.38)	135,249.34	146,399.51	11,150.17	161,445.00
Net Income	3,384.84	6,607.75	(3,222.91)	85,744.71	59,210.27	26,534.44	63,318.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 11/01/2022 | End: 11/30/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	0.00	625.00	(625.00)	10,120.00	6,875.00	3,245.00	7,500.00
04109-003 Marina Moorage - Marina	0.00	5,645.83	(5,645.83)	64,599.00	62,104.13	2,494.87	67,750.00
04110-003 Marina Wait List Forfeiture	(4,250.00)	0.00	(4,250.00)	(950.00)	0.00	(950.00)	0.00
04112-003 Ramp Fee	0.00	308.33	(308.33)	3,600.00	3,391.63	208.37	3,700.00
04114-003 Daily Moorage/Ramp Fees	0.00	58.33	(58.33)	328.00	641.63	(313.63)	700.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	780.00	0.00	780.00	0.00
04803-003 Dock Electric Fee - Marina	0.00	648.75	(648.75)	7,250.00	7,136.25	113.75	7,785.00
04804-003 Small Boats - Marina	0.00	333.33	(333.33)	4,400.00	3,666.63	733.37	4,000.00
Income Total	(4,250.00)	7,619.57	(11,869.57)	90,127.00	83,815.27	6,311.73	91,435.00
Total Income	(4,250.00)	7,619.57	(11,869.57)	90,127.00	83,815.27	6,311.73	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	35.16	99.67	64.51	1,704.96	1,096.37	(608.59)	1,196.00
05101-003 Wages-Manager-Marina	649.48	781.33	131.85	4,474.66	8,594.63	4,119.97	9,376.00
05103-003 Wages-Caretaker Marina	481.01	396.08	(84.93)	4,842.21	4,356.88	(485.33)	4,753.00
05104-003 Wages-Office Admin. -Marina	185.17	320.00	134.83	4,258.81	3,520.00	(738.81)	3,840.00
05120-003 Benefits-Marina	469.08	352.42	(116.66)	2,920.81	3,876.62	955.81	4,229.00
05201-003 Payroll Taxes - Marina	134.32	196.25	61.93	1,578.63	2,158.75	580.12	2,355.00
Salaries, Benefits & Tax Total	1,954.22	2,145.75	191.53	19,780.08	23,603.25	3,823.17	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.33	8.33	0.00	91.63	91.63	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	275.00	275.00	300.00
05305-003 R & M Equipment - Marina	0.00	18.75	18.75	257.12	206.25	(50.87)	225.00
05308-003 R & M- Docks & Ramps - Marina	0.00	281.25	281.25	5,726.02	3,093.75	(2,632.27)	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	9,427.98	12,375.00	2,947.02	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.33	83.33	220.93	916.63	695.70	1,000.00
Repairs & Maintenance Total	0.00	1,541.66	1,541.66	15,632.05	16,958.26	1,326.21	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	310.18	239.92	(70.26)	3,514.93	2,639.12	(875.81)	2,879.00
05404-003 Contract Service - Marina	96.26	52.08	(44.18)	1,374.75	572.88	(801.87)	625.00
05406-003 Contract Service- Other Marina	154.01	168.75	14.74	1,507.40	1,856.25	348.85	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	770.08	756.25	(13.83)	825.00
Contracted Services Total	560.45	529.50	(30.95)	7,167.16	5,824.50	(1,342.66)	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	68.75	68.75	75.00
05507-003 Other license, fee - marina	0.00	130.25	130.25	30.64	1,432.75	1,402.11	1,563.00
Property and other Taxes Total	0.00	136.50	136.50	30.64	1,501.50	1,470.86	1,638.00

Supplies, Small Tools, Etc..

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05601-003 Office Supplies-Marina	5.82	38.58	32.76	(40.01)	424.38	464.39	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	196.98	550.00	353.02	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.17	3.17	0.00	34.87	34.87	38.00
05605-003 Supplies- Marina	51.41	185.42	134.01	1,485.46	2,039.62	554.16	2,225.00
05606-003 Small Tools & Equip Marina	0.00	93.75	93.75	163.24	1,031.25	868.01	1,125.00
Supplies, Small Tools, Etc.. Total	57.23	370.92	313.69	1,805.67	4,080.12	2,274.45	4,451.00
Utilities							
05701-003 Utilities Marina	405.59	666.67	261.08	6,132.91	7,333.37	1,200.46	8,000.00
Utilities Total	405.59	666.67	261.08	6,132.91	7,333.37	1,200.46	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	808.02	725.00	(83.02)	8,650.66	7,975.00	(675.66)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	0.00	275.00	275.00	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	280.42	343.75	63.33	375.00
Insurances, Postage, Education, Misc. Total	808.02	781.25	(26.77)	8,931.08	8,593.75	(337.33)	9,375.00
Total Expense	3,785.51	6,172.25	2,386.74	59,479.59	67,894.75	8,415.16	74,067.00
Net Income	(8,035.51)	1,447.32	(9,482.83)	30,647.41	15,920.52	14,726.89	17,368.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT
 Cost Center 900
 Start: 11/01/2022 | End: 11/30/2022
 Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REserve Income ALL	16,253.78	16,253.78	0.00	177,491.56	178,375.24	(883.68)	194,629.00
04055-900 Reserve Interest ALI	0.00	187.50	(187.50)	0.00	2,062.50	(2,062.50)	2,250.00
Income Total	16,253.78	16,441.28	(187.50)	177,491.56	180,437.74	(2,946.18)	196,879.00
Total Income	16,253.78	16,441.28	(187.50)	177,491.56	180,437.74	(2,946.18)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,253.78	16,219.08	(34.70)	177,601.56	178,409.88	808.32	194,629.00
Deprec, Interest & Bad Debt Total	16,253.78	16,219.08	(34.70)	177,601.56	178,409.88	808.32	194,629.00
Total Expense	16,253.78	16,219.08	(34.70)	177,601.56	178,409.88	808.32	194,629.00
Net Income	0.00	222.20	(222.20)	(110.00)	2,027.86	(2,137.86)	2,250.00

Report Summary

Code	Account#	Current	Over 30	Over 60	Over 90	Total
01 - Late Fees	01201	\$500.00	\$540.00	\$0.00	\$280.00	\$1,320.00
03 - Admin. Fees	01201	\$260.00	\$270.00	\$0.00	\$140.00	\$670.00
07 - Misc. Charges	01201	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
17 - Water Connect	01201	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
21 - Fines	01201	\$0.00	\$0.00	\$150.00	\$300.00	\$450.00
22 - Access Cards	01201	\$0.00	\$55.00	\$0.00	\$0.00	\$55.00
28 - Payment Plan Processing Fee \$5	01201	(\$2.85)	\$0.00	\$0.00	\$0.00	(\$2.85)
A1 - A1 Genrl Assesmnt	01201	(\$1,254.70)	\$3,039.48	\$0.00	\$2,357.32	\$4,142.10
C3 - Water Use Fees	01201	(\$852.20)	\$1,161.60	\$0.00	\$190.20	\$499.60
C4 - RESERVE ASSESS	01201	(\$865.02)	\$2,553.70	\$0.00	\$1,387.98	\$3,076.66
C6 - C6 LOT MOW	01201	\$0.00	\$0.00	\$0.00	\$90.00	\$90.00
Grand Total:		(\$1,064.77)	\$7,619.78	\$150.00	\$4,745.50	\$11,450.51

Account#	Account Description	Delinquency Amount
01201 - 001	Accts Receivables - General	\$6,774.25
01201 - 002	Accts Receivables - Water	\$1,599.60
01201 - 099	Accts Receivables - Cost Center 099	\$3,076.66
Total:		\$11,450.51

Total Number of Homes: 69

CAPE GEORGE COLONY CLUB

As of Dec 31, 2022

Balance Sheet as of December 31, 2022 and 2021 - Preliminary Subject to Audit

Assets	2022	2021		Liabilities and Fund Balances	2022	2021	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 127,596	\$ 79,997	60%	Accounts Payable & Other Liabilities	\$ 24,956	\$ 16,093	55%
Operating Savings & ICS	258,031	197,433	31%	Prepaid Income	40,722	30,220	35%
Reserves - General, Water & Marina	1,326,732	1,160,229	14%	Unearned Income, Marina Wait List	5,250	5,469	-4%
Total Cash & Equivalents	1,712,360	1,437,659	19%	Total Current Liabilities	70,927	51,782	37%
Net Accounts Receivable	\$ 6,070	\$ 13,426	-55%	FUND BALANCES:			
Total Net Fixed Assets	1,602,010	1,444,326	11%	Fund Balances & Equity	3,276,511	2,976,010	10%
Total Prepaid & Other Assets	22,680	21,547	5%	Fixed Asset & Deprec NonCash Activity	(141,027)	(118,465)	19%
				Modified Cash Basis Income	136,709	7,652	1687%
TOTAL ASSETS	\$3,343,120	\$2,916,958	15%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,343,120	\$ 2,916,958	15%

Note: Fixed Asset Adj provided in order to provide customary net cash income figure.

Summary Revenue and Expense Statements for the periods ended December 31, 2022 and 2021 (Modified cash basis, excludes depreciation)

*Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

	2022 Year to Date - Unaudited				Comparative - Unaudited			
	Actual	Budget	Variance	%	2022 YTD	2021 YTD**	Variance	%
General								
General Assessment	\$ 329,136	\$ 329,038	98	0%	\$ 329,136	\$ 319,536	\$ 9,600	3%
Revenue - All Other Sources	19,605	19,403	202	1%	19,605	25,461	(5,856)	-23%
Total General Revenue	348,741	348,441	300		348,741	344,997	3,744	
Expenses:								
Salaries, Benefits, PR Tax	126,122	159,643	33,521	21%	126,122	180,943	54,821	30%
Repairs & Maintenance	28,535	26,738	(1,797)	-7%	28,535	43,279	14,744	34%
Contracted Services	80,533	69,262	(11,271)	-16%	80,533	67,497	(13,036)	-19%
Pool Expense & Utilities	24,234	24,423	189	1%	24,234	35,232	10,998	31%
Utilities & Insurance	33,111	35,325	2,214	6%	33,111	33,944	833	2%
Other Expenses (incl taxes)	28,435	27,024	(1,411)	-5%	28,435	30,308	1,873	6%
Total General Expenses	320,970	342,415	21,445		320,970	391,203	66,233	
General Net Income	\$ 27,770	\$ 6,026	\$ 21,744	-361%	\$ 27,770	\$ (46,206)	\$ 73,976	>-100%
Water								
Revenue - Water Use Fees	\$ 220,851	\$ 218,225	\$ 2,626	1%	\$ 220,851	\$ 205,144	\$ 15,707	8%
Revenue - All Other Sources	23,040	6,538	16,502	252%	23,040	4,435	18,605	420%
Total Water Revenue	243,891	224,763	19,128		243,891	209,579	34,312	
Expenses:								
Salaries, Benefits, PR Tax	66,863	79,567	12,704	16%	66,863	84,678	17,815	21%
Repairs & Maintenance	5,251	9,900	4,649	47%	5,251	1,819	(3,432)	-189%
Contracted Services	35,531	26,109	(9,422)	-36%	35,531	28,298	(7,233)	-26%
Utilities & Insurance	24,548	23,831	(717)	-3%	24,548	24,347	(201)	-1%
Other Expenses (incl taxes)	24,972	22,038	(2,934)	-13%	24,972	20,973	(3,999)	-19%
Total Water Expenses	157,165	161,445	4,280		157,165	160,115	2,950	
Water Net Income	\$ 86,726	\$ 63,318	\$ 23,408	37%	\$ 86,726	\$ 49,464	\$ 37,262	75%
Marina								
Revenue - Moorage/Parking	\$ 74,741	\$ 75,250	\$ (509)	-1%	\$ 74,741	\$ 64,536	\$ 10,205	16%
Revenue - All Other Sources	15,408	16,185	(777)	-5%	15,408	13,964	1,444	10%
Total Marina Revenue	90,149	91,435	(1,286)		90,149	78,500	11,649	
Expenses:								
Salaries, Benefits, PR Tax	22,362	25,749	3,387	13%	22,362	27,663	5,301	19%
Repairs & Maintenance	18,394	18,500	106	1%	18,394	17,833	(561)	0%
Contracted Services	7,702	6,354	(1,348)	-21%	7,702	8,177	475	6%
Utilities & Insurance	16,417	16,700	283	2%	16,417	17,795	1,378	8%
Other Expenses (incl taxes)	3,062	6,764	3,702	55%	3,062	2,617	(445)	-17%
Total Marina Expenses	67,937	74,067	6,130		67,937	74,085	6,148	
Marina Net Income	\$ 22,212	\$ 17,368	\$ 4,844	28%	\$ 22,212	\$ 4,415	\$ 17,797	403%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 136,708	\$ 86,712	\$ 49,996	58%	\$ 136,708	\$ 7,673	\$ 129,035	1682%
Reserve Activity								
Routine Reserve Assessment	193,873	178,375	15,498	9%	193,873	174,404	(19,469)	11%
Reserve Interest - all **	5,683	2,063	3,620	175%	5,683	3,687	(1,996)	>100%
Less: Reserve Offset**	(193,873)	(178,410)	(15,463)		(193,873)	(174,424)	19,449	
Net Reserve Activity	\$ 5,683	\$ 2,028	\$ 3,655	180%	\$ 5,683	\$ 3,667	\$ (2,016)	55%
Depreciation (NonCash) Activity								
General Operations	85,702				\$ 85,702	\$ 72,088	\$ 13,614	
Water Fund	22,344				\$ 22,344	21354	\$ 990	
Marina Fund	32,982				\$ 32,982	25043	\$ 7,939	
Net Depreciation Expense	\$ 141,027				\$ 141,027	\$ 118,485	\$ 22,542	



Financial Reporting Package

Prepared for:

CAPE GEORGE COLONY CLUB

12/01/2022 – 12/31/2022

Prepared by:

Community
 **Financials™**

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3	Detailed Income Statement - By Range	The income minus the expenses of a community or other business entity over a period of time compared to budgets.
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16	Bank Reconciliation	Bank reconciliation history for a given bank account.
17	General Ledger Detail	Shows General Ledger activity and supporting information for a given time period.

CAPE GEORGE COLONY CLUB

FUND BALANCE SHEET

As of: 12/31/2022

Assets

Account	Operating	Reserves	Total
Operating Cash			
01103-001 Petty Cash	\$300.00	\$0.00	\$300.00
01104-001 Chase #1366 New Chase checking	\$57,138.91	\$0.00	\$57,138.91
01106-001 OP - PPB 0125 New	\$70,156.99	\$0.00	\$70,156.99
01107-001 Oper Savings - General - Chase 5161	\$100,051.12	\$0.00	\$100,051.12
Operating Cash Total	\$227,647.02	\$0.00	\$227,647.02
Reserve Cash			
01109-001 Reserve Inv Bank 0082 - General	\$0.00	\$152,641.62	\$152,641.62
01111-008 ICS Accounts- PPB Bank	\$150,313.39	\$0.00	\$150,313.39
01150-001 PPB - 6mo CD # 1015 Exp 02/02/2023	\$0.00	\$77,052.13	\$77,052.13
01170-001 Kitsap Bank- Money Market	\$0.00	\$229,705.55	\$229,705.55
01173-001 Kitsap Bank Intra FL-CD # 8152	\$0.00	\$475,000.00	\$475,000.00
01173-002 Kitsap Bank Intra FL-CD # 2008	\$0.00	\$400,000.00	\$400,000.00
01195-001 Due to / from Reserves -General	\$0.00	(\$7,666.81)	(\$7,666.81)
01199-001 Due From / TO Operating - General	\$7,666.81	\$0.00	\$7,666.81
Reserve Cash Total	\$157,980.20	\$1,326,732.49	\$1,484,712.69
Current Assets			
01201-001 Accts Receivables General	\$4,478.14	\$0.00	\$4,478.14
01201-002 Accts Receivables Water	(\$163.10)	\$0.00	(\$163.10)
01201-008 Allowance for Doubtful Accts.	(\$4,375.00)	\$0.00	(\$4,375.00)
01201-099 Acct Rec - Reserve Assessment	\$1,755.42	\$0.00	\$1,755.42
01201-100 Allow. Uncollectible Reserve	(\$226.00)	\$0.00	(\$226.00)
Current Assets Total	\$1,469.46	\$0.00	\$1,469.46
Fixed Assets			
01401-001 Land General - General	\$30,222.16	\$0.00	\$30,222.16
01405-001 Land Improvements - General	\$125,097.91	\$0.00	\$125,097.91
01406-001 Accum Depletion Land Improv - General	(\$26,573.03)	\$0.00	(\$26,573.03)
01411-001 Buildings General - General	\$910,307.93	\$0.00	\$910,307.93
01415-001 Accum Deprec Blds General - General	(\$668,228.28)	\$0.00	(\$668,228.28)
01421-001 Equip/Veh Assets General	\$140,016.87	\$0.00	\$140,016.87
01425-001 Accum Deprc Equip/Veh Gen	(\$115,618.83)	\$0.00	(\$115,618.83)
01431-002 Water System Improvements	\$1,076,271.44	\$0.00	\$1,076,271.44
01435-005 Accum Deprec Wtr/Grwth	(\$666,841.46)	\$0.00	(\$666,841.46)
01451-011 Roads Special	\$1,148,799.98	\$0.00	\$1,148,799.98
01455-011 Accum Deprec Roads Rds	(\$877,963.66)	\$0.00	(\$877,963.66)
01460-003 Marina Improvements - Marina	\$832,147.33	\$0.00	\$832,147.33
01461-003 Accum Depreciation-Marina - Marina	(\$305,628.57)	\$0.00	(\$305,628.57)
Fixed Assets Total	\$1,602,009.79	\$0.00	\$1,602,009.79
Other Assets			
01501-001 Prepaid Insurance General - General	\$26,282.68	\$0.00	\$26,282.68
01510-001 Prepaid taxes - General	\$998.00	\$0.00	\$998.00
Other Assets Total	\$27,280.68	\$0.00	\$27,280.68

Account	Operating	Reserves	Total
Total Assets:	\$2,016,387.15	\$1,326,732.49	\$3,343,119.64

Liabilities

Account	Operating	Reserves	Total
Current Liability			
02103-001 Accts Payable Comm Gen - General	\$6,056.70	\$0.00	\$6,056.70
02111-001 Vacation Payable - General	\$7,958.20	\$0.00	\$7,958.20
02120-001 Prepaid Income General	\$45,971.70	\$0.00	\$45,971.70
02122-001 Security Deposit- General	\$400.00	\$0.00	\$400.00
02122-003 Wait List - Marina	\$5,250.00	\$0.00	\$5,250.00
02130-001 Chase Credit Card	\$5,290.80	\$0.00	\$5,290.80
Current Liability Total	\$70,927.40	\$0.00	\$70,927.40
Total Liabilities:	\$70,927.40	\$0.00	\$70,927.40

Equity

Account	Operating	Reserves	Total
Fund Balances			
03003-001 PY - Reserves - General	\$0.00	\$254,183.00	\$254,183.00
03003-002 PY - Reserves - General	\$0.00	\$897,353.00	\$897,353.00
03003-003 PY - Reserves - Marina	\$0.00	\$62,916.00	\$62,916.00
03005-001 Reserves Fund - General	\$0.00	\$54,284.14	\$54,284.14
03005-002 Reserves Fund - Water	\$0.00	\$87,242.76	\$87,242.76
03005-003 Reserves Fund - Marina	\$0.00	\$52,345.94	\$52,345.94
03050-001 CY - RESERVE EXPENSE - General	\$0.00	(\$59,527.56)	(\$59,527.56)
03050-002 CY - RESERVES Expense - Water	\$0.00	(\$7,952.36)	(\$7,952.36)
03050-003 CY - RESERVES EXPENSE - Marina	\$0.00	(\$19,795.49)	(\$19,795.49)
03510-001 CY - RESERVE INTEREST: - General	\$0.00	\$5,683.06	\$5,683.06
03600-001 Fund Balance - General	\$1,949,778.74	\$0.00	\$1,949,778.74
Fund Balances Total	\$1,949,778.74	\$1,326,732.49	\$3,276,511.23
Current Year Net Income/(Loss)	(\$4,318.99)	\$0.00	(\$4,318.99)
Total Equity:	\$1,945,459.75	\$1,326,732.49	\$3,272,192.24
Total Liabilities & Equity	\$2,016,387.15	\$1,326,732.49	\$3,343,119.64

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

General

Start: 12/01/2022 | End: 12/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-001 Reserve Income General	(110.00)	0.00	(110.00)	0.00	0.00	0.00	0.00
04101-001 Annual Assess General	27,691.78	27,686.11	5.67	329,135.58	329,038.58	97.00	329,038.58
04107-001 Lot Mow Fees General - General	0.00	916.63	(916.63)	8,730.00	11,000.00	(2,270.00)	11,000.00
04108-001 Comm Center Rental	80.00	93.75	(13.75)	2,340.00	1,125.00	1,215.00	1,125.00
04110-001 Marina Wait List - General	0.00	120.88	(120.88)	0.00	1,451.00	(1,451.00)	1,451.00
04113-001 Late Fee Income	(40.00)	129.13	(169.13)	3,740.50	1,550.00	2,190.50	1,550.00
04115-001 Other Fees General	0.00	25.00	(25.00)	335.00	300.00	35.00	300.00
04301-001 Int Income - Oper General - Ge...	27.15	4.63	22.52	102.23	56.00	46.23	56.00
04800-001 Donations & Contributions- Gen...	0.00	44.75	(44.75)	2,212.79	537.00	1,675.79	537.00
04801-001 Misc Income- General	5.00	83.37	(78.37)	(514.99)	1,000.00	(1,514.99)	1,000.00
04805-001 Rental Application Fee - Gener...	0.00	0.00	0.00	80.00	0.00	80.00	0.00
04806-001 Fines - General	0.00	95.87	(95.87)	307.50	1,150.00	(842.50)	1,150.00
04807-001 Access Cards/FOB's - General	45.00	62.50	(17.50)	1,590.00	750.00	840.00	750.00
04808-001 Phone Directories - General	0.00	40.37	(40.37)	682.00	484.00	198.00	484.00
Income Total	27,698.93	29,302.99	(1,604.06)	348,740.61	348,441.58	299.03	348,441.58
Total Income	27,698.93	29,302.99	(1,604.06)	348,740.61	348,441.58	299.03	348,441.58

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-001 Wages- Caretaker Assistant - G...	671.01	974.63	303.62	9,509.79	11,696.00	2,186.21	11,696.00
05101-001 Wages - Manager- General	5,133.48	4,638.62	(494.86)	30,559.46	55,663.00	25,103.54	55,663.00
05103-001 Wages-Caretakers- General	3,703.85	2,710.63	(993.22)	32,377.36	32,528.00	150.64	32,528.00
05104-001 Wages-Office Admin. General	2,880.86	1,898.13	(982.73)	27,873.50	22,778.00	(5,095.50)	22,778.00
05120-001 Benefits General	2,419.72	1,812.88	(606.84)	17,166.86	21,755.00	4,588.14	21,755.00
05201-001 Payroll Taxes General	1,120.75	1,268.62	147.87	8,635.13	15,223.00	6,587.87	15,223.00
Salaries, Benefits & Tax Total	15,929.67	13,303.51	(2,626.16)	126,122.10	159,643.00	33,520.90	159,643.00
Repairs & Maintenance							
05301-001 R & M Buildings- General	465.32	385.38	(79.94)	8,626.37	4,625.00	(4,001.37)	4,625.00
05302-001 R & M Roads & Drainage	9,626.84	833.37	(8,793.47)	10,391.25	10,000.00	(391.25)	10,000.00
05303-001 R & M Office Equipment	0.00	36.50	36.50	0.00	438.00	438.00	438.00
05304-001 R & M Vehicles	810.34	183.37	(626.97)	1,286.81	2,200.00	913.19	2,200.00
05305-001 R & M Equipment	647.32	229.13	(418.19)	1,885.98	2,750.00	864.02	2,750.00
05307-001 R & M Wells, Tanks & Pipes - G...	0.00	0.00	0.00	69.78	0.00	(69.78)	0.00
05310-001 R & M Grounds	2,144.41	560.38	(1,584.03)	6,274.97	6,725.00	450.03	6,725.00
05313-001 R & M Swimming Pool -NEW	0.00	177.12	177.12	2,825.66	2,125.00	(700.66)	2,125.00
Repairs & Maintenance Total	13,694.23	2,405.25	(11,288.98)	31,360.82	28,863.00	(2,497.82)	28,863.00
Contracted Services							
05401-001 Contract Service Copier Equip-...	346.97	239.62	(107.35)	3,854.51	2,875.00	(979.51)	2,875.00
05402-001 Contract Service - Legal - Gen...	0.00	1,000.00	1,000.00	7,893.50	12,000.00	4,106.50	12,000.00
05403-001 Contract Service -Accounting - ...	2,788.89	1,784.87	(1,004.02)	33,057.86	21,418.00	(11,639.86)	21,418.00
05404-001 Contract Service - General	96.26	0.00	(96.26)	1,461.12	0.00	(1,461.12)	0.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05405-001 Contract Service - Lot Mow	368.22	916.63	548.41	8,679.46	11,000.00	2,320.54	11,000.00
05406-001 Contract Service-Other General	716.01	20.87	(695.14)	3,915.49	250.00	(3,665.49)	250.00
05407-001 Contracted Service -Janitorial...	1,007.50	739.62	(267.88)	9,892.63	8,875.00	(1,017.63)	8,875.00
05408-001 Contracted Services - Actcing ...	0.00	125.00	125.00	2,351.44	1,500.00	(851.44)	1,500.00
05409-001 Contracted Service - Pest Cont...	0.00	102.12	102.12	1,604.86	1,225.00	(379.86)	1,225.00
05410-001 Contracted Service - Sanitatio...	0.00	135.38	135.38	0.00	1,625.00	1,625.00	1,625.00
05411-001 Contracted Service - Postage E...	0.00	87.50	87.50	0.00	1,050.00	1,050.00	1,050.00
05412-001 Contracted Service - Cable Int...	82.12	193.25	111.13	941.44	2,319.00	1,377.56	2,319.00
05413-001 Contracted Service - Noxious W...	0.00	427.12	427.12	6,880.30	5,125.00	(1,755.30)	5,125.00
Contracted Services Total	5,405.97	5,771.98	366.01	80,532.61	69,262.00	(11,270.61)	69,262.00
Property and other Taxes							
05501-001 Sales B&O Taxes General	0.00	17.13	17.13	0.00	206.00	206.00	206.00
05504-001 Common property tax - General	0.00	40.63	40.63	0.00	488.00	488.00	488.00
05507-001 Other Tax,License,Fee Gen	362.38	172.88	(189.50)	2,462.64	2,075.00	(387.64)	2,075.00
05508-001 Federal Income Tax - General	1,200.00	0.00	(1,200.00)	624.11	0.00	(624.11)	0.00
Property and other Taxes Total	1,562.38	230.64	(1,331.74)	3,086.75	2,769.00	(317.75)	2,769.00
Supplies, Small Tools, Etc..							
05601-001 Office Supplies	605.40	187.50	(417.90)	4,390.30	2,250.00	(2,140.30)	2,250.00
05602-001 New Water Meters - General	(1,570.71)	0.00	1,570.71	0.00	0.00	0.00	0.00
05604-001 Vehicle Gas & Oil General	497.67	152.12	(345.55)	5,005.17	1,825.00	(3,180.17)	1,825.00
05605-001 Supplies- General	1,023.62	327.12	(696.50)	5,633.55	3,925.00	(1,708.55)	3,925.00
05606-001 Small Tools & Equip Gen	322.53	360.00	37.47	3,810.45	4,320.00	509.55	4,320.00
05607-001 Supplies General Pool - NEW	0.00	200.00	200.00	2,715.25	2,400.00	(315.25)	2,400.00
05608-001 Utilities Pool - NEW	2,013.93	1,468.75	(545.18)	18,693.10	17,625.00	(1,068.10)	17,625.00
05609-001 Misc. Expense Pool - NEW	0.00	189.38	189.38	0.00	2,273.00	2,273.00	2,273.00
Supplies, Small Tools, Etc.. Total	2,892.44	2,884.87	(7.57)	40,247.82	34,618.00	(5,629.82)	34,618.00
Utilities							
05701-001 Utilities General	541.58	543.75	2.17	4,948.68	6,525.00	1,576.32	6,525.00
05702-001 Telephone- General	298.97	443.75	144.78	3,909.00	5,325.00	1,416.00	5,325.00
Utilities Total	840.55	987.50	146.95	8,857.68	11,850.00	2,992.32	11,850.00
Insurances, Postage, Education, Misc.							
05703-001 Insurance - General	2,408.32	1,956.25	(452.07)	24,253.08	23,475.00	(778.08)	23,475.00
05705-001 Postage - General	0.00	244.38	244.38	2,928.51	2,933.00	4.49	2,933.00
05707-001 Misc. Expense - General	602.00	550.13	(51.87)	3,566.23	6,602.00	3,035.77	6,602.00
05708-001 Certification/Education -Gen.	0.00	200.00	200.00	14.95	2,400.00	2,385.05	2,400.00
Insurances, Postage, Education, Misc. Total	3,010.32	2,950.76	(59.56)	30,762.77	35,410.00	4,647.23	35,410.00
Deprec, Interest & Bad Debt							
05801-001 Deprec Blds General - General	38,441.87	0.00	(38,441.87)	38,441.87	0.00	(38,441.87)	0.00
05802-001 Deprec Equip\Veh\Mar\Pool	14,312.11	0.00	(14,312.11)	14,312.11	0.00	(14,312.11)	0.00
05805-001 Deprec Roads General - General	24,804.25	0.00	(24,804.25)	24,804.25	0.00	(24,804.25)	0.00
05806-001 Deprec Depletion Land Improv-G...	8,143.61	0.00	(8,143.61)	8,143.61	0.00	(8,143.61)	0.00
Deprec, Interest & Bad Debt Total	85,701.84	0.00	(85,701.84)	85,701.84	0.00	(85,701.84)	0.00
Total Expense	129,037.40	28,534.51	(100,502.89)	406,672.39	342,415.00	(64,257.39)	342,415.00
Net Income	(101,338.47)	768.48	(102,106.95)	(57,931.78)	6,026.58	(63,958.36)	6,026.58

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Water

Start: 12/01/2022 | End: 12/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04104-002 Water User Fees - Water	19,596.75	18,608.35	988.40	220,850.80	218,225.00	2,625.80	218,225.00
04105-002 Water Hookup Fees - Water	3,300.00	300.00	3,000.00	17,600.00	3,600.00	14,000.00	3,600.00
04106-002 Excess Water Use	0.00	244.87	(244.87)	5,440.00	2,938.00	2,502.00	2,938.00
Income Total	22,896.75	19,153.22	3,743.53	243,890.80	224,763.00	19,127.80	224,763.00
Total Income	22,896.75	19,153.22	3,743.53	243,890.80	224,763.00	19,127.80	224,763.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-002 Wages- Caretaker Assistant - W...	387.17	349.12	(38.05)	5,487.04	4,189.00	(1,298.04)	4,189.00
05101-002 Wages- Manager - Water	2,583.90	2,333.62	(250.28)	15,919.25	28,003.00	12,083.75	28,003.00
05103-002 Wages-Caretakers-WaterOperator	1,864.32	1,337.63	(526.69)	16,291.34	16,052.00	(239.34)	16,052.00
05104-002 Wages-Office Admin. -Water	1,450.07	955.25	(494.82)	14,139.41	11,463.00	(2,676.41)	11,463.00
05120-002 Benefits - Water	893.63	1,046.75	153.12	9,623.94	12,561.00	2,937.06	12,561.00
05201-002 Payroll Taxes Water	539.28	608.25	68.97	5,401.77	7,299.00	1,897.23	7,299.00
Salaries, Benefits & Tax Total	7,718.37	6,630.62	(1,087.75)	66,862.75	79,567.00	12,704.25	79,567.00

Repairs & Maintenance

05301-002 R & M Buildings-Water	0.00	145.87	145.87	0.00	1,750.00	1,750.00	1,750.00
05303-002 R & M Office Equip-Water	0.00	8.37	8.37	0.00	100.00	100.00	100.00
05304-002 R & M Vehicles-Water	0.00	129.13	129.13	0.00	1,550.00	1,550.00	1,550.00
05305-002 R & M Equipment-Water	0.00	104.13	104.13	1,317.99	1,250.00	(67.99)	1,250.00
05307-002 R & M Wells, Tanks & Pipes - W...	427.97	270.87	(157.10)	3,933.35	3,250.00	(683.35)	3,250.00
05310-002 R & M Grounds - Water	0.00	166.63	166.63	0.00	2,000.00	2,000.00	2,000.00
Repairs & Maintenance Total	427.97	825.00	397.03	5,251.34	9,900.00	4,648.66	9,900.00

Contracted Services

05401-002 Contract Service Equip- Water	0.00	0.00	0.00	589.00	0.00	(589.00)	0.00
05402-002 Contract Service -Legal-Water	0.00	83.37	83.37	0.00	1,000.00	1,000.00	1,000.00
05403-002 Contract Service- Acctg- Water	631.54	573.63	(57.91)	8,143.73	6,884.00	(1,259.73)	6,884.00
05404-002 Contract Service - Water	3,066.00	1,300.00	(1,766.00)	20,781.00	15,600.00	(5,181.00)	15,600.00
05406-002 Contract Service- Other Water	3.08	218.75	215.67	6,017.68	2,625.00	(3,392.68)	2,625.00
Contracted Services Total	3,700.62	2,175.75	(1,524.87)	35,531.41	26,109.00	(9,422.41)	26,109.00

Property and other Taxes

05501-002 Sales B&O Taxes Water	1,164.50	2,500.00	1,335.50	12,404.92	10,000.00	(2,404.92)	10,000.00
05506-002 Operating Licenses Water - Wat...	0.00	0.00	0.00	0.00	900.00	900.00	900.00
05507-002 Other Tax, License, Fee Wtr	0.00	83.37	83.37	861.05	1,000.00	138.95	1,000.00
Property and other Taxes Total	1,164.50	2,583.37	1,418.87	13,265.97	11,900.00	(1,365.97)	11,900.00

Supplies, Small Tools, Etc..

05601-002 Office Supplies-Water	0.00	89.62	89.62	17.47	1,075.00	1,057.53	1,075.00
05602-002 New Water Meters - Water	8,124.27	0.00	(8,124.27)	9,426.97	0.00	(9,426.97)	0.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05604-002 Vehicle Gas & Oil - Water	1,189.34	170.87	(1,018.47)	1,259.04	2,050.00	790.96	2,050.00
05605-002 Supplies- Water	(3,874.28)	250.00	4,124.28	722.75	3,000.00	2,277.25	3,000.00
05606-002 Small Tools & Equip Water	0.00	72.88	72.88	119.09	875.00	755.91	875.00
05607-002 Supplies General Pool - Water	0.00	0.00	0.00	113.38	0.00	(113.38)	0.00
Supplies, Small Tools, Etc.. Total	5,439.33	583.37	(4,855.96)	11,658.70	7,000.00	(4,658.70)	7,000.00
Utilities							
05701-002 Utilities Water	868.99	989.62	120.63	10,123.34	11,875.00	1,751.66	11,875.00
05702-002 Telephone-Water	288.36	35.88	(252.48)	2,696.59	431.00	(2,265.59)	431.00
Utilities Total	1,157.35	1,025.50	(131.85)	12,819.93	12,306.00	(513.93)	12,306.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance-Water	989.03	960.38	(28.65)	11,728.40	11,525.00	(203.40)	11,525.00
05705-002 Postage-Water	0.00	131.25	131.25	0.00	1,575.00	1,575.00	1,575.00
05707-002 Misc. Expense - Water	0.00	114.62	114.62	46.00	1,375.00	1,329.00	1,375.00
05708-002 Certification/Education -Water	0.00	15.63	15.63	0.00	188.00	188.00	188.00
Insurances, Postage, Education, Misc. Total	989.03	1,221.88	232.85	11,774.40	14,663.00	2,888.60	14,663.00
Deprec, Interest & Bad Debt							
05803-002 Deprec Water System Water	22,343.50	0.00	(22,343.50)	22,343.50	0.00	(22,343.50)	0.00
Deprec, Interest & Bad Debt Total	22,343.50	0.00	(22,343.50)	22,343.50	0.00	(22,343.50)	0.00
Total Expense	42,940.67	15,045.49	(27,895.18)	179,508.00	161,445.00	(18,063.00)	161,445.00
Net Income	(20,043.92)	4,107.73	(24,151.65)	64,382.80	63,318.00	1,064.80	63,318.00

CAPE GEORGE COLONY CLUB

INCOME STATEMENT

Marina

Start: 12/01/2022 | End: 12/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04106-003 Boat Trailer Parking	22.15	625.00	(602.85)	10,142.15	7,500.00	2,642.15	7,500.00
04109-003 Marina Moorage - Marina	0.00	5,645.87	(5,645.87)	64,599.00	67,750.00	(3,151.00)	67,750.00
04110-003 Marina Wait List Forfeiture	0.00	0.00	0.00	(950.00)	0.00	(950.00)	0.00
04112-003 Ramp Fee	0.00	308.37	(308.37)	3,600.00	3,700.00	(100.00)	3,700.00
04114-003 Daily Moorage/Ramp Fees	0.00	58.37	(58.37)	328.00	700.00	(372.00)	700.00
04802-003 Dock Boxes - Marina	0.00	0.00	0.00	780.00	0.00	780.00	0.00
04803-003 Dock Electric Fee - Marina	0.00	648.75	(648.75)	7,250.00	7,785.00	(535.00)	7,785.00
04804-003 Small Boats - Marina	0.00	333.37	(333.37)	4,400.00	4,000.00	400.00	4,000.00
Income Total	22.15	7,619.73	(7,597.58)	90,149.15	91,435.00	(1,285.85)	91,435.00
Total Income	22.15	7,619.73	(7,597.58)	90,149.15	91,435.00	(1,285.85)	91,435.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Salaries, Benefits & Tax							
05100-003 Wages- Caretaker Assistant - M...	129.46	99.63	(29.83)	1,834.42	1,196.00	(638.42)	1,196.00
05101-003 Wages-Manager-Marina	867.02	781.37	(85.65)	5,341.68	9,376.00	4,034.32	9,376.00
05103-003 Wages-Caretaker Marina	625.57	396.12	(229.45)	5,467.78	4,753.00	(714.78)	4,753.00
05104-003 Wages-Office Admin. -Marina	486.57	320.00	(166.57)	4,745.38	3,840.00	(905.38)	3,840.00
05120-003 Benefits-Marina	298.79	352.38	53.59	3,219.60	4,229.00	1,009.40	4,229.00
05201-003 Payroll Taxes - Marina	174.26	196.25	21.99	1,752.89	2,355.00	602.11	2,355.00
Salaries, Benefits & Tax Total	2,581.67	2,145.75	(435.92)	22,361.75	25,749.00	3,387.25	25,749.00
Repairs & Maintenance							
05303-003 R & M Office Equipment-Marina	0.00	8.37	8.37	0.00	100.00	100.00	100.00
05304-003 R & M Vehicles	0.00	25.00	25.00	0.00	300.00	300.00	300.00
05305-003 R & M Equipment - Marina	0.00	18.75	18.75	257.12	225.00	(32.12)	225.00
05308-003 R & M- Docks & Ramps - Marina	2,731.88	281.25	(2,450.63)	8,457.90	3,375.00	(5,082.90)	3,375.00
05309-003 R & M - Dredging - Marina	0.00	1,125.00	1,125.00	9,427.98	13,500.00	4,072.02	13,500.00
05310-003 R & M Grounds-Marina	0.00	83.37	83.37	220.93	1,000.00	779.07	1,000.00
Repairs & Maintenance Total	2,731.88	1,541.74	(1,190.14)	18,363.93	18,500.00	136.07	18,500.00
Contracted Services							
05403-003 Contract Services - Accounting	283.58	239.88	(43.70)	3,798.51	2,879.00	(919.51)	2,879.00
05404-003 Contract Service - Marina	96.26	52.12	(44.14)	1,471.01	625.00	(846.01)	625.00
05406-003 Contract Service- Other Marina	155.38	168.75	13.37	1,662.78	2,025.00	362.22	2,025.00
05410-003 Contracted Service - Sanitatio...	0.00	68.75	68.75	770.08	825.00	54.92	825.00
Contracted Services Total	535.22	529.50	(5.72)	7,702.38	6,354.00	(1,348.38)	6,354.00
Property and other Taxes							
05501-003 Sales B&O Taxes Marina	0.00	6.25	6.25	0.00	75.00	75.00	75.00
05507-003 Other license, fee - marina	10.00	130.25	120.25	40.64	1,563.00	1,522.36	1,563.00
Property and other Taxes Total	10.00	136.50	126.50	40.64	1,638.00	1,597.36	1,638.00

Supplies, Small Tools, Etc..

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05601-003 Office Supplies-Marina	0.00	38.62	38.62	(40.01)	463.00	503.01	463.00
05603-003 Water System Supplies	0.00	50.00	50.00	196.98	600.00	403.02	600.00
05604-003 Vehicle Gas & Oil Marina	0.00	3.13	3.13	0.00	38.00	38.00	38.00
05605-003 Supplies- Marina	597.09	185.38	(411.71)	2,082.55	2,225.00	142.45	2,225.00
05606-003 Small Tools & Equip Marina	368.96	93.75	(275.21)	532.20	1,125.00	592.80	1,125.00
Supplies, Small Tools, Etc.. Total	966.05	370.88	(595.17)	2,771.72	4,451.00	1,679.28	4,451.00
Utilities							
05701-003 Utilities Marina	824.84	666.63	(158.21)	6,957.75	8,000.00	1,042.25	8,000.00
Utilities Total	824.84	666.63	(158.21)	6,957.75	8,000.00	1,042.25	8,000.00
Insurances, Postage, Education, Misc.							
05703-003 Insurance-Marina	808.02	725.00	(83.02)	9,458.68	8,700.00	(758.68)	8,700.00
05705-003 Postage-Marina	0.00	25.00	25.00	0.00	300.00	300.00	300.00
05707-003 Misc. Expense - Marina	0.00	31.25	31.25	280.42	375.00	94.58	375.00
Insurances, Postage, Education, Misc. Total	808.02	781.25	(26.77)	9,739.10	9,375.00	(364.10)	9,375.00
Deprec, Interest & Bad Debt							
05804-003 Deprec Marina - Marina	32,981.89	0.00	(32,981.89)	32,981.89	0.00	(32,981.89)	0.00
Deprec, Interest & Bad Debt Total	32,981.89	0.00	(32,981.89)	32,981.89	0.00	(32,981.89)	0.00
Total Expense	41,439.57	6,172.25	(35,267.32)	100,919.16	74,067.00	(26,852.16)	74,067.00
Net Income	(41,417.42)	1,447.48	(42,864.90)	(10,770.01)	17,368.00	(28,138.01)	17,368.00

CAPE GEORGE COLONY CLUB
INCOME STATEMENT

Cost Center 900

Start: 12/01/2022 | End: 12/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
04050-900 REserve Income ALL	16,381.79	16,253.76	128.03	193,873.35	194,629.00	(755.65)	194,629.00
04055-900 DO NOT USE	0.00	187.50	(187.50)	0.00	2,250.00	(2,250.00)	2,250.00
Income Total	16,381.79	16,441.26	(59.47)	193,873.35	196,879.00	(3,005.65)	196,879.00
Total Income	16,381.79	16,441.26	(59.47)	193,873.35	196,879.00	(3,005.65)	196,879.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt							
08100-900 Reserves Exp	16,271.79	16,219.12	(52.67)	193,873.35	194,629.00	755.65	194,629.00
Deprec, Interest & Bad Debt Total	16,271.79	16,219.12	(52.67)	193,873.35	194,629.00	755.65	194,629.00
Total Expense	16,271.79	16,219.12	(52.67)	193,873.35	194,629.00	755.65	194,629.00
Net Income	110.00	222.14	(112.14)	0.00	2,250.00	(2,250.00)	2,250.00

Report Summary

Code	Account#	Current	Over 30	Over 60	Over 90	Total
01 - Late Fees	01201	\$0.00	\$280.00	\$400.00	\$240.00	\$920.00
03 - Admin. Fees	01201	\$0.00	\$150.00	\$200.00	\$120.00	\$470.00
21 - Fines	01201	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00
22 - Access Cards	01201	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
28 - Payment Plan Processing Fee \$5	01201	(\$2.85)	\$0.00	\$0.00	\$0.00	(\$2.85)
A1 - A1 Genrl Assesmnt	01201	(\$1,380.17)	\$0.00	\$125.47	\$3,925.69	\$2,670.99
C3 - Water Use Fees	01201	(\$950.40)	\$49.10	\$0.00	\$738.20	(\$163.10)
C4 - RESERVE ASSESS	01201	(\$878.67)	\$0.00	\$13.65	\$2,620.44	\$1,755.42
C6 - C6 LOT MOW	01201	\$0.00	\$0.00	\$0.00	\$90.00	\$90.00
Grand Total:		(\$3,212.09)	\$479.10	\$769.12	\$8,034.33	\$6,070.46

Account#	Account Description	Delinquency Amount
01201 - 001	Accts Receivables - General	\$4,478.14
01201 - 002	Accts Receivables - Water	(\$163.10)
01201 - 099	Accts Receivables - Cost Center 099	\$1,755.42
Total:		\$6,070.46

Total Number of Homes: 46

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

www.capegeorge.org
office@capegeorge.org

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

New Members for January Meeting

Sandra & Patricia Schornak purchased 191 Ridge Dr from Geri Maxwell

Cape George Colony Club - Standard RS2 Bid

Cape George Colony Club

61 Cape George Drive
Port Townsend, WA 98368



Reserve Consultants LLC

209 4th Ave S., Suite 201
Edmonds, WA 98020

Marnie Levy

manager@capegeorge.org

Quote created: January 17, 2023

Quote expires: April 17, 2023

SERVICE OPTIONS	PRICE	INITIALS
Year 1 - Standard Level 2 update report with a site visit RS2 - Standard Reserve Study	\$5,100.00	
Year 2 - Standard Level 3 update without a site visit RS3.1 - Standard Reserve Study	\$1,100.00	
Year 3 - Standard Level 3 update without a site visit RS3.2 - Standard Reserve Study	\$1,100.00	
Additional Services Reserve Projection Worksheet	\$100.00	
Additional Services Presentation of findings virtual meeting (45 minutes)	\$350.00	

This is a letter of agreement for a Reserve Study which satisfies Washington State's requirements. A draft of the report will be issued within thirty days after the last delivery of any required information, including a completed Input Form.

The work shall be invoiced in full two weeks after the draft report is issued. *Payment is due 20 days from the invoice date, regardless of when the report is finalized.*

Please initial to the right of the desired services above. Pricing for up to three years may be selected to lock in costs with Level 2 reports.

Sign in this box and return signed contract to admin@reserveconsultants.net.

Signature	Printed Name	Date Signed
-----------	--------------	-------------

Billing email	CC invoice to (if applicable)
---------------	-------------------------------

By signing this document, it is acknowledged that the Terms and Conditions have been read and are agreed upon as part of the contract.

RCL Signature

The contract will not be fully executed until the Input Form has been completed and returned to admin@reserveconsultants.net.

Cape George Colony Club Reserve Study Contract 2023 Clarification

The contract price for Year 1, Year 2 and Year 3 includes a Reserve Study (reserve fund analysis) for the three reserve accounts (cost centers) maintained by the community:

- * General Operations
- * Marina
- * Water Facilities

The cost for additional services are charged each time they are utilized.



RESERVE STUDY TERMS & CONDITIONS

Deliverables

Once the report is finalized, a PDF of the report that is suitable for printing will be emailed to the designated contact. Cape George Colony Club is permitted to print copies of the report, or Reserve Consultants LLC (RCL) will print and mail hard copies of the report as an additional service.

A **Reserve Disclosure** will be prepared once Cape George Colony Club has approved their proposed budget for the following year. This document complies with RCW 64.34.308, RCW 64.38.025 and RCW 64.90.525. There is no additional charge if the document is compiled within one year after the reserve study draft report is issued.

Timeline

Our present backlog allows for completion in about four to eight weeks. Timing depends on how quickly Cape George Colony Club provides needed information and responds during the review period (more information below). We can complete "Rush" orders for an additional fee. Please call and we can discuss alternate scheduling.

Review Period

We will issue a draft report with a two week review period. We ask that one community representative provide a single list of written comments, questions or concerns before we finalize the reserve study. Needed changes will be made during this review period at no additional charge.

We are happy to finalize the study before the end of the two week review period with direction from the community representative. After the two week review period the reserve study will be finalized and invoiced. If Cape George Colony Club needs additional time to review, we will work with the community to set a new date to finalize.

Cape George Colony Club will be invoiced for the full contract amount after the two week review period regardless of when the reserve study is finalized. Invoices are due 20 days after the original invoice date.

Our Guarantee

If we created an error in preparing the study, and it affects the recommendations in the study, we will make necessary corrections without charge. This offer expires ninety days after the reserve study has been finalized. This guarantee does not cover our being provided faulty information, changes after the Input Form was completed, or construction performed after the date of the site visit. Any changes beyond a first revision or to make other changes shall be at our standard hourly rate, which is currently \$150 per hour.

Required Information Needed to Complete the Reserve Study

- Current reserve account balance figures and contribution amounts
- Current annual budget figure
- List of recent repairs and their costs
- List of budgeted repairs for the coming year
- List of any known problem areas
- A copy of any previous Reserve Studies, if not completed by RCL (if available)
- Architectural or as-built drawings of the community (if available)

Procedures

We will commence work after a signed contract and completed Input Form are on file. If a site visit and a meeting with a representative are contracted, we will schedule the meeting to occur at the site immediately before or after the site visit unless special arrangements are made.

Approach

We use what we term a "Reasonable Approach" in preparing the Reserve Study. We make projections based on assumptions that:

- We provide a budget for what we believe a reasonable person would do when faced with these decisions when they come due.
- We do not make projections on worst case scenarios or other incidents covered by insurance.
- The economy will be stable.
- The community will maintain its components in good working order before any catastrophic damage may occur.
- The community will repair or replace components with a similar quality component that matches the existing item.
- Work will be completed by a qualified and fully insured professional.

We make projections based on a visual inspection of a sample portion of the components. This method may miss a localized necessary repair. We do not complete an intrusive investigation or comment on the quality of work performed on components or their ability to meet Code requirements. Full component inspections, intrusive investigations, and warranty inspections are available for an additional fee.

Our estimates may differ from actual costs that are later incurred. Components may appear fully functional at the time of inspection and fail shortly thereafter. We make no warranty or guarantee that the community will receive the estimated life or expected cost for a component. We believe that there will be variance in the remaining lives and costs which will balance out to still provide a useful report to make decisions from. This report should be updated annually in compliance with Washington State law, with a visual site inspection no less frequently than once every three years.

Confidentiality

RCL shall hold and maintain in confidence any financial information revealed under this work if this is requested in writing. We shall have the right to present this work as a sample to other potential clients and list Cape George Colony Club as a past customer in our marketing unless this is objected to in writing.

Copyrighted Work

The Reserve Study, Reserve Disclosure, and Reserve Projection Worksheet are owned by RCL and protected by copyright. Cape George Colony Club is granted a non-expiring license to reproduce the work in any manner and as many times as it wishes upon our receipt of full payment for services. Any parties updating the Reserve Study, or creating other derivative works, assume any and all responsibility for that new work's creation and accuracy, and may not misappropriate RCL's name, logo, trademarks, or copyrighted works.

Parties to the Agreement

This agreement is between Cape George Colony Club and RCL only. No other entities have standing under this agreement. Direction and questions will only be accepted from the Board of Directors or their authorized contact persons. We will not discuss our work with individual homeowners, real estate agents, mortgage brokers, or other individuals without written authorization from the Board, and an agreement on compensation for that additional work.

General Provision

This document is the entire agreement between Cape George Colony Club and RCL. It supersedes all written or oral agreements or understandings. Any changes must be written and accepted by both parties. This agreement survives changes in directors or other management of either party. This agreement is governed by the laws of the State of Washington, venue to be Snohomish County. This agreement may be signed in counterparts, which taken together are a complete agreement. A facsimile of signatures is acceptable.

Litigation and Arbitration Expenses

Cape George Colony Club agrees to pay for RCL's time and expenses if we are required to prepare for or participate in litigation in which Cape George Colony Club is or becomes a party, for disputes relating to their property. Cape George Colony Club agrees to pay RCL's then current rates. We will also be reimbursed for document reproduction because of a subpoena relating to their property or our work. This paragraph is void in disputes between Cape George Colony Club and RCL.

Limitation of Liability

Should Cape George Colony Club make a claim against RCL arising out of our work under this agreement, and an award is made in favor of Cape George Colony Club by a judge or arbitrator of appropriate authority, our maximum liability for all claims and expenses, in the aggregate, shall not exceed the amount the Cape George Colony Club paid us to complete the work.

Termination

This contract may be terminated by Cape George Colony Club without cost or penalty up to the commencement of work. Once work has commenced, Cape George Colony Club may terminate the contract by paying for the percentage complete of the total contract value. RCL may terminate the contract at any time by forfeiting collection of the total contract value.

Breach of Contract

Failure to pay the total contract value of the Reserve Study by the due date of its invoice is a material breach of contract. A late fee of 1% of the total contract value shall be added if the invoice is not paid on time, and each 30 days thereafter.

Authorization to Act

By signing, the signers affirm they have the authority to represent and contract for work on behalf of their party.

OVERVIEW OF REPORTS OFFERED

We appreciate you considering Reserve Consultants LLC (RCL) to partner with Cape George Colony Club on your next Reserve Study! Our experienced team of Reserve Specialists and Architects are on staff to provide you with insights on protecting your investment and creating an accurate report.

Every reserve study with a site visit is performed by a Community Associations Institute (CAI) recognized Reserve Specialist. In addition, every study complies with the Washington Condominium Act, Homeowners' Associations Act, and the Washington Uniform Common Interest Owners Act. Standard reserve studies also comply with the CAI's additional standards. We encourage you to compare our reports with those of our competitors to decide which will be easier to use when preparing your budget. You may examine a sample full study on our webpage at <http://www.ReserveConsultants.net> or by contacting our office.

The report includes,

- A full-color report will be emailed in PDF format that is suitable for printing and emailing to homeowners. Hard copies of the report may be ordered as an additional service.
- We prepare a Reserve Disclosure when the community has approved their proposed budget for the following year. This document satisfies the requirements of RCW 64.34.308, RCW 64.38.025, and RCW 64.90.525. There is no additional cost as long as the Disclosure is compiled within a year of the date that the draft of the report is issued.

Standard Level 2 (RS 2) Reserve Study With a Site Visit

The Standard reserve study is more robust, providing insight where the community's funding has been, where the funding currently is, and recommended funding plans for the future.

All of the features of the Statutory Minimum report are included in the Standard report. In addition, the Standard report also includes:

- A financial overview for the upcoming fiscal year with a breakdown of the estimated starting reserve balance for the upcoming fiscal year.
- A community overview and general condition assessment.

The components are the core of the report and are established with a critical eye and are presented in a variety of formats:

- A component summary detailing past maintenance, current condition, and future plans as available. Quantities and estimated unit costs are also provided.
- The anticipated annual maintenance expenses with a focus on primary and discretionary expenses.
- A component list and an explanation of components that are excluded from the budget.

Since the next five years are crucial for financial planning, the report also focuses on:

- What maintenance is anticipated in each of the next five years.

- How much of the annual expenses are primary vs. discretionary expenses so that the community has a better idea on years that maintenance funding may be more flexible.
- The projected reserve account balance for the next five years so that the current funding plan can be readily compared with each of the funding plans covered in the report.

The three funding plans are further illustrated in the Standard report with a graph to visually compare the plans with the fully funded balance.

A graph showing reserve expenditures, contributions, projected reserve account balance and fully funded balance using the beginning recommended contribution provides additional insight of the projected financial implications of the Recommended Funding Plan

Standard Level 3 (RS 3) Initial Reserve Study With a Site Visit

The RS 3 update report format is similar to the RS 1 format. Since the RS3 does not include a meeting or site visit, no photos are included with the component summary. The updates without a site visit are intended to reflect changes in timing of maintenance, interest & inflation rates and costs as appropriate

ADDITIONAL RESERVE STUDY SERVICES

For an additional cost we can also include with any reserve study service offered:

- Additional funding scenarios - \$100 each or hourly (\$150/hr)
- A customized Reserve Projection Worksheet that allows communities to explore different funding scenarios on their own - \$100 if delivered with reserve study, \$250 if provided after the study is finalized.
- An updated summary demonstrating a proposed funding plan - \$200. This is ideal for demonstrating proposed budgets prior to ratification. The summary package includes:
 - A six page chart detailing the money anticipated to come into reserves, go out of reserves and the fiscal year-end reserve account balance annually over 30 years.
 - A graph showing projected reserve expenditures, contributions, projected reserve account balance and fully funded balance showing the estimated financial implications of the proposed funding plan.
 - A one page summary demonstrating the projected reserve expenditures, contributions, projected reserve account balance and fully funded balance.
- Presentation of study findings at a virtual meeting - \$350 each

AD HOC BERM PROTECTION COMMITTEE MEETING

Proposal Draft

January 23, 2023

Note: Prices will be presented at Study Session or Board Meeting

Crossover Locations and Materials

Three crossovers are proposed:

1. North end of lawn area. The committee agreed that a gently graded switchback path, not to exceed four feet tall (to follow the berm permit), will work best at this location. The switchback path will be basalt chips (3/8 minus). Larger cobble rocks will border/define the edges of the path.
2. Middle of lawn near the picnic shelter. This would be a simple direct crossing point over the berm and will be reinforced with fiberglass treads, basalt chips, and larger cobble rocks to border/define the path.
3. South of workshop. This crossover is south of the recently repaired berm. It already exists, and other than being defined by signage and the end of the fence it does not need to be altered at this time.

Material for the crossover paths

Material for the berm will be ordered and delivered prior to the lawn area restoration, because that material will be delivered by large trucks that might further damage the planting area.

- Seven yards of 3/8- crushed basalt (2+ yards per crossover) delivered on or adjacent to the berm at two or three locations that will be flagged by Varn and possibly other committee members.
- Cobble border: Extra cobble was dumped on the berm and beach. Collect larger cobble stones to mark borders of crossovers.

Vendor: 3/8 minus basalt chips: Don Leavitt Trucking from Penny Creek Quarry. Cost: \$39.50 per yard of 3/8 minus basalt chips, delivered x 7. \$287 +/-

Vendor: Grating Pacific, TBD.

Revegetation

After the material above has been delivered the plan is:

1. Have a community raking party to remove stones wood and other debris. (Or Rent a skid steer /rock picker to clean up the lawn area.)
2. Fine grade: Add sand other material in prep to re-vegetate. Fill low spots. Donnie will help.
3. Hydroseed.

Material for the revegetation:

Six yards of washed sand, coarse:

- Vendor Washed Sand: Shold. Estimated: Six yards delivered for a total of \$270.00
- Vendor Hydroseed: \$2153.

Note: Additional native plants will be added to the land side of the berm.

Fencing

Proposed fencing will run from the north end of the lawn area all the way to the crossover south of the workshop. There will be openings for the two northern crossovers. The committee proposes placing (40-50) 4-inch (diameter), 36" high posts into the ground adjacent the berm. The posts will be strung with 1-inch-thick rope held on with metal staples, the same as those being used for the Rain Garden fence.

Material for fencing:

Vendor: Amazon, ATERET Twisted Manila Rope | 3 Strand Natural Fiber Rope | 1 inch x 200 feet x 8 \$2,280 – we are still shopping for this item. To be determined.

Fence Posts: -- To be determined.

Signage

- There will be at least two informational metal signs about the importance of not walking over the berm except on the designated crossovers
- Additional signs will be posted on the east side of the berm directing to the crossovers.
- Richard has offered to make the signs.

Material for signs:

Vendor: Richard, metal signs

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 For cutting trees on a member's own property without obtaining a permit (C) BG II. **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	\$150 per tree/shrub For a tree up to 40" in C \$400. Trees over 40" in C \$10 x C	\$300 per tree/shrub Second offense - double the fine amount.	N/A
4a.*	For cutting trees on community property or property of another member without permission **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	For cutting trees up to 40" in C - \$1,000 For trees over 40" in C -\$25 x C	Second offense - double the fine amount.	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

*4 and 4a: 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 legal 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 four feet, then the measurement is taken off the stump at the cut.

CG Building and Roads Committee Minutes

Jan. 13, 2023

In attendance: George Martin, Marnie Levy, Rich VanDeMark, Jeff Cullum, Mike Hinojos, Betsy Coddington, Bob Holtz, Dave Baker, and guest Jane Ludwig, CG Board President.

- Discussed earthworks permit for gutter dry sump on Maple Drive. Permit was approved and signed.
- Discussed the situation on San Juan where the construction is stalled. Advised the Manager to discuss with the board the possible fines for failure to complete the construction in the allotted time frame and a resolution to the excavation of soil next to the adjoining property causing erosion at the property line.
- Discussed a letter received concerning the elevation of the foundation on a S. Palmer Drive build. Elevation was determined by several committee members and is references to several survey markers on the property. The committee will be monitoring construction and confirming final elevations as construction continues as required.
- Discussed the map that was prepared by a previous Roads committee member showing all properties in Cape George and noting the type of driveway aprons, asphalt, concrete, gravel and dirt. There is concern that properties without aprons will contribute to road deterioration costing the community several thousands of dollars annually in repair costs. We will request we be notified of all sales in the community so that we may inspect the presence or lack of a driveway apron. New owners and new construction have 90 days to install an approved apron under current regulations. Discussion pursued as to the lots that have been grandfathered by current wording of the regulations and possible remedies. This discussion will continue in future meetings with the goal of protection of Cape George roads.

George Martin,
Co-Chair CG Buildings and Roads Committee

AD HOC BERM PROTECTION COMMITTEE MEETING

To Do List/Meeting Notes

Thursday, January 12, 2023

In attendance

Varn Brooks, Pat Gulick, Marnie Levy, Steve McDevitt, Richard VanDeMark

Topics:

Crossover Locations and Materials, Revegetation, Fence Material, Signage, Budget, Timeline

Crossover Locations and Materials

Three crossovers are proposed:

1. North end of lawn area. The committee agreed that a gently graded switchback path, not to exceed four feet tall (to follow the berm permit), will work best at this location. The switchback path will be basalt chips (3/8 minus). Larger cobble rocks will border/define the edges of the path.
2. Middle of lawn near the picnic shelter. This would be a simple direct crossing point over the berm and will be reinforced with fiberglass treads, basalt chips, and larger cobble rocks to border/define the path.
3. South of workshop. This crossover is south of the recently repaired berm. It already exists, and other than being defined by signage and the end of the fence it does not need to be altered at this time.

Material for the paths and revegetation:

Material for the berm will be ordered and delivered prior to the lawn area restoration, because that material will be delivered by large trucks that might further damage the planting area.

1. 30 yards of wash sand, prefer delivery by 5- or 6-yard truck, material to be dumped on the next to the berm in five or six piles that will be designated by Varn Brooks or another committee member.

7 yards of 3/8- crushed basalt (2+ yards per crossover) delivered on or adjacent to the berm at two or three locations that will be flagged by Varn and possibly other committee members.

Varn will flag or help flag the locations and meet the trucks and supervise the dumping if possible.

Revegetation

After the material above has been delivered the plan is:

1. Rent a skid steer /rock picker to clean up the lawn area.
2. Fine grade: Add sand other material in prep to re-vegetate. Fill low spot
3. Hydroseed.

Fencing

Proposed fencing will run from the north end of the lawn area all the way to the crossover south of the workshop. There will be openings for the two northern crossovers. The committee proposes placing (40-50) 4-inch (diameter), 36" high posts into the ground adjacent the berm. The posts will be strung with 1-inch-thick rope.

Signage

- There will be at least two informational signs about the importance of not walking over the berm except on the designated crossovers
- Additional signs will be posted on the east side of the berm directing to the crossovers.
- Richard has offered to make the signs.

First tasks

Contact vendors for prices and delivery options for wash sand and crushed basalt - Marnie
Research Bobcat/Rock Picker and hydroseeding – Richard
Research prices and availability of fencing materials – Steve McDevitt
Design of crossover paths – Richard with input from the committee
Research berm planting materials and vendors – Varn, Richard and Fayla Schwartz
Present plan and budget to the Board at the January study session/and Board meeting – Marnie or ...

Conclusion

These are the first steps. I am hoping we can put the specifics of the Berm Protection Plan in place and start the project when there is a possible dry spell.

Sincerely,
Marnie Levy
360.385.2205
manager@capegeorge.org

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, December 6, 2022 9:15 am
On Zoom

IN ATTENDANCE: Jo Blair, Varn Brooks, Chris Buzzard, Lori Cameron, Sue Dunning, Pat Gulick, Marnie Levy, Steve McDevitt, Ruth Ross, Robin Scherting, Lori VanDeMark, Richard VanDeMark, Gina Webber

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

II. APPROVAL OF MINUTES: Varn moved and Steve seconded that the minutes of the November 2022 meeting be approved as written, and the motion passed unanimously

III. FISCAL REPORT \$2218.45 (reflects + \$340 from Halloween party)

IV. OLD BUSINESS

- A. Fine schedule for tree cutting:** Varn submitted a proposal (attached) for a fine schedule based on tree circumference for review. The committee discussed and made minor adjustments and approved sending the proposal to the Board.
- B. Ad Hoc Berm Committee/Role of the Environmental Committee:** The committee discussed the role of the Committee in the project and everyone concurred that our role should be to help by advising/gathering information but not accepting responsibility for managing the project, which should fall to the Ad Hoc Berm Committee, the Marina Committee and the Board. Appropriate areas where the Environmental Committee could assist would be with signage/berm crossings and plantings to stabilize the berm (see attached proposals from Varn). Two motions were made and approved for Pat Gulick to present to the Board.
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, passed unanimously.
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, passed unanimously.
- C. Rain garden update:** The CG Board approved new fencing for the rain garden. Discussion of plans for installation.
- D. Plaque for the bell:** Chris to send updates to text to Richard.

V. NEW BUSINESS

- A. Memorial Park Plaque.** Jack Scherting has asked for volunteers to remove the plaque so he can get estimates about the cost of repairs. (Robin)

Other business tabled due to lack of time.

Respectfully submitted, by Ruth Ross, Secretary

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=)

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.*

Fitness Committee Meeting

12/5/2022

Attendees: Allan Zee, Judith Chambliss (Co-Chairs), Betsy Coddington (Board Liaison), Phyllis Ballough, Jon Karpilow, Fred Miercort, Linda Mollino, Tom Ramsey, Mardella Rowland, Robin Scherting and Bill Sery

Absent: Mike Hinojos*, Sherry Hanan**, Marnie Levy (CG Manager), and Don Rogers (*Mike Hinojos has not been receiving information concerning the Committee due to an incorrect email address. As of 12/19, the problem has been corrected. **It seems that Sherry has resigned from the Committee.)

Assignments: No changes in assignments

Day-to-Day/Weekly on-going tasks	Committee Member	Frequency
Monitoring supplies that are used in the FC	Mardella has agreed to track supplies and notifying Terri and Marnie (with a "cc" to Judith and Allan)	Mardella to determine. Addition of tissues and paper towels requested by members.
Maintenance of water cooler	Jon agreed to put new bottles of water onto cooler as needed	Jon to determine frequency, as needed. Mardella will contact Terri regarding water needs.
Equipment Oversight	Bill	When alerted
Signage	Linda and Judith	Will work with Judith to determine which signs are needed.
Electrical Issues	Bill and Tom (Will be out of state for a few months)	Consulting Only

Discussion Items:

Item	Discussion	Next Steps
Budget	<p>Current budget, we have a balance of \$4,754.70. We have not been billed for the servicing of the L-8, the Precor Elliptical #1 or the bench.</p> <p>Reserve schedule discussed: How do we get on the reserve schedule?</p> <p>Inventory of all the current equipment has been completed by Allan & Judith</p>	<p>Current Monies available in in FC fundraising account: \$4,754.10</p> <p>Linda and Betsy to meet with Marnie about reserve schedule.</p> <p>Additional information is needed but there was a suggestion to consider replacing</p>

	<p>Allan to contact Mike Wiper to find out the useful life, value, and replacement costs, whether it is new or used.</p> <p>Value of current equipment is around \$40,000, as estimated by Phyllis and corroborated by above inventory.</p>	<p>one machine per year if indicated and possible.</p>
Fundraiser	<p>To be held in February 2023 to coincide with National Heart Healthy Month.</p> <p>The event will be advertised in the CG Newsletter and submitted to Terri by the 20th of December for the January newsletter. Phyllis has all the posters from 2022.</p> <p>Discussion about the next piece of equipment that needs to be replaced and it was suggested to feature that purchase when promoting the event. The “armless elliptical” and the rowing machine were suggested as next in lines.</p>	<p>More to follow as we get closer. Additional help might be needed by other members of the Committee.</p> <p>Judith, Phyllis, Fred, and Lori Cameron are on the planning subcommittee and will be meeting following the Fitness Committee meeting.</p> <p>Signs announcing the fundraising event should be put up by the end of January throughout the mailbox areas.</p> <p>A bar-graph to be put up in gym indicating how successful the fundraising event is going. \$5200 is the goal. Lori offered to ask Jon to update the bar graph.</p>
Open House	<p>A suggestion made as part of our Fundraising event is to have an open house, which has been done in the past; the purpose being to introduce new community members or members who have not utilized it to the FC..</p>	<p>(Please note: The following info was discussed and decided at the Fundraising Subcommittee meeting following the general meeting.) Fred agreed to demonstrate use of the equipment on Feb.22, between 2:00 and 4:00 p.m.; from 2:00 to 3:00, will be for those whose last names start with A – M; and 3:00 to 4:00 for those whose start with N – Z.</p> <p>Robin will assist at the 2:00 p.m. session and Lori will assist at the 3:00 p.m. session.</p>

Electrical Issues	Allan reported that Marnie is having Double D correct the problem with the designated outlet when they return to do other work for the Colony.	Marnie will contact Double D to complete the work order.
Equipment maintenance	Allan continues, without success, to connect with Mark Harder to get a bid for an on-going maintenance contract	He will continue with his effort. Mardella offered to contact another maintenance firm.
Equipment: L-8 Treadmill	Was serviced by Mark Harder but is still having problems.	Allan to follow-up with Mark Harder and Mike Wiper.
Welcome Bench	Robin reported that Mike LaPointe and crew from the Workshop are willing to build a new welcome bench this winter. They will evaluate the costs and present a quote to the Fitness Committee.	The Committee agreed by vote to accept a quote if it is \$250 or less. If the estimate is more the \$250, we will vote on it.
Bench Press	Was repaired by Mark Harder on 10/31, but is not satisfactory as he did not have enough material. He needs to return to complete repair but has not responded to e-mails. The bench is already showing scratch marks.	Mardella to do some contacting of local vendors for replacing/repairing of the bench covering. Allan will continue to reach Mark Harder.
Supplies	Discussion about GERMSept cleaning wipes which have presented problems (such as leakage). Are these wipes safe for cleaning both hands and equipment?	No resolution at this time as Marnie was not available. Mardella to follow-up with Marnie.
Phone	Local calls can be made but the phone does not ring for incoming calls.	Allan to follow-up with Marnie as she was not able to be at the meeting.
Suggestion Box	The suggestion box was purchased.	Allan and Donnie to evaluate the best spot for installation. The hope is that it can go by the entrance to the fitness center.
Cape George Fitness Center Sign	Discussion about the need for durability because of the weather factor.	On hold at this time.

Sign to reinforce basic rules of the FC (e.g. cleaning of equipment and changing shoes)	Discussion about what the sign should consist of, materials and where it would be posted. Phyllis had some ideas of material based on a previous sign she had made. Linda came up with some basic rules for the Fitness Center. Some members felt that the suggested text was a lot to expect users to read.	Linda and Phyllis to work on a revision of a document that would be put inside the gym. Possibly above the coat rack. Committee Chairs will review suggested content before ordered.
Full water bottles	There is currently an abundance of full water bottles.	Mardella to check with Marnie if there is a possibility of putting a hold on automatic delivery.
Additional Concerns	Robin brought up current cleaning service and whether they are meeting the needs of the Fitness Center. It is unclear what they are required to do during their weekly cleaning. Robin encountered one of the members of the crew and he was at the fitness center for only about 10 minutes and only vacuumed.	Robin to contact Marnie to find out what is required to be done during the weekly cleaning and possibly add tasks to the list.

Next Meeting: Monday January 9, 2023 in the Clubhouse.

Allan and Judith will be out of the area and unavailable from 1/24 to 4/17. Linda to fill in for them while they are gone. In the January meeting the group will re-visit the issue of frequency of meetings.

Fitness Committee Minutes for 1/9/23

Attendees: **Attendees:** Judith Chambliss, Allan Zee (Co-Chairs), Marnie Levy (CG Manager), Phyllis Ballough, Jon Karpilow, Mardella Rowland, Robin Scherting, Lori Cameron and Bill Sery

Absent: Linda Mollino (Scribe), Betsy Coddington (Board Liaison), Fred Miercort, Tom Ramsey and Don Rogers

Discussion Items:

1. Budget / Finances Allan reported that we currently have a balance of \$4,754.70 in our account. We have not yet been billed for the servicing of the L8, the Precor Elliptical #1 or the Bench. Equipment inventory has been submitted to Mark Wiper for his input on usable life and replacement costs for new and used equipment.

2. February Fundraiser Judith reported that the Fund Raiser article was included in the Jan. Newsletter, including the date (2/22/23) of the Open House event. Judith will create & submit an article for the February Newsletter about the Fitness Center's February Fundraising and Open House events.

Envelopes will be provided in the Fitness Center by Phyllis with labels on each envelop giving directions to the donor. Checks get made out to Cape George Colony Social Club with Fitness Center in the memo line at the bottom left. They will be given to Terri or put in the mail slot and Terri will put them in a manilla envelop in the office. Starting the week of February 1st, Lori will pick up the checks at the end of each week and write down the information to pass along to Robin for thank you notes. Robin will buy cards and envelopes for the thank you notes. Lori will take the checks/cash to Cassie once a week.

Phyllis has taken care of the signs, bar graph and banner. Mardella will put up the signs and Jon will put up the banner and bar graph.

3. Electrical issues Marnie reported that Double D is scheduled to come on 2/20 to take care of changing the new receptacle to a double instead of triple receptacle. Bill Sery would like to be notified when that happens so he can be present when the work is done.

Allan reported the cord damage on the Stairmaster. He will contact the manufacturer and ascertain the proper cord to replace the damaged one and

send a link to Marnie to order the cord or order it himself from the manufacturer is that is possible. Bill will install the new cord since it doesn't involve changing anything in the wall socket.

4. Equipment Allan reported that the L8 & L10 & Nustep #1 all continue to have problems, which have been reported to Mark Harder and Mark Wiper. For on-going maintenance, Allan reported that we are still waiting to receive a bid from Mark Harder (Exercise Service Specialist). Mardella reported that she has been unsuccessful in getting info from local fitness centers as to who is doing their maintenance and recommends that we might want to just stay with FitInc. She says that she hasn't made any progress regarding repair of the Bench Press upholstery. We will live with it for the time being.

We seem to be in agreement that the next pieces of equipment for replacement should be the stationary armed elliptical (#1), the rowing machine and the upright bike in that order. Robin will look into a possible rowing machine purchase.

5. Supplies Marnie reported that Mardella's order has been placed. Donnie can deliver the Monk wipes when they come in. Bob will continue to monitor the wipes. Apparently the wipes need to be opened so that a minimal amount of moisture is lost when used. Jon reported that people are drinking more water now and the number of water bottles in inventory is appropriate.

6. "Welcome Bench" Robin reported that the workshop folks have submitted a design virtually identical to the current bench except a little "beefier." The cost is \$120 for materials. It was voted unanimously to give them the go ahead and to request the painting of the shelves be done in gunmetal grey.

7. Telephone Marnie will continue to try to call Century Link to have them resolve the problem of not being able to receive calls or sometimes to call out.

8. Weekly cleaning Marnie reported that she complained to the cleaning service owner and apparently there was a staffing issue due to sickness which now seems resolved. Anyone who notices that a shabby job has been done following the regular Saturday cleaning should report the complaint to Marnie.

9.. Suggestion box ("Blue") Allan reported that "Blue" was installed 3 weeks ago and we have received about 6 comments, all of which have been addressed .

10. Durable sign (Cape George Fitness Center) for outside the front door is temporarily on hold.

11. Signs for FC basic rules Phyllis looked into a metal sign for the front door. She will go over suggested wording with Linda and present it to the committee for approval.

13. February meeting will be 2/6/23 at 11 AM. Allan & Judith will be gone 1/24/23 through 4/17/23. (Email communications are fine.) Linda will fill in for Judith & Allan while they are gone.

Cape George Marina Committee minutes: Dec 6, 2022

Chair Craig Muma called the meeting to order at 11 am. About 20 members were present.

Dick Poole distributed copies of a drawing for a new crab-cooking shack for the south end of the marina. The shack would be built by marina volunteers on the west/waterfront side of the gate. The estimate for materials and the cooker is about \$2500. It was moved and seconded and the committee voted to approve spending up to \$2500 from the Marina Memorial Fund for the project.

Craig raised the subject of wait list fees for marina moorage. After considerable discussion, it was moved and seconded that, beginning in 2023, the fee will be \$50 and will not be refundable, and that moorage fees will be payable when moorage is accepted. Boaters will have 30 days to decide whether or not to accept the offer of a moorage slip.

Craig reported that he has researched how other private marinas deal with volunteer labor. Many require members to volunteer a certain number of hours per year or pay additional moorage fees. As with moorage fees, the volunteer hours would be based in part on the size of the boat. He reported that marinas use different methods of tracking volunteer time.

Penny Jensen said she had identified 11 areas where volunteers could help maintain and operate the marina – not just carpentry or plumbing, but also areas such as contracting, finances and computer work. Craig believes the plan would take some of the pressure off the volunteer harbormaster and spread the overall workload, while also bringing in up to \$25,000 a year in revenue.

No action was taken, but Craig said he hopes that, with approval by the Board of Trustees, the plan could be put in place early in 2023.

The meeting was adjourned at 12:15 pm.

Marina Committee minutes, Jan 10, 2023

Marina Chair Craig Muma called the meeting to order at 11 am. About 25 members were present.

Marina Service Program: Craig briefed the committee on the proposed Marina Service Program, which seeks to increase the base of volunteers who manage and maintain the marina. He and other members propose to require marina users to contribute to that work in any of a number of ways such as maintenance of the docks and surrounding property, or administrative and technical tasks. If marina users choose not to volunteer, they could opt to pay a “labor offset fee.”

Craig and others pointed out that other private marinas around the region take a similar approach.

After considerable discussion, the committee voted overwhelmingly to approve the plan, which will be taken up by the Board of Trustees.

Pilings: Craig reported that most of the marina pilings are in good shape, but need to be wrapped with a material to protect them the risk of infestation by shipworms. No vote was taken.

Dredge: The committee discussed the effectiveness of the floating dredge that has been used to deepen the marina. Ben Fellows reported that, after two years of work, the dredge does not appear to have made much difference. Members discussed whether to abandon the effort and sell the equipment. While the dredge was expensive – about \$23,000 overall – it has limited resell value. The committee voted 17-5 not to sell the equipment.

Reserve Study: Mike Heckinger presented an overview of the Reserve Study program to help increase understanding of it. Good questions were asked and answered.

The meeting was adjourned at noon.



Cape George Colony Club

Regular Board of Trustees Meeting

February 24, 2023, 3:00 p.m.

Via Zoom

Trustee and Membership Board Packet

Cape George Colony Club
Regular Board of Trustees Meeting Agenda

February 24, 2023, 3:00 p.m.

Via Zoom

A. President's Comments and Announcements – Jane Ludwig

There will be an Executive Session at the end of the meeting for a member violation appeal hearing.

B. Action on Minutes – Pat Gulick

Approve attached minutes of the regular Board of Trustees meeting held January 26, 2023.

C. Manager's February Report – Marnie Levy

D. Treasurer's Report – Fayla Schwartz – January 2023 Financial Report attached.

E. New Members – Pat Gulick – there are no new homeowners to report.

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

1. The Village Kiosk community submitted an illustration and description of the proposed replacement mailboxes and structure. See attached illustration and report.
2. An initial discussion of possible changes to Bylaws, Article IIIB (Operational Assessments) was held in Feb 21st Study Session.
3. \$7666.81 was transferred from Reserve Cash account at Pacific Premier Bank to Operational Cash account at Pacific Premier Bank, to reimburse payments for 2022 Reserve projects – Fayla Schwartz.

G. Member Participation:

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

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

Motion 1. I move to approve the pool re-surfacing proposal – Bart Mooyman-Beck. The proposal is attached.

Motion 2. I move to appoint Dianne Tamblyn chair of the Nominating Committee – Betsy Coddington

Motion 3. I move to appoint Mark Kochendorfer as Cape George IT Consultant – Fayla Schwartz. The proposal is attached.

Motion 4. I move to approve the Environmental Committee recommended changes to the fines schedule section 4 and 4a – Pat Gulick. See attached revisions to the fine schedule.

Motion 5. I move to request information from the Port Townsend Public Utility District regarding management or ownership of the Cape George water system – Bart Mooyman-Beck.

Motion 6. I move to approve the member Late Fee Waivers presented by the General Manager. – Fayla Schwartz – see fee waiver requests in the Board Member Study Session Packet.

I. Open Board Discussion – Trustee Discussion Only

J. Committee Meeting Notes/Minutes:

- Finance Committee, 2/2023
- Fitness Committee, 2/2023
- Marina Committee, 2/2023
- Pool Committee, 2/2023
- Village Mailbox Committee, 2/2023
- Water Advisory Committee, 2/2023

K. Announcements:

Weds., March 15, 11:30am – Cape George Social Committee Potluck Luncheon

Fri., March 17, 4:30pm social, 5 pm dinner - St. Patrick's Dinner at the Clubhouse – hosted by the Emergency Prep Committee

Sat., March 25, 10am, Picnic area: Rock Chuck Work Party (rescheduled from Feb.)

Mon., March 27, 3pm: Study Session, Zoom

Thurs., March 30, 3pm: Board Meeting, Zoom

L. Adjournment

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 26, 2023
via ZOOM
Draft

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 Mike Heckinger. Absent: John Dwyer.

Action on Minutes: Pat Gulick moved, and Betsy Coddington seconded to approve the minutes of the regular Board Meeting dated – December 15, 2022. Passed – 5/0

Managers' Report: Marnie Levy

January 2023!

Happy New Year! Welcome to the first Study Session of 2023!

We are halfway through the first month of 2023 and are moving forward with some very important projects. I feel like this year is a fresh start. We are moving out of three years that were tainted by Covid. And while we need to respect each other by following recommended self-quarantine guidelines, and masking in close groups, we are getting on with life.

The contract for the 2023 Reserve Study is included in the Study Session packet, which will include a site visit and updated photos. It is important that committees bring their best information to the table when working with the Reserve Specialist.

We will coordinate with committee chairs to get input in the next months. They know a lot, but you, the homeowners and leaders in the community know best how Cape George's assets are aging and which capital assets need to be considered in the Reserve Study.

- We have an initial plan to start protecting the berm and restoring the picnic area. We will need to establish a long-term strategy to continue to protect our waterfront facilities.
- The ad hoc Technology and Security Committee is moving forward with the installation of the first security cameras and working to have improved internet connectivity in the clubhouse and marina.
- The Board and Management are considering options to help ensure that Cape George Colony Club assets are funded appropriately to meet the economic challenges that are affecting our community.

Thank You!

♥ Thank you to Marina Committee, led by Harbormaster Penny Jensen and Committee Chair Craig Muma who have introduced and gained the support of committee members and boat owners to initiate a Marina Service Plan. which will provide additional funding to maintain and improve the Marina and promote greater member involvement in the work projects that keep the Marina afloat, literally! Penny, Craig, and others have spent hundreds of hours doing research, presenting ideas and options, and hammering out details to create a plan that the Marina community is enthusiastic about and supports!

♥ I wanted to thank an individual who would like to remain anonymous. But there are so many volunteers who don't want to be recognized by name, it is impossible to acknowledge one "shadow volunteer" without acknowledging the others. These people pop up everywhere, on many committees, volunteering to take on specific tasks that take specific skills, following through despite hiccups, criticism, and inconsistent follow-through. I have met a dozen people who fit

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

January 26, 2023

via ZOOM

Draft

this description well. You know who you are. And please know that your contributions are seen, appreciated, and truly help make Cape George shine!

Other notes

Fitness Committee February Fundraiser

The Fitness Committee's goal is to raise \$5200. This will be used to purchase a new piece of equipment. There is a Fitness Room Fundraiser envelope by Terri's desk in the Cape George Office if you would like to make a donation now! Please see the February newsletter for more details about tours of the Fitness Room, which will include equipment demonstrations!

Violations

Three violation letters have been issued for lights that are too bright, and a second "junk vehicle" notice (including fine) was sent. One landscape maintenance violation was resolved, and a "hedge" mediation is scheduled for this month.

Reminders

Please remind your friends and family when they visit to not cross or climb on the berm.

Thank you!

Marnie W. Levy, CMCA®, AMS®,
General Manager Cape George Colony Club
manager@capegeorge.org, 360-385-2208

Treasurer's Report: Fayla Schwartz

Cape George Treasurer's Report: 2022 Year End

December 30, 2022

Summarized comparative balance sheets for November and December 2022 and condensed statements of revenues and expenses are included on the next two pages. 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.

Be advised that these financial reports are preliminary and may change following the audit which we hope to have performed by summer.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled, and reviewed.

Net Income across the three funds of \$137k plus Net Reserve Income of \$112k increased our cash position.

Fixed Asset variance from 2021 to 2022 is increased owing to the booking of 2020 Asset activity (both additions and depreciation) as well as adjustments to the 2019, 2020 and 2021 audited balances to align with our master database of assets. 2022 Activity is a net \$(54k).

Because we're accustomed to viewing the net cash activity, current year noncash depreciation is adjusted out of the liabilities in order to reflect net cash acquired from the three fund accounts.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

January 26, 2023

via ZOOM

Draft

All past reconciling entries have been completed so our Balance Sheet now conforms to all adjustments required by our 2019, 2020, and 2021 audits. Going forward we will be able to maintain a reconciled Balance Sheet.

General Operations Fund

Our vacancy in the General Manager position for the first 5 months of 2022 plus savings in the Benefits program enacted by the Board early in the year gave us a \$34k cushion in our payroll expenses, which we drew from in order to cover our operating costs, netting us \$28k in cash income.

Contracted Services went substantially over budget owing primarily to unbudgeted financial services, including the 2021 Audit expense (\$5,500), and substantially over both budget and 2021 results with the reinstatement of services to members for reminders and mailings for late fee notices, etc. (\$7k). This activity had been absent the previous two years owing to the state Covid-related restrictions on pursuing delinquent accounts.

It appears that the repairs made to the air handling equipment in the Swimming Pool have successfully brought that facility into line with expected expenses, and the year ended on budget and \$11k less than 2021 pool expenses.

In order to limit expenses we chose to defer road repairs, including one major repair (\$50k) and \$30k in other repairs needed throughout the community. We cannot continue to defer these repairs.

Water Fund

Building activity brought in \$18k in Water Hookup fees (this is unbudgeted activity), and \$5k in excess water use charges combined to raise the revenue over budget by \$19k. In addition, the increase in fees instituted last year created a net cash income of \$87k available for transfer to the Water Reserves.

Payroll savings (see above) resulted in \$13k positive variance, however we did spend the excess. Therefore, we were under budget in payroll but over for same amount in other areas.

We went over budgeted expense by \$9k in contracted services owing to the need to pay our water manager extra when we experienced water leaks, excess usage, and stalled pumps during the summer.

The Water Committee has begun an aggressive campaign to acquire a large variety of parts in order to address the problems encountered when dealing with our water infrastructure. Built over time, many variations exist as to types, sizes and materials used in our underground water system. The combination of low inventory and supply chain delays results in an inability to respond in a timely way to emergencies. Supply expenses went over budget by \$3k as the efforts to grow inventory was launched this fall and will continue throughout 2023. It is anticipated that \$10-15k in standing inventory will be required to put us in a position to respond appropriately.

Marina Fund

The Marina has continued to be self-sustaining through the fees charged to users. They netted \$3k in payroll savings (see above) but did not require that to fund their operations.

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Savings for supplies were controlled and the Marina was able to come in just over budget in Net Income performance.

Reserves Activity

Several approved projects for this year were determined to be unneeded at this time and so were deferred. Collections less expense netted \$87k for the Reserve Funds.

The Berm Repair required \$49k in funds, Telemetry equipment for the Water system \$8k, \$5k (less \$3k donation) for a new elliptical in the Fitness room, \$6k for a pool deck repair and \$20k to rebuild the north jetty.

Available for additional funding for Reserve accounts are Net Income gains of \$28k for General Operations, \$87k for the Water Fund, and \$22k for the Marina Fund.

General Observations

2022 was a year of changes for Cape George. We struggled with one employee doing the work of two in the office until May when the new manager was hired. Terri and Board members put in many hours to keep our association running. We brought our community out of many COVID restrictions, but we also started using more computer technology (such as Zoom meetings) to conduct business. We became aware of security and infrastructure issues that we had not encountered as much previously. Climate change and inflation have influenced the numbers, types, and costs of repairs to community property.

All community members are asked to consider the letter from the Treasurer to be published in the February newsletter and attend the February and March Study Sessions to discuss next financial steps for our community.

CAPE GEORGE COLONY CLUB							
Balance Sheet as of December 31, 2022 and 2021 - Preliminary Subject to Audit							
As of Dec 31, 2022							
Assets	2022	2021		Liabilities and Fund Balances	2022	2021	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 127,596	\$ 79,997	60%	Accounts Payable & Other Liabilities	\$ 24,956	\$ 16,093	55%
Operating Savings & ICS	258,031	197,433	31%	Prepaid Income	40,722	30,220	35%
Reserves - General, Water & Marina	1,328,732	1,160,229	14%	Unearned Income, Marina Wait List	5,250	5,469	-4%
Total Cash & Equivalents	1,712,360	1,437,659	19%	Total Current Liabilities	70,927	51,782	37%
				FUND BALANCES:			
Net Accounts Receivable	\$ 6,070	\$ 13,426	-55%	Fund Balances & Equity	3,276,511	2,976,010	10%
Total Net Fixed Assets	1,602,010	1,444,326	11%	Fixed Asset & Deprec NonCash Activity	(141,027)	(118,485)	19%
Total Prepaid & Other Assets	22,680	21,547	5%	Modified Cash Basis Income	136,709	7,652	1687%
TOTAL ASSETS	\$3,343,120	\$2,916,958	15%	TOTAL LIABILITIES & FUND BALANCE	\$3,343,120	\$ 2,916,958	15%
				Note: Fixed Asset Adj provided in order to provide customary net cash income figure.			

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*Summary Revenue and Expense Statements for the periods ended December 31, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

2022 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%	2022 YTD	2021 YTD**	Variance	%	
General					General				
General Assessment	\$ 329,136	\$ 329,038	98	0%	\$ 329,136	\$ 319,536	\$ 9,600	3%	
Revenue - All Other Sources	19,605	19,403	202	1%	19,605	25,461	(5,856)	-23%	
Total General Revenue	348,741	348,441	300		348,741	344,997	3,744		
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	126,122	159,643	33,521	21%	126,122	180,943	54,821	30%	
Repairs & Maintenance	28,535	26,738	(1,797)	-7%	28,535	43,279	14,744	34%	
Contracted Services	80,533	69,262	(11,271)	-16%	80,533	67,497	(13,036)	-19%	
Pool Expense & Utilities	24,234	24,423	189	1%	24,234	35,232	10,998	31%	
Utilities & Insurance	33,111	35,325	2,214	6%	33,111	33,944	833	2%	
Other Expenses (incl taxes)	28,435	27,024	(1,411)	-5%	28,435	30,308	1,873	6%	
Total General Expenses	320,970	342,415	21,445		320,970	391,203	56,529		
General Net Income	\$ 27,770	\$ 6,026	\$ 21,744	-361%	\$ 27,770	\$ (46,206)	\$ 73,976	>-100%	
Water					Water				
Revenue - Water Use Fees	\$ 220,851	\$ 218,225	\$ 2,626	1%	\$ 220,851	\$ 205,144	\$ 15,707	8%	
Revenue - All Other Sources	23,040	6,538	16,502	252%	23,040	4,435	18,605	420%	
Total Water Revenue	243,891	224,763	19,128		243,891	209,579	34,312		
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	66,863	79,567	12,704	16%	66,863	84,678	17,815	21%	
Repairs & Maintenance	5,251	9,900	4,649	47%	5,251	1,819	(3,432)	-189%	
Contracted Services	35,531	26,109	(9,422)	-36%	35,531	28,298	(7,233)	-26%	
Utilities & Insurance	24,548	23,831	(717)	-3%	24,548	24,347	(201)	-1%	
Other Expenses (incl taxes)	24,972	22,038	(2,934)	-13%	24,972	20,973	(3,999)	-19%	
Total Water Expenses	157,165	161,445	4,280		157,165	160,115	2,950		
Water Net Income	\$ 86,726	\$ 63,318	\$ 23,408	37%	\$ 86,726	\$ 49,464	\$ 37,262	75%	
Marina					Marina				
Revenue - Moorage/Parking	\$ 74,741	\$ 75,250	\$ (509)	-1%	\$ 74,741	\$ 64,536	\$ 10,205	16%	
Revenue - All Other Sources	15,408	16,185	\$ (777)	-5%	15,408	13,964	1,444	10%	
Total Marina Revenue	90,149	91,435	(1,286)		90,149	78,500	11,649		
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	22,362	25,749	3,387	13%	22,362	27,663	5,301	19%	
Repairs & Maintenance	18,394	18,500	106	1%	18,394	17,833	(561)	0%	
Contracted Services	7,702	6,354	(1,348)	-21%	7,702	8,177	475	6%	
Utilities & Insurance	16,417	16,700	283	2%	16,417	17,795	1,378	8%	
Other Expenses (incl taxes)	3,062	6,764	3,702	55%	3,062	2,617	(445)	-17%	
Total Marina Expenses	67,937	74,067	6,130		67,937	74,085	6,148		
Marina Net Income	\$ 22,212	\$ 17,368	\$ 4,844	28%	\$ 22,212	\$ 4,415	\$ 17,797	403%	
Net Income/Loss from Combined Operations, No Reserve Activity					Net Income/Loss from Combined Operations, No Reserve Activity				
	\$ 136,708	\$ 86,712	\$ 49,996	58%	\$ 136,708	\$ 7,673	\$ 129,035	1682%	
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	193,873	178,375	15,498	9%	193,873	174,404	(19,469)	11%	
Reserve Interest - all **	5,683	2,063	3,620	175%	5,683	3,687	(1,996)	>100%	
Less: Reserve Offset***	(193,873)	(178,410)	(15,463)		(193,873)	(174,424)	19,449		
Net Reserve Activity	\$ 5,683	\$ 2,028	\$ 3,655	180%	\$ 5,683	\$ 3,667	\$ (2,016)	55%	
Depreciation (NonCash) Activity					Depreciation (NonCash) Activity				
General Operations	85,702				\$ 85,702	\$ 72,088	\$ 13,614		
Water Fund	22,344				\$ 22,344	21,354	\$ 990		
Marina Fund	32,982				\$ 32,982	25,043	\$ 7,939		
Net Depreciation Expense	\$ 141,027				\$ 141,027	\$ 118,485	\$ 22,542		

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New Members: Welcome to our newest members.

Sandra & Patricia Schornak purchased 191 Ridge Dr from Geri Maxwell

Committee Reports: The following committee reports were submitted to the Board of Trustees: Building & Roads, Environmental, Berm Protection , Environmental, Fitness x2 and Marina x 2. The reports are attached to these minutes and incorporated by reference.

Member participation: none

New Business Action Items:

Motion 1: Fayla Schwartz moved, and Mike Heckinger seconded to accept the contract with Reserve Consultants LLC, with the expenditures of \$5450 in 2023 for a Level 2 Reserve Study, \$1100 in 2024 for a Level 3 Reserve Study, and \$1100 in 2025 for a Level 3 Reserve Study. Passed – 5/0

Motion 2. Mike Heckinger moved, and Pat Gulick seconded to send the Membership Survey to Cape George Colony Club members. Passed 5/0

Motion 3. Pat Gulick moved, and Betsy Coddington seconded to accept and move forward with the proposal from the Ad Hoc Berm Committee to create walkovers on the berm, install fencing with signage to direct people to these walkovers and to revegetate both the berm and adjacent areas. Passed –5/0

Motion 4. Fayla Schwartz moved, and Mike Heckinger seconded to withdraw the motion as written for amendment. “I move to accept the revised fine schedule presented by the Building and Roads and Environmental Committees, with the exception of Item 4, “For cutting trees on a member’s own property without a permit.” This item will be reworked and presented at the next Study Session meeting.” Passed –4/1

Motion 4 amended: Fayla Schwartz moved, and Mike Heckinger seconded to accept the revised Fine Schedule presented by the Building and Roads and Environmental Committees, with the exception of items 4 and 4a, referring to obtaining permits for cutting trees. These items will be reworked and presented at the February 2023 Study Session. Passed –5/0

Motion 5. Fayla Schwartz moved, and Bart Mooyman-Beck seconded to approve the member Due Date contracts arranged by the General Manager for 2023. Passed –5/0

Motion 6. Fayla Schwartz moved, and Betsy Coddington seconded to approve a members Late Fee Waiver presented by the General Manager. Passed –5/0

Motion 7: Mike Heckinger moved, and Fayla Schwartz seconded to approve the Marina Service Plan as presented by the Marina Committee. Passed – 5/0

Open Board Discussion: none.

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BOARD OF TRUSTEES MEETING MINUTES

January 26, 2023

via ZOOM

Draft

Announcements:

Tues., January 31, 2pm: East Jefferson (County) Fire Rescue Ballot Measure discussion, Clubhouse

Mon., February 20: Office Closed in observance of President's Day

Tues., February 21, 3pm: Study Session, Zoom

Thurs., February 23, 3pm: Board Meeting, Zoom

Adjournment: Betsy Coddington moved, and Pat Gulick seconded to adjourn the Board Meeting at 3:47 pm.
Passed – 5/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

Cape George Colony Club

Manager's Report

February 2023!

January came in with a flourish and everyone stepped up to complete tasks and start new projects. Now that we are more than halfway through February, the plans to protect the berm from foot traffic and restore the picnic area vegetation are taking shape. Security and connectivity projects are moving forward. And the 2023 reserve study, and 2022 audit are underway, along with other projects planned for this year.

♥ Thank You!

Thank you so much to Fayla Schwartz, Nancy Charpentier, finance committee chairperson; Mark Kochendorfer, and Susan Sanford, finance committee members; and Terri Brown, office administrator, for working tirelessly to organize the financials for the 2022 Audit. Completing the audit and the 2023 Reserve Study will help us have a clear financial picture when the Association is considering a change in annual assessments.

Fitness Center Fundraiser

This is the Fitness Center Fundraiser Month! The Fitness Committee is still accepting donations at the Cape George office!

The Ad Hoc Berm Protection Committee Work Party!

Join us on Saturday, February 25 at 10 a.m. in the picnic area by the Clubhouse to help remove rocks, wood, and other debris in preparation for installing berm crossovers, fencing and finally hydroseeding the lawn area. All ages welcome! Bring work gloves and rakes! If you have questions, please email or call me!

Tech Tech Tech

- **Fiber Optics:** The PUD fiber optics petition is complete and in the hands of the PUD.
- **The Website:** The "capegeorge.org" website redesign is in the second stage of testing. We are working on the site to find and resolve glitches before rolling the site out for member input. Thank you, Diana Luckevich for the hours of work you have put in on the new site!
- **Security Cameras:** With some luck and support from the Tech Committee and Donnie we should have the first two security Cameras up and operational in the Village and the Colony soon!

Caretaker Assistant

The Assistant Caretaker position, that was approved for the 2023 Budget, is being advertised this month. The person who takes this job will shadow Donnie Weathersby, learning the procedures for the pool, water system, and grounds maintenance. The goal is to have a second person trained to step in for Donnie when he is off work. The ad will be published in this newsletter, Zip Recruiter and in local publications.

Outgoing Mail

A new outgoing mailbox is on order for the Village and will be installed as soon as it is delivered. It is illegal to mail anything weighing more than 10 oz., or more than 1/2-inch in thickness cannot be mailed in the outgoing mailboxes. Remember to pick up your mail every day and stop your mail delivery when you are going to be out of town. There are two outgoing mailboxes in the cluster boxes in the Colony mail kiosk.

No parking behind the Workshop

The trash pickup truck and other work vehicles cannot maneuver vehicles are parked behind the Workshop. This is a safety issue, so please do not park there.

Hello Dog Lovers!

Except for dog play time at Memorial Park, dogs need to be on leash, not only on Cape George common property, but in your neighborhood. Dog violations and complaints this month include dog poo not being picked up by owners walking in neighborhoods, and one complaint about dogs running loose in a neighborhood and being allowed to defecate in a neighbor's yard.

Dark Sky, please

This is another reminder to shade outdoor lights, so they are directed at the ground. Several violations have been issued regarding bright lights burning all night. Please be respectful of your neighbors!

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

Marnie W. Levy,

manager@capegeorge.org

360-385-2208

Cape George Treasurer's Report

January 31, 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. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled and reviewed.

Because we've changed the timing of revenue recognition, comparisons with last year will show discrepancies with liabilities as we are no longer managing monthly allocations through the Deferred Income liability accounts.

INCOME STATEMENT COMMENTS

General Operations:

Comparison to last year will show revenue discrepancies as we are recognizing revenue when invoiced, as opposed to allocating monthly.

A single month does not provide much insight for analyses, however, in the comparison to 2022 note the Contracted Services variation owing to large legal consultation invoices in January 2022.

Water Operations:

Same comment regarding revenue comparison with last year. Rather than monthly allocations, the quarter billing is all reflected in the 1st month of the quarter.

Expense savings to budget is reflective of a monthly intent to build up parts inventory, however it was not added to in January. There will be many instances when the budget's distribution will vary.

Marina Operations:

Billing was delayed in 2022, so the timing differences with 2023 do not allow for direct comparisons until we get further into the year.

OTHER COMMENTS

All materials requested by the auditors (Newman CPA) for the 2022 audit have been submitted to them. We are also in the process of submitting tax documents to Newman CPA. I have been working with the General Manager, President, Chair of the Finance Committee and Reserve Consultants LLC to start an enhanced level 2 Reserve Study this spring. We are currently asking each standing committee for input about reserve items under their purview. Discussion is ongoing with the community about how to balance increased operational costs due inflation with members' budgets. We encourage you to send your comments to the Board.

CAPE GEORGE COLONY CLUB

As of JAN 31, 2023

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

Assets	2023	2022		Liabilities and Fund Balances	2023	2022	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 293,771	\$ 155,578	89%	Accounts Payable & Other Liabilities	\$ 12,573	\$ 136,158	-91%
Operating Savings & ICS	250,392	197,435	27%	Prepaid Income	37,718	20,622	83%
Reserves - General, Water & Marina	1,377,502	1,176,456	17%	Unearned Income, Marina Wait List	5,000	1,325	277%
Total Cash & Equivalents	1,921,665	1,529,470	26%	Total Current Liabilities	55,291	158,105	-65%
Net Accounts Receivable	\$ 21,198	\$ 57,065	-63%	FUND BALANCES:			
Total Net Fixed Assets	1,605,201	1,444,326	11%	Fund Balances & Equity (Combined)	3,322,962	2,881,395	15%
Total Prepaid & Other Assets	23,465	17,854	31%	Modified Cash Basis Income	193,276	9,214	1998%
TOTAL ASSETS	\$3,571,529	\$3,048,714	17%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,571,529	\$ 3,048,714	17%

*Summary Revenue and Expense Statements for the periods ended Month DD, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

	2023 Year to Date - Unaudited				Comparative - Unaudited			
	Actual	Budget	Variance	%	2023 YTD	2022 YTD**	Variance	%
General								
General Assessment	\$ 86,378	\$ 86,380	(2)	0%	\$ 86,378	\$ 26,621	\$ 59,757	224%
Revenue - All Other Sources	2,510	522	1,989	381%	2,510	465	2,045	440%
Total General Revenue	88,888	86,902	1,986		88,888	27,086	61,802	
Expenses:								
Salaries, Benefits, PR Tax	9,872	12,761	2,889	23%	9,872	8,099	(1,773)	-22%
Repairs & Maintenance	2,547	179	(2,368)	-1321%	2,547	714	(1,832)	-256%
Contracted Services	5,463	4,064	(1,399)	-34%	5,463	10,583	5,120	48%
Pool Expense & Utilities	2,119	2,375	256	11%	2,119	1,822	(297)	-16%
Utilities & Insurance	3,167	3,213	46	1%	3,167	2,826	(341)	-12%
Other Expenses (incl taxes)	1,853	2,433	580	24%	1,853	3,039	1,185	39%
Total General Expenses	25,022	25,025	3		25,022	27,083	1,515	
General Net Income	\$ 63,866	\$ 61,876	\$ 1,990	-3%	\$ 63,866	\$ 3	\$ 63,863	>-100%
Water								
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$ (528)	-1%	\$ 57,341	\$ 17,120	\$ 40,221	235%
Revenue - All Other Sources	2,787	6,000	(3,214)	-54%	2,787	5,440	(2,654)	-49%
Total Water Revenue	60,127	63,869	(3,742)		60,127	22,560	37,567	
Expenses:								
Salaries, Benefits, PR Tax	4,937	6,380	1,444	23%	4,937	4,203	(734)	-17%
Repairs & Maintenance	-	504	504	100%	-	-	-	#DIV/0!
Contracted Services	2,646	2,670	24	1%	2,646	2,163	(483)	-22%
Utilities & Insurance	2,289	2,557	268	10%	2,289	1,807	(481)	-27%
Other Expenses (incl taxes)	1,151	4,235	3,084	73%	1,151	69	(1,082)	-1561%
Total Water Expenses	11,022	16,346	5,325		11,022	8,242	(2,780)	
Water Net Income	\$ 49,105	\$ 47,523	\$ 1,583	3%	\$ 49,105	\$ 14,318	\$ 34,787	243%
Marina								
Revenue - Moorage/Parking	\$ 70,374	\$ 74,489	\$ (4,115)	-6%	\$ 70,374	\$ -	\$ 70,374	#DIV/0!
Revenue - All Other Sources	14,465	14,315	\$ 150	1%	14,465	-	14,465	#DIV/0!
Total Marina Revenue	84,839	88,804	(3,965)		84,839	-	84,839	
Expenses:								
Salaries, Benefits, PR Tax	1,656	2,127	470	22%	1,656	1,405	(251)	-18%
Repairs & Maintenance	105	92	(14)	-15%	105	-	(105)	0%
Contracted Services	671	797	126	16%	671	446	(225)	-51%
Utilities & Insurance	1,964	1,545	(419)	-27%	1,964	1,593	(371)	-23%
Other Expenses (incl taxes)	136	656	520	79%	136	1,308	1,172	90%
Total Marina Expenses	4,534	5,217	683		4,534	4,753	219	
Marina Net Income	\$ 80,305	\$ 83,587	\$ (3,282)	-4%	\$ 80,305	\$ (4,753)	\$ 85,058	-1790%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 193,277	\$ 192,986	\$ 291	0%	\$ 193,277	\$ 9,569	\$ 183,708	1920%
Reserve Activity								
Routine Reserve Assessment	49,981	49,981	-	0%	49,981	15,857	(34,124)	215%
Reserve Interest - all **	789	-	789	#DIV/0!	789	8	(781)	>100%
Less: Reserve Offset**	(49,981)	-	(49,981)		(49,981)	(16,219)	33,762	
Net Reserve Activity	\$ 789	\$ 49,981	\$ (49,192)	-98%	\$ 789	\$ (354)	\$ (1,143)	-323%

To: Cape George HOA Board of Directors

From: Village Mailbox Committee

Subject: Seeking board support of a new mailbox design and approval for putting the project out to bid as soon as architectural construction drawings are produced.

The Village Mailbox Committee was formed last fall (2022) to devise a plan to replace the current mailbox kiosk with a new one due to structural deterioration.

We have done our research, canvassed and met with Village residents, owners and renters, met with our mail carriers, liaised with the US Postal Service (USPS) Postmaster and have come up with a design for the new mailbox kiosk.

The US Postal Service requires organized communities to provide a mailbox for every buildable lot. There are 192 buildable lots in the Village. Currently, there are only 162 active mailboxes installed.

Our proposal:

Install 12 (donated) CBU (Cluster Box Unit) modules, each containing 16 mailboxes, to total 192 mailboxes. The CBUs have parcel boxes and secure outgoing mail slots. Cost per property owner will be approximately \$10 for the key to their CBU mailbox.

Install 17 personal mailboxes for those who stated their preference to keep their own mailbox rather than switch to the CBUs.

The personal mailboxes will meet our new size standard (with no exceptions) of 12"x12"x21." This was established to ensure room for as many locking boxes as possible. The majority of locking boxes already in use conform to this size.

Remove existing mailbox structure. Retain notice board and recycling bins.

Along with this proposal, we are submitting to the board for review the 3D CAD drawings of our concept design completed by fellow Cape George member Richard VanDeMark and approved by the Village Mailbox Committee.

What follows (below) is an addendum containing additional background information on how we reached this design decision.

Thank you.

Your Village Mailbox Committee

ADDENDUM

Considerations, Communications and Input
Received that Informed the Proposal Before You

Our primary goals were to establish equal space for all Village residents to have a locking mailbox if they want one and equal access to receiving parcels; enlist input from as many Village residents, owners and renters as possible; and provide information in a timely manner so decisions on mailbox choices would be based on fact.

To determine what needed to be done, the Mailbox Committee examined Jefferson County and HOA street and parcel maps of the Village. We did on-line research regarding the pros and cons of CBUs (Cluster Box Units) in planned communities. We maintained communication with our mail carriers to keep us informed of US Postal Service requirements.

We considered a plan in which there would be no CBUs and only personal mailboxes. We measured the kiosk area and found there isn't enough linear space for 192 personal mailboxes (even if they met the new size standard) because the structure would be too long and extend into the public roadway. We then spoke with the postal service and they allowed us to pursue a mixed design that consisted of enough CBU spaces for all buildable lots, and individual mailboxes for members who wanted them if the space could accommodate them.

We found out there were a lot of mixed emotions and thoughts about CBUs and about changing the current system.

Some people feared the CBU boxes would be too small. Several residents expressed resistance to change, asking why not just keep it the way it is? Many wanted to keep their current mailboxes because they already spent money on them.

With recent increases in mail theft, of the more than 50 residents with non-locking boxes, many wanted to switch to a more secure mailbox, but were frustrated because there wasn't enough room for them to put in a locking box in their original mailbox space.

This was primarily because their neighbors' mailboxes occupied a disproportionate amount of space, leaving them without enough room for a locking box of their own. This led to the need to establish an equitable standard size so that as many residents as possible could choose an individual box if they wanted one.

We learned from some residents that buying a new locking mailbox to meet new size restrictions would not be affordable on their fixed budgets. There are many residents with conforming locking boxes moving to the CBUs, and it is our hope they will be willing to provide their current boxes to their neighbors who need to replace theirs, possibly saving them some money.

We kept the Village community informed about progress, options, time-lines and deadlines in several ways.

We created a dedicated email address (villagemailboxes@gmail.com) to provide easy and open communication between the committee and the Village.

We sent out our first communication about the project in an email blast on 11/16/22 explaining the project in detail, listing options for moving forward, and requesting feedback.

We posted copies of email blasts and other committee announcements on the bulletin board in the current mailbox kiosk area to reach out to Village residents who don't have access to email.

We mounted a comment box in the kiosk area for residents to place questions, comments, suggestions and ultimately their preferences for either the CBUs or a personal mailbox.

We placed an article with photo of a CBU in the December 2022 Cape George Newsletter informing Village residents, owners and renters of an in-person meeting on 12/7/22 at the Clubhouse to discuss mail security, meet our mail carriers and indicate their preference for either the CBU system or keeping their personal mailbox (space permitting).

We set up a sample CBU in the existing mailbox kiosk area to increase understanding of the project by showing what a CBU mailbox looks like and giving residents a chance to test how much mail the boxes could hold.

We sent a second email blast on 12/5/22 reminding Village residents, owners and renters about the 12/7/22 meeting and encouraging their participation.

We hosted a well-attended Village community meeting on 12/7/22 featuring our mail carriers as guest speakers and providing a sample CBU to demonstrate how the modules work. We provided sign-in sheets organized by street for attendees to mark their mailbox system preferences.

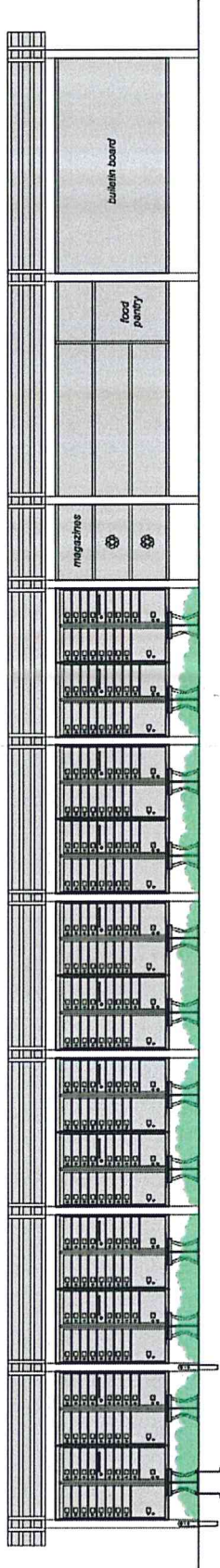
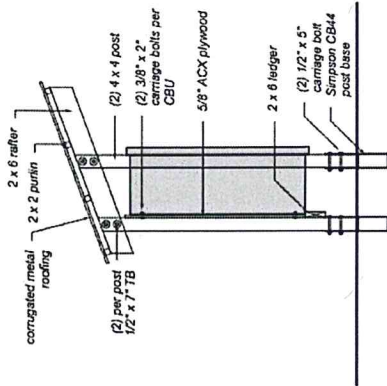
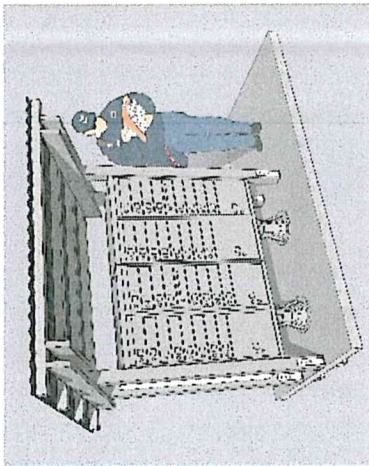
We mailed postcards on 12/21/22 to all Village addresses of record for those who had not yet signed up for a preference, extending the deadline to 1/15/23 for stating their preferences of mailbox type, and reminding everyone that receiving no response would automatically put that address into the CBU.

We made extra efforts to speak with neighbors about the project and to encourage their participation in the decision.

By the 1/15/23 deadline, we received a total of 100 stated preferences on the mailbox types. There were 85 votes for all CBUs and 15 votes for personal mailboxes. In subsequent days there were two more votes for personal mailboxes and a few for all CBUs.

Any Village community resident or owner who did not provide a stated preference by the deadline was assigned to the all CBU system.

Additionally, we were advised by the postmaster that each property with a personal mailbox would have that box removed at the sale of the property, and the new resident's mailbox would be in the property's assigned place in the CBU and we are limited to the 17 requested personal boxes .



Cape George Village Mailbox Cluster

Project Name / Location:	Date:
CAPE GEORGE COLONY CLUB POOL	12/15/22
Address:	Customer / Contact:
61 CAPE GEORGE DRIVE	MARNIE LEVY
Address 2:	Phone:
N/A	360-385-2208
City, State, Zip:	Email:
PORT TOWNSEND, WA 98368	MANAGER@CAPEGEORGE.ORG



INSPECTION / CURRENT CONDITION:

Site visit conducted by Eric Anderson on 11/16/22. The Customer requests a proposal to have the above-pictured community pool and wader resurfaced.

RECOMMENDED SOLUTION:

Spray-Tec Glasscoat Pool Resurfacing, LLC (Contractor) proposes to provide materials and labor according to the following specifications for **resurfacing the pool and wader** with a UV-stabilized, corrosion- and stain-resistant Glasscoat finish. The inert polymeric composite material of Glasscoat is designed to maximize pool water condition and ensure a durable nonporous coating that provides a masonry-free connection between the water and the pool substrate. Glasscoat outperforms and outlasts conventional vinyl liners, epoxy and rubber-based pool paints, and porous cementitious plasters; and it has an expected service life of **15 to 20 years**, plus many other benefits and features. Refer to glasscoatpoolresurfacing.com for additional technical information.

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 1 of 4
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SCOPE OF WORK:

RESURFACE POOL & WADER

- Customer to drain water from the pool and wader in coordination with Contractor.
- Inspect and prepare existing plaster surfaces as needed for resurfacing. **(Note: Minor surface repairs included. Major repairs, such as removing loose/hollow plaster, extensive patching, sealing cracks, etc., if needed, will be billed on a Time and Materials basis of \$125 per hour per laborer plus tax.)**
- Pressure-wash all surfaces.
- Mask off all areas not to be coated.
- Apply layer of high-performance sealer/primer bond coat to surfaces to promote strong material adhesion.
- Apply two layers UV-stabilized, high-crosslink **WHITE GLASSCOAT** fiber-reinforced polymer finish to all surfaces (approximately 4,181 square feet combined total surface area).
- Apply two **DARK BLUE GLASSCOAT** swim lane lines with wall targets.
- Inspect the new finish for defects, if any, and address.
- Remove all masking materials and clean up.
- Start the water refill.
- Provide the Customer with Glasscoat care instructions.
- Customer to start up pool circulation and filtration equipment and balance water chemistry, maintaining a water pH in the 7.0 to 7.4 range to keep the new finish in optimal condition.

INITIALS

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PRICING:

OPTION(S) / DESCRIPTION(S)	QUANTITY	UNIT	TOTAL	INITIALS
GLASSCOAT POOL & WADER	4,181	\$20.00	\$83,620.00	
SUBTOTAL			\$83,620.00	
TAXES			\$7,609.42	
TOTAL			\$91,229.42	

PAYMENT SCHEDULE:

To accept this Proposal and turn it into a Contract, the Customer is to do the following:

1. **Initial** next to the Option(s) and Price(s) agreed upon above.
2. **Initial** the box in the bottom right-hand corner of each page of this document.
3. **Sign** name and enter date of acceptance below.
4. **Sign** a Disclosure Statement Notice to Customers (to be provided by Contractor).
5. **Return** signed documents along with a deposit check to Contractor, to the address below.

Payments to be made by checks payable to "Spray-Tec" according to the following terms:

- **10% Deposit is due before project is scheduled.**
- **40% Progress Payment is due before work on project begins.**
- **50% Final Balance is due immediately upon completion of project.**

Credit cards not accepted. Prices quoted do not include fees for water, chemicals, permits nor any unforeseen damage to pool shell, structures, plumbing, lighting, electrical or equipment. Customer should have any leaks detected/addressed before resurfacing work is begun.

All material allowances are specified in this proposal. If the cost of any materials quoted increases significantly after the contract is signed, the Contractor will notify the Customer in writing, and the Customer will be required to pay the increased amount.

Proposal Expires 01/15/23

ACCEPTANCE:

The above specifications and conditions are satisfactory and are hereby accepted by the Customer. The Contractor is authorized to do the work as specified. Payment by Customer will be made according to the terms outlined above, and at the prices agreed upon and initialed by Customer.

Customer Signature: _____ **Date:** _____

INITIALS

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WARRANTY:

Two-Year Limited Glasscoat Warranty Included. Warranty does not cover staining or abuse. Subject to the limitations set forth below, for a period of two years from the date of completion of the work described in this contract, Spray-Tec Glasscoat Pool Resurfacing, LLC, named in this contract (the "Contractor"), will repair any peeling, blistering, or chipping Glasscoat resulting from defective workmanship. For this warranty to be valid, the Customer must: Pay the full contract price. Retain a copy of the original contract. Retain evidence of payment in full. Pay for materials used to perform the repairs. Make the property accessible to the Contractor during normal business hours to make repairs. This limited warranty is the only express warranty made by the Contractor and is in lieu of all other warranties, express or implied. This warranty covers only those services provided by the Contractor to the original Customer named on the front of this contract. In no event shall the Contractor be liable for incidental or consequential damages or damages in excess of the original contract price. This warranty may not be altered or extended for any purchase unless done so in writing in a document executed by all parties to this contract. For warranty service, you should contact the Contractor to schedule an inspection of your property by calling the number listed in this contract or by sending an email to info@glasscoatpoolresurfacing.com.

CHANGE ORDERS:

Any alterations or changes from the proposal will be executed only on receipt of written work order. Said changes shall in no way make void this contract. Charges for modification to the proposal will be based on labor and materials agreed upon by both parties.

EXCLUSIONS:

Spray-Tec Glasscoat Pool Resurfacing, LLC is not responsible for fixtures and equipment supplied by others or losses due to theft, damage, vandalism, etc. and shall not be liable for failure to perform if prevented by strikes, or other labor disputes, accidents, acts of God, governmental or municipal regulation or interference, shortages of labor or materials, delays in transportation, non-availability of the same from manufacturer or supplier, or other causes beyond Contractor's control. In no event shall the Contractor be liable for special or consequential damages whatsoever or however caused.

INSURANCE:

Contractor carries Workers' Compensation and Professional Liability Insurance covering its work on this job. Customer agrees to notify his/her insurance company of the commencement of work. Risk of loss due to fire, windstorm, vandalism, or other casualty shall be upon the Customer.

CUSTOMER DEFAULTS:

Customer will be in default if:

- Any payment called for under this proposal or authorized change orders becomes past due.
- Any written agreement made by the Customer is not promptly performed.
- Any conditions warranted by the Customer prove to be untrue.

In the event of Customer defaults, Contractor may do any or all of the following:

- Suspend the work and remove its material/equipment from the premises, whether or not installed. In this regard, Customer agrees that Contractor may enter upon Customer's property for the purpose of repossessing such equipment without liability to Customer for trespass or any other reason.
- Retain all monies paid hereunder, regardless of the stage of completion of the work and bring any appropriate lien or other action in court to enforce its rights. The Customer agrees to pay all costs, attorneys' fees, and expenses incurred by Contractor in enforcing its rights under this proposal.

ATTORNEY'S FEES AND COSTS:

In the event of a dispute concerning this agreement or the performance of services, the prevailing party is entitled to recover their reasonable attorney's fees and costs incurred.

INITIALS

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Proposal to further migrate Cape George Colony Club to Microsoft Office 365

Background:

Cape George (CG) owns MS 365 licenses for the board and office staff and has been using them for email and the included Word and Excel applications. CG has not used the included file storage/sharing ability (OneDrive/Sharepoint 10gb) and has not joined or managed the two office computers with MS 365. CG is also not using the Microsoft tools for on-line collaboration and video conferencing.

Proposal:

Upgrade the two office workstations to Windows 10 Professional, add them to MS365, and migrate in use office files from the NAS (Network Attached Storage) and local hard drives to MS365 on line storage (cloud). This will back up our files so that no hard failure can cause lost data. It will also permit remote access to files when needed.

Details:

Phase one of this proposal is to upgrade the two office computers from Window 10 Home version to Windows 10 Professional and to add them to MS365. This will enable Terri and Marnie to log on with the office@capegeorge.org and manager@capegeorge.org accounts. Doing so will facilitate automatically backing up documents to the cloud and reduce the current confusion that the use of local computer accounts (front & harbormaster) is causing.

The second phase is to migrate needed CG files from the local NAS and local hard drives to the online storage. The benefits of doing these two steps are that we will have a more secure storage of our files and better security and productivity on the two workstations in the office. At least currently active files would be moved—it may make sense to archive old files on the NAS if proper backup can be done.

Phase three (optional) would be to move files currently stored in Google Drive by the finance committee to Microsoft if in fact the needed collaboration is supported with volunteer committee members.

The cost of this is minimal. MS professional upgrade licenses are approximately \$100 each. An additional license for MS365 is \$10 a month (it@capegeorge.org). This would be used to configure OneDrive/Sharepoint. The changes would be done slowly so as to not disrupt daily work. After each step we would evaluate to verify that the changes are working as expected.

About the author

I worked for 18 years as a Microsoft Server administrator for the Federal Reserve Bank of Minneapolis and currently serve on the finance committee. I have been helping out with the computers in the office informally for a few months.

Mark Kochendorfer

✓	PRIVATE PROPERTY DEVELOPMENT AND MAINTENANCE	1 ST VIOLATION	FAILURE TO CORRECT AND/OR SUBSEQUENT VIOLATION	RESOLUTION TIME
1.	Building in violation of established setbacks (C)	\$5,000	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 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 For cutting trees on a member's own property without obtaining a permit (C) BG II. **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	\$150 per tree/shrub For a tree up to 40" in C \$400. Trees over 40" in C \$10 x C	\$300 per tree/shrub Second offense - double the fine amount.	N/A
4a.*	For cutting trees on community property or property of another member without permission **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	For cutting trees up to 40" in C - \$1,000 For trees over 40" in C - \$25 x C	Second offense - double the fine amount.	N/A
5.	Building in violation of 17-foot height restriction BG III	\$5,000	\$10,000	30 days
6.	Failure to complete building exterior within 6 mo. of starting date (C) BG IV	\$250 per month	\$300 per month	14 days
7.	Failure to fill perc holes in a timely manner as per regulation BG III	\$100	\$200	14 days
8.	Failure to follow guidelines for antennae, BG III	\$25 - \$100	\$25 - \$100	14 days
9.	Exceeding 8-foot height regulation for hedges, fences, screens BG III	\$250 per month	\$500 per month	14 days
10.	Failure to complete hookups for water, septic and power prior to occupancy (C)	\$500	\$500	5 days
11.	Failure to install Cape George approved driveway apron. PP09	\$200	\$500 per month	30 days
12.	Minimum house size	\$1000	\$2,000	45 days
	MEMBER'S PERSONAL OBLIGATIONS			
13.	Discharging of firearms/hunting (C)	\$500	\$1000	N/A
14.	Outdoor burning without a permit (C) PP03	\$50	\$100	N/A
15.	Operation of a home business in violation of policy. (C) (PP07)	\$100	\$200	14 days \$200 per mo.
16.	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
17.	Violation of Junk Vehicle Rule BG III, PP08	\$50	\$100	5 days
18.	Violation of Fireworks Rule CP10	\$100	\$200	N/A
19.	Violation of Livestock/Pet Rule (C) PP01	\$50 - \$500	\$100 - \$1,000	14 days
20.	Failure to Maintain property or permitted structure BG III (Maintenance Obligation) PP02 (vegetation, septic, other nuisance)	\$85-\$1,500	\$100-\$2,500	21 days
21.	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
22.	Unauthorized disposal of waste material on common property and/or improper storage of waste material on private property CP11	\$150	\$250	5 days
23.	Other covenant, building guidelines or rule violation	\$25 to \$1,000	\$50 to \$3,000	Discretionary
24.	Violation of Traffic Regulations CP19	\$50.00	\$100.00	N/A
25.	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=)

Finance Committee Meeting Minutes

Thursday February 9, 2023

In attendance: Fayla Schwarz, Treasurer and Board Liaison, Nancy Charpentier, Mark Kochendorfer and Susan Sanford, Committee Members, Marnie Levy, General Manager, and Jane Ludwig, Board President

1. Reviewed audit material submission status. Many files arrived corrupted in the upload to the Auditor, so Fayla will email the files to them. Missing are Aging reports which Nancy will pull and send to Susan and Fayla. When these are completed we will have provided everything they require to begin the audit activities.
2. Reviewed the Finance Committee Charter with a few suggestions for changes. Nancy will revise and send to Committee members for approval, and if ok'd Fayla will present for revision to the Board in the March Meeting.
3. Discuss recommendations for safeguarding data: The lack of backups is of concern. Mark looked into our software and it was discovered that we have the home version of Windows 10 the Microsoft 365 software. The committee recommended to Fayla that she propose to the Board:
 - a. Upgrade the Office computers to the Professional version (they currently run the Home version – the cost will be around \$300)
 - b. Get a license for Mark to set up the Office files to reside on OneDrive, and provide any training needed to Marnie and Terrie for its use
 - c. Mark will additionally set up a portal into Microsoft 365 to replace the Finance Committee's Google Drive storage area for committee documents. This portal will have limited access, and committee members will have no access beyond the portal to Office files but will use this as a means of sharing documents including financial reports, analyses and committee agendas and minutes that will be available to Board members as well.
 - d. Once set up and training is complete, Mark's access to the OneDrive in general will be terminated.
4. Review of 2023 Workbook changes for Community Financials to follow monthly for journal entries
5. Discussion of Cash Management options – Nancy to map cash activity for a quarter and a process will be developed with the Treasurer to ensure FDIC coverage for all cash.
6. A lengthy discussion was held of the various issues around budgetary needs vs limitations on assessment levels for General Operations. No conclusions were drawn or recommendations made, but it was agreed that the Reserve Study was needed to assess the needs for the Reserve accounts, so the conversation focused on the Operating budget. The purpose was to provide input to Fayla and Jane of the thoughts of the Committee in order to assist their considerations of the many aspects to funding choices.

Fitness Committee Meeting

Minutes

2/6/2023

Members: Allan Zee, Judith Chambliss (Co-Chairs) absent, Betsy Coddington (Board Liaison), Phyllis Ballough (absent), Jon Karpilow (absent), Fred Miercort(absent), Linda Mollino, Tom Ramsey (absent) Mardella Rowland, Robin Schering and Bill Sery

1. **Equipment Donation:** has been withdrawn by the donor as it was given to someone else.
2. **Budget and Finances:** balance **\$4,754.70** prior to fundraising funds deposit.
3. **February Fundraiser:** Thus far **\$1,285.00** has been raised, thus our present balance as a result of the fundraiser is: **\$6,039.70**. Thank you cards: Robin is being notified of the donors by Lori and is writing the cards. She will drop some of the cards at the individual residences when it is easy otherwise will put them in the mail. She will not be dropping them off in individual mailboxes since the mail carriers says it is not legal. Robin has agreed to buy the thank you cards as part of her donation to the Fundraiser but will be turning in a receipt for the stamps. Thank you notes will not be sent out to committee members.

Lori sent the following e-mail after the meeting: I am still collecting checks (gave another batch ~800 to Cassie today and sent addresses to Robin for thank you notes). Lori also agreed to update the Fundraiser Thermometer in the fitness center to reflect current balance.

Open House 2/22: Fred has agreed to give a tour of the Fitness Center and show how certain equipment is used.

Robin will assist from 2-3pm **Lori** will assist from 3-4pm

After the meeting in communication with Allan and Lori, the decision was made to ask Terri to send out two different e-mails to the community reminding them about the fundraiser and Open House. Lori agreed to follow-up with Terri.

4. **Electrical Issues:** Bill/Marnie: Marnie reported that Double D is scheduled to come on 2/20 to take care of changing the new receptacle to a double instead of triple receptacle. Bill Sery would like to be notified when that happens so he can be present when the work is done.**According to Bill this has now been resolved. No further action.**

5. **Equipment:** - L8 was evaluated by Mark Harder on 10/31, but it is still having problems. Allan has written to both Mark Wiper and Mark Harder notifying them of the problems. No replies yet. Allan will continue to follow up. - On-going maintenance: We have a bid from FitInc who have provided previous maintenance. We are still waiting to receive a bid from Mark Harder (Exercise Service Specialist). - The Bench Press was reupholstered unsatisfactorily by Mark Harder on 10/31. We are waiting for him to rectify the situation. No resolution on this item. There has been no communication from either of the Marks.

6. **Electrical Link for the Stairmaster:** still has not come, Bill agreed to attach it when it comes.
After the meeting Linda contacted Marnie and she agreed to order it. Confirmed with me that the item has been ordered. Miscommunication about why it had not been ordered sooner.

7. **Supplies:** We are up to date on supplies. Mardella, in consultation with Bob, has requested that Marnie order a different version of Germicet when we are ready for a new order. We currently have two refills.

8. **Welcome Bench:** Robin gave an update after conferring with Mike LaPointe: he is working on it and had a question if we wanted the wood stained, the group decided it was not necessary.

9. **Telephone:** no resolution as Marnie was not at the meeting so item was tabled.

10. **Suggestion Box:** There were three cards in the suggestion box:
 - a. Landice #2 continues to freeze, which we are aware of and waiting for the service reps to respond to numerous communications from Allan.
 - b. Olympic Springs according to Mardella with be monitoring water bottles per delivery, currently at seven.
 - c. Comment from a community member stating, "I love this gym, thanks for all your hard work to sustain this resource for the community".

11. **Durable Sign for Basic Rules:** Phyllis was not able to be at the meeting, so this item was tabled at this time.

Marina Committee Minutes, Feb 7, 2023

The Marina committee met Feb 7, 2023, in the clubhouse. About 20 members were present.

Harbormaster Penny Jensen called the meeting to order at 11 am.

Varn Brooks and Steve McDevitt briefed the committee on plans for the rebuilt berm, including revegetation and a fence to discourage people from walking on the berm.

Penny reported that plans are proceeding for the marina service program, as approved by the Board of Trustees.

Members briefly discussed the possibility of developing a marina website to improve communication among members.

Penny initiated a discussion of possible long-term options for repairing or replacing the marina docks. Among the possibilities are a combination of wood and aluminum docks. Mick Thorwick reported that concrete docks do not appear to be a practical alternative.

The committee discussed possibilities for adding a small boat/kayak launch to the marina. Kathy Curtis asked about security, including the gate on Marina Drive, which is not working. No decision was made.

Penny asked the committee if there is a desire to replace the steel hoist next to the shop. The old hoist had deteriorated and has been dismantled. The consensus of the committee is that it should be replaced if possible.

The meeting was adjourned at noon.

Ross Anderson

Pool Committee Meeting

2/7/2023

Called to order at 3pm by Chair: Kriss Edwards

Members: Kriss Edwards (Chair) Patty Dunmire; John Galm; Sandy Gulin (absent); Linda Mollino; Mardella Rowland (absent); Robin Scherting; Mike Volkman; Marnie Woodward (Cape George Manager) and Jane Ludwig (Board President, and Board Liaison to Pool Committee)

Guests: Ross Anderson, Nancy Charpentier and Mike Thorwick

Financial Report:

January balance in Fund-Raising account: \$3299.00

Minutes of December Meeting: Minutes were reviewed by all and there was motion to accept the minutes and accepted by the group.

Old Business

Discussion Items	Discussion	Decision/Member Responsibility
2023 Pool Reserves	Discussion of the items on the reserve schedule for 2023: <ul style="list-style-type: none">• Replace Heat Pumps: \$12,300• Resurface Pool and wading pool: \$70,00	See information below
Windows	Windows were evaluated as concerned that the seals were broken. According to Marnie two different companies evaluated the windows, one vendor stated that the full replacement would cost \$8,279.71; the other vendor stated that we do not need to do anything with the windows at this time. Windows are functional and changing windows would be for cosmetic reasons only	Tabled replacing windows at this time based on the evaluations. Also replacing windows is not in the reserve budget.

New Business:

Discussion Items	Discussion	Decision/Member Responsibility
Heat Pump	Mike reported on the current state of the Heat Pumps. Currently one of the heat pumps is not working	Various options were presented by Mike including replacing the heat pump: the dehumidifier; condenser for dehumidifier or replacing the boiler No decision made; further exploration is needed. Mike to contact PUD for further information.
Pool Resurfacing	There were three different quotes that committee members had the opportunity to review before the meeting. Discussion of the three quotes were reviewed during the meeting including material proposed, cost and warranty.	Decision made that the quote from Spray Tec. It will need to go before board. One of the concerns is that the quote is for \$92,369.79 which is above what is in the reserve schedule (\$70,000). According to Nancy, the board can agree to go 25% higher than what is in the reserve schedule but that would only bring us to \$87,500. The remainder would probably have to come from fund-raising by the Pool Committee. Further information is needed.
Cleaning service	Discussion about the quality of the cleaning service. Ongoing problem with the state of the shower rooms. Kriss and Pat would like to put a plan together where volunteers commit to helping with cleaning the shower rooms.	Kriss and Patti will develop a volunteer plan. Cleaning service will continue once a week. Linda agreed to contact the manager at the Port Ludlow South Community Association to see if there is someone that Marnie can talk to about who they have used for their pool areas.
Pool Charter	Pool Charter was reviewed by the committee.	No changes to the Charter at this time. Jane will inform the Board of Trustees

Discussion Items	Discussion	Decision/Member Responsibility
Pool Usage Survey Results	<p>Who uses the pool? Answer: More than 30 swimmers per day and 13,000 per year. At least 467 CG members –70 percent of the membership -- used it at least once last year and 85 members did so frequently.</p> <p>How do we know this? Every time a member uses a fob to enter the pool, that use is recorded. So, we analyzed the data from February through December 2022. (This included several weeks when the pool was closed for repairs.)</p> <p>Over that 11-month period, there were 13,009 fob swipes by 467 unique members at the pool door. Of these, 85 used the pool more than 20 times, and those 85 swam an average of 55 times over the year.</p> <p>The actual number of users was certainly higher. Any fob entry represents one member, but we know that a single fob often admits two or more people – couples, families with kids, or aerobics participants who show up at the same time. So, we estimate that a fob use represents 1.5 actual swimmers. Applying that multiplier, the pool was used by nearly 20,000 swimmers in 2022.</p> <p>In another analysis, we took a random sampling of 12 days and found the pool gets steady use year-round, weekdays and weekends. Entries increase slightly on holidays. Fob entries average about 20 per day in winter – so 30 swimmers. Summer days the fob entries increase to about 25 – or 38 swimmers. The busiest day in our sample was August 8, with 32 fob entries – 48 swimmers. The heaviest use is mid-morning, from 9 to 11 am, probably due to the aerobics class. The lightest use is before 8 am and after 6 pm.</p>	Decision made to share this with the community probably in March in preparation for April fundraiser.

	<p>What's this cost? The annual expenses amount to \$34,500 -- \$20,000 for utilities (heating the pool and the room), \$3,000 for supplies, \$3,000 for repairs and maintenance and \$8500 for the estimated staff time allotted to the pool. This breaks down to \$52 per member per year, or \$4.30 per month. As for swimmers, using the estimate of 20,000 uses, it breaks down to \$1.25 per swim</p>	
Fitness Center Fundraiser	Kriss requested that Pool Committee members support the February Fitness Center fundraiser	Everyone agreed with supporting the FC fundraiser
<p>Community member suggestions:</p> <ul style="list-style-type: none"> • Light and ladder at the shallow end of the pool: • Sign in the pool with the length of the lap pool and how many lengths equals a mile. • Remove the old light socket, cap it off and clean off the rust on the edge of the pool near the shallow end. • Add more lap swim hours. • Add another rebounder and two more water polo balls. 	No discussion at this time	These items moved to next month's meeting due to time constraints

- Next Meeting : March 7, 2023, 3 pm, Clubhouse

VILLAGE MAILBOX COMMITTEE MINUTES

Friday, February 3, 2023

In attendance: George Martin, Chair, Betsy Coddington, Board Liaison, Committee members Margot Desannoy, Ray Pierson and Nancy Charpentier, and Richard VanDeMark, Guest

1. Richard VanDeMark had volunteered his expertise to create CAD drawings of the Kiosk plans. He presented his concept to the committee, and the plan was reviewed and endorsed unanimously. Richard will produce 3d drawings.
2. The Committee endorsed presenting the plan to the Board's February meeting for approval in order to proceed to the next step. Margot will draft a written proposal for review in time for Betsy to provide it to the office for inclusion in the Study Session materials.
3. If approved, Richard will produce drawings with architectural detail that will provide information to contractors for the bidding process.
4. George has identified one contractor who is interested in bidding for a hole in their schedule this spring. We'll continue to try to find others for competing bids.

**Cape George Water Advisory Committee
Meeting Report January 10, 2023**

The meeting was held at 4 PM January 10, 2023, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Carl Berger, Thad Bickling, Stewart Pugh, Steve King, and Chair Marty Gilmore.

The committee did not meet in December.

All coliform testing has been negative since the positive tests in October and the State has been informed. The protocol for sample acquisition and transport is being reviewed. Samples for water quality testing are not being taken from dedicated sample points, and they should be. Material is being sourced to install six dedicated sample points, one per water system zone, at a cost per sample point of approximately \$1100.

The committee is working on a revision to CP 08b, Water Conservation Pricing, to develop a fee structure for monthly billing of overcharges. The goal is to have a billing system that does not increase the work of office staff.

Marnie will set up a contract relationship with a diesel fuel supplier to ensure that we have top tier status for diesel supply during the next extended power failure. Thad will check the requirements from the Department of Emergency Management for top tier status for water systems.

During the power outage, there was unauthorized intrusion into the tank farm. This is a federal offense, taken seriously by the Department of Homeland Security. Cape George is obtaining signs to that effect, and will and them at the tank farm.

Cape George has tested the four backflow devices that the community owns. The backflow device in the pool room needs to be reconfigured.

New regulatory requirements are coming. One, the Lead Service Line Inventory, requires us to document every service line in the system, both on the Cape George side and on the homeowner side. An initial inventory is due in October 2024.

Scott Carpenter has resigned from our committee.

The next scheduled meeting will be Tuesday, February 14, 2023, at 4 PM in the clubhouse.



Cape George Colony Club

**Board of Trustees and Member
Board Meeting Packet**

Thursday, March 30, 2023, 3:00 p.m.

Via Zoom

Cape George Colony Club
Regular Board of Trustees Meeting Agenda

March 30, 2023, 3:00 p.m.

Via Zoom

A. President's Comments and Announcements – Jane Ludwig

B. Action on Minutes – Pat Gulick

- Approve attached minutes of the regular Board of Trustees meeting held February 24, 2023. Minutes attached.
- Committee Meeting Notes and Minutes as presented at the Board of Trustees meeting held February 24, 2023. See attached.

C. Manager's Report – Marnie Levy. See attached.

D. Treasurer's Report – Fayla Schwartz. Summarized February 2023 Financial Report attached.

E. New Members – Pat Gulick. See attachment.

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

1. Reserve Study Update: Finance Committee Chair Nancy Charpentier and the General Manager Marnie Levy have met with committee chairs and are preparing notes to submit to the Reserve Consultants, LLC.
2. Ad Hoc Berm Protection Committee update: The preparation for hydroseeding the berm will begin this week. The fence posts will be placed, and the North crossover is under construction. The second crossover to the beach is on the South end of the berm behind the workshop. The committee will be considering potential designs for a third cross over near the picnic pavilion.
3. Reserve Item: Marina Barrier Arm. One proposal for the installation of a new barrier arm on Marina Drive was submitted. The proposal includes a plan to move the barrier arm to the top of Marina Drive to accommodate vehicles with boats that might need to back up if they do not have access to the marina. The first proposal was more than 25% over the approved reserve amount. Additional proposals and research will be presented.

G. Member Participation:

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

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

Motion 1. I move to approve the proposed changes to the Environmental Committee Charter – Pat Gulick. Charter attached.

Motion 2. I move to approve the proposed changes to the Finance Committee Charter – Fayla Schwartz. Charter attached.

Motion 3. I move to approve the Assistant Maintenance Job Description – Bart Mooyman-Beck. See attached.

Motion 4. I move to accept the bid for new lock systems at the Workshop, Clubhouse and Fitness Room, total expense of \$8176.64 to come from Operational Reserve funds – Fayla Schwartz. See attached proposal.

Motion 5. I move to approve changes to Rules and Regulations FIN07 to increase the petty cash fund from \$300 to \$500 – Betsy Coddington.

Motion 6. I move to approve changes to Rules and Regulations FIN06 to change expenditure authorization policy – Betsy Coddington. See attachment.

I. Open Board Discussion – Trustee Discussion Only

J. Committee Meeting Notes/Minutes:

- Ad Hoc Berm Protection Committee, 3/2023
- Building and Roads, 3/3/2023
- Environmental Committee, 1/10/2023
- Fitness Committee, 3/2023
- Nominating Committee, 3/8/2023

K. Announcements

- April 1, the member quarterly assessment is due.
- Mon., April 24, 3 p.m., Study Session via Zoom meeting
- Thurs., April 27, 3 p.m., Board of Trustees Meeting, via Zoom meeting

L. Adjournment to Executive Session if necessary

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

February 24, 2023

via ZOOM

Draft

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

There will be an Executive Session at the end of this meeting for a member violation appeal hearing. An additional motion was added to today's agenda.

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

Action on Minutes: Pat Gulick moved, and Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated – January 26, 2023. Passed – 5/0/1

Managers' Report: Marnie Levy

February 2023!

January came in with a flourish and everyone stepped up to complete tasks and start new projects. Now that we are more than halfway through February, the plans to protect the berm from foot traffic and restore the picnic area vegetation are taking shape. Security and connectivity projects are moving forward. And the 2023 reserve study, and 2022 audit are underway, along with other projects planned for this year.

♥ Thank You!

Thank you so much to Fayla Schwartz, Nancy Charpentier, finance committee chairperson; Mark Kochendorfer, and Susan Sanford, finance committee members; and Terri Brown, office administrator, for working tirelessly to organize the financials for the 2022 Audit. Completing the audit and the 2023 Reserve Study will help us have a clear financial picture when the Association is considering a change in annual assessments.

Fitness Center Fundraiser

This is the Fitness Center Fundraiser Month! The Fitness Committee is still accepting donations at the Cape George office!

The Ad Hoc Berm Protection Committee Work Party!

Join us on Saturday, February 25 at 10 a.m. in the picnic area by the Clubhouse to help remove rocks, wood, and other debris in preparation for installing berm crossovers, fencing and finally hydroseeding the lawn area. All ages welcome! Bring work gloves and rakes! If you have questions, please email or call me!

Tech Tech Tech

- **Fiber Optics:** The PUD fiber optics petition is complete and in the hands of the PUD.
- **The Website:** The "capegeorge.org" website redesign is in the second stage of testing. We are working on the site to find and resolve glitches before rolling the site out for member input. Thank you, Diana Luckevich for the hours of work you have put in on the new site!
- **Security Cameras:** With some luck and support from the Tech Committee and Donnie we should have the first two security Cameras up and operational in the Village and the Colony soon!

Caretaker Assistant

The Assistant Caretaker position, that was approved for the 2023 Budget, is being advertised this month. The person who takes this job will shadow Donnie Weathersby, learning the procedures for the pool, water system, and grounds maintenance. The goal is to have a second person trained to step in for Donnie when he is off work. The ad will be published in this newsletter, Zip Recruiter and in local publications.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

February 24, 2023

via ZOOM

Draft

Outgoing Mail

A new outgoing mailbox is on order for the Village and will be installed as soon as it is delivered. It is illegal to mail anything weighing more than 10 oz., or more than 1/2-inch in thickness cannot be mailed in the outgoing mailboxes.

Remember to pick up your mail every day and stop your mail delivery when you are going to be out of town. There are two outgoing mailboxes in the cluster boxes in the Colony mail kiosk.

No parking behind the Workshop

The trash pickup truck and other work vehicles cannot maneuver vehicles are parked behind the Workshop. This is a safety Issue, so please do not park there.

Hello Dog Lovers!

Except for dog play time at Memorial Park, dogs need to be on leash, not only on Cape George common property, but in your neighborhood. Dog violations and complaints this month include dog poo not being picked up by owners walking in neighborhoods, and one complaint about dogs running loose in a neighborhood and being allowed to defecate in a neighbor's yard.

Dark Sky, please

This is another reminder to shade outdoor lights, so they are directed at the ground. Several violations have been issued regarding bright lights burning all night. Please be respectful of your neighbors!

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

Marnie W. Levy,

manager@capegeorge.org

360-385-2208

Treasurer's Report: Fayla Schwartz

January 31, 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. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled and reviewed.

Because we've changed the timing of revenue recognition, comparisons with last year will show discrepancies with liabilities as we are no longer managing monthly allocations through the Deferred Income liability accounts.

INCOME STATEMENT COMMENTS

General Operations:

Comparison to last year will show revenue discrepancies as we are recognizing revenue when invoiced, as opposed to allocating monthly.

A single month does not provide much insight for analyses, however, in the comparison to 2022 note the Contracted Services variation owing to large legal consultation invoices in January 2022.

Minutes

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES**

February 24, 2023

via ZOOM

Draft

Water Operations:

Same comment regarding revenue comparison with last year. Rather than monthly allocations, the quarter billing is all reflected in the 1st month of the quarter.

Expense savings to budget is reflective of a monthly intent to build up parts inventory, however it was not added to in January. There will be many instances when the budget's distribution will vary.

Marina Operations:

Billing was delayed in 2022, so the timing differences with 2023 do not allow for direct comparisons until we get further into the year.

OTHER COMMENTS:

All materials requested by the auditors (Newman CPA) for the 2022 audit have been submitted to them. We are also in the process of submitting tax documents to Newman CPA. I have been working with the General Manager, President, Chair of the Finance Committee and Reserve Consultants LLC to start an enhanced level 2 Reserve Study this spring. We are currently asking each standing committee for input about reserve items under their purview. Discussion is ongoing with the community about how to balance increased operational costs due inflation with members' budgets. We encourage you to send your comments to the Board.

CAPE GEORGE COLONY CLUB									
As of JAN 31, 2023									
Balance Sheet as of January 31, 2023 and 2022 - Preliminary Subject to Audit									
Assets	2023	2022		Liabilities and Fund Balances	2023	2022			
Cash and Cash Equivalents:				Current Liabilities:					
Operations Checking & Petty Cash	\$ 293,771	\$ 155,578	89%	Accounts Payable & Other Liabilities	\$ 12,573	\$ 136,158	-91%		
Operating Savings & ICS	250,392	197,435	27%	Prepaid Income	37,718	20,622	83%		
Reserves - General, Water & Marina	1,377,502	1,176,456	17%	Unearned Income, Marina Wait List	5,000	1,325	277%		
Total Cash & Equivalents	1,921,665	1,529,470	26%	Total Current Liabilities	55,291	158,105	-65%		
Net Accounts Receivable	\$ 21,198	\$ 57,065	-63%	FUND BALANCES:					
Total Net Fixed Assets	1,605,201	1,444,326	11%	Fund Balances & Equity (Combined)	3,322,962	2,881,395	15%		
Total Prepaid & Other Assets	23,465	17,854	31%	Modified Cash Basis Income	193,276	9,214	1998%		
TOTAL ASSETS	\$3,571,529	\$3,048,714	17%	TOTAL LIABILITIES & FUND BALANCE	\$3,571,529	\$ 3,048,714	17%		

*Summary Revenue and Expense Statements for the periods ended Month DD, 2022 and 2021 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022*

	2023 Year to Date - Unaudited				Comparative - Unaudited				
	Actual	Budget	Variance	%	2023 YTD	2022 YTD**	Variance	%	
General					General				
General Assessment	\$ 86,378	\$ 86,380	(2)	0%	General Assessment	\$ 86,378	\$ 26,621	\$ 59,757 224%	
Revenue - All Other Sources	2,510	522	1,989	381%	Revenue - All Other Sources	2,510	465	2,045 440%	
Total General Revenue	88,888	86,902	1,986		Total General Revenue	88,888	27,086	61,802	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	9,872	12,761	2,889	23%	Salaries, Benefits, PR Tax	9,872	8,099	(1,773) -22%	
Repairs & Maintenance	2,547	179	(2,368)	-1321%	Repairs & Maintenance	2,547	714	(1,832) -256%	
Contracted Services	5,463	4,064	(1,399)	-34%	Contracted Services	5,463	10,583	5,120 48%	
Pool Expense & Utilities	2,119	2,375	256	11%	Pool Expense & Utilities	2,119	1,822	(297) -16%	
Utilities & Insurance	3,167	3,213	46	1%	Utilities & Insurance	3,167	2,826	(341) -12%	
Other Expenses (incl taxes)	1,853	2,433	580	24%	Other Expenses (incl taxes)	1,853	3,039	1,185 39%	
Total General Expenses	25,022	25,025	3		Total General Expenses	25,022	27,083	1,515	
General Net Income	\$ 63,866	\$ 61,876	\$ 1,990	-3%	General Net Income	\$ 63,866	\$ 3	\$ 63,863	>-100%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
 February 24, 2023
 via ZOOM

Draft

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2023 YTD	2022 YTD**	Variance	%
Water					Water				
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$ (528)	-1%	Revenue - Water Use Fees	\$ 57,341	\$ 17,120	\$ 40,221	235%
Revenue - All Other Sources	2,787	6,000	(3,214)	-54%	Revenue - All Other Sources	2,787	5,440	(2,654)	-49%
Total Water Revenue	60,127	63,869	(3,742)		Total Water Revenue	60,127	22,560	37,567	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	4,937	6,380	1,444	23%	Salaries, Benefits, PR Tax	4,937	4,203	(734)	-17%
Repairs & Maintenance	-	504	504	100%	Repairs & Maintenance	-	-	-	#DIV/0!
Contracted Services	2,646	2,670	24	1%	Contracted Services	2,646	2,163	(483)	-22%
Utilities & Insurance	2,289	2,557	268	10%	Utilities & Insurance	2,289	1,807	(481)	-27%
Other Expenses (incl taxes)	1,151	4,235	3,084	73%	Other Expenses(incl taxes)	1,151	69	(1,082)	-1561%
Total Water Expenses	11,022	16,346	5,325		Total Water Expenses	11,022	8,242	(2,780)	
Water Net Income	\$ 49,105	\$ 47,523	\$ 1,583	3%	Water Net Income	\$ 49,105	\$ 14,318	\$ 34,787	243%
Marina					Marina				
Revenue - Moorage/Parking	\$ 70,374	\$ 74,489	\$ (4,115)	-5%	Revenue - Moorage/Parking	\$ 70,374	\$ -	\$ 70,374	#DIV/0!
Revenue - All Other Sources	14,465	14,315	\$ 150	1%	Revenue - All Other Sources	14,465	-	14,465	#DIV/0!
Total Marina Revenue	84,839	88,804	(3,965)		Total Marina Revenue	84,839	-	84,839	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	1,656	2,127	470	22%	Salaries, Benefits, PR Tax	1,656	1,405	(251)	-18%
Repairs & Maintenance	105	92	(14)	-15%	Repairs & Maintenance	105	-	(105)	0%
Contracted Services	671	797	126	16%	Contracted Services	671	446	(225)	-51%
Utilities & Insurance	1,964	1,545	(419)	-27%	Utilities & Insurance	1,964	1,593	(371)	-23%
Other Expenses (incl taxes)	136	656	520	79%	Other Expenses(incl taxes)	136	1,308	1,172	90%
Total Marina Expenses	4,534	5,217	683		Total Marina Expenses	4,534	4,753	219	
Marina Net Income	\$ 80,305	\$ 83,587	\$ (3,282)	-4%	Marina Net Income	\$ 80,305	\$ (4,753)	\$ 85,058	-1790%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 193,277	\$ 192,986	\$ 291	0%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 193,277	\$ 9,569	\$ 183,708	1920%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	49,981	49,981	-	0%	Routine Reserve Revenue	49,981	15,857	(34,124)	215%
Reserve Interest - all **	789	-	789	#DIV/0!	Reserve Interest - all	789	8	(781)	>100%
Less: Reserve Offset***	(49,981)	-	(49,981)		Less: Reserve Offset	(49,981)	(16,219)	33,762	
Net Reserve Activity	\$ 789	\$ 49,981	\$ (49,192)	-98%	Gross Reserve Activity	\$ 789	\$ (354)	\$ (1,143)	-323%

New Members: No new members this month

Information items or documents submitted to the Trustees at Study Session

1. The Village Kiosk community submitted an illustration and description of the proposed replacement mailboxes and structure. See attached illustration and report.
2. An initial discussion of possible changes to Bylaws, Article IIIB (Operational Assessments) was held at Feb 21st Study Session.
3. \$7666.81 will be transferred from Reserve Cash account at Pacific Premier Bank to Operational Cash account at Pacific Premier Bank, to reimburse payments for 2022 Reserve projects – Fayla Schwartz.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Finance, Fitness, Marina, Pool, Village Mailbox Committee and Water Advisory. The reports are attached to these minutes and incorporated by reference.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

February 24, 2023

via ZOOM

Draft

Member participation: none

New Business Action Items:

Motion 1: Bart Mooyman-Beck moved, and Pat Gulick seconded to accept the pool resurfacing proposal of \$91229.42 with \$87000. coming from Reserves and the balance to be funded by the pool committee.

Passed – 6/0

Motion 2. Betsy Coddington moved, and Mike Heckinger seconded to appoint Dianne Tamblyn chair of the Nominating Committee. Passed-6/0

Motion 3. Fayla Schwartz moved, and Pat Gulick seconded to appoint Mark Kochendorfer as Cape George IT Consultant. Passed-6/0

Motion 4. Pat Gulick moved, and Bart Mooyman-Beck seconded to approve the Environmental Committees recommended changes to the fines schedule section 4 and 4a. Passed –6/0

Motion 5. Bart Mooyman-Beck moved and Fayla Schwartz seconded to request information from the Port Townsend Public Utility District regarding management or ownership of the Cape George water system.

Passed-6/0

Motion 6. Fayla Schwartz moved, and Bart Mooyman-Beck seconded to approve the member Late Fee Waivers presented by the General Manager. Passed –6/0

Motion 7: Fayla Schwartz moved, and Betsy Coddington seconded to revise sections of FIN03 Policy and Procedures for Delinquent Accounts from “not paid in full within twenty-one calendar days of the due date” to “not paid in full within thirty calendar days of the due date”. Passed-6/0

Open Board Discussion: Pat Gulick announced the Rock Chuck Work Party planned for Saturday, Feb. 25th has been postponed due to weather. A later date is to be determined.

Announcements:

- Weds., March 15, 11:30am – Cape George Social Committee Potluck Luncheon
- Fri., March 17, 4:30pm social, 5 pm dinner - St. Patrick’s Dinner at the Clubhouse – hosted by the Emergency Prep Committee
- Mon., March 27, 3pm: Study Session, Zoom
- Thurs., March 30, 3pm: Board Meeting, Zoom

Adjournment: Fayla Schwartz moved, and Betsy Coddington seconded to adjourn the regular session and move to Executive Session at 3:47 pm. Passed – 5/0/1

Pat Gulick moved, and Fayla Schwartz seconded to adjourn the Executive Session and move to the regular session at 4:08 p.m. Passed - 6/0

Betsy Coddington moved, and John Dwyer seconded to adjourn the board meeting at 4:09. Passed - 6/0

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 24, 2023
via ZOOM
Draft

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

CAPE GEORGE COLONY CLUB
Committee Meeting Minutes & Notes
February 24, 2023
via ZOOM

Draft

Finance Committee Meeting Minutes

Thursday February 9, 2023

In attendance: Fayla Schwarz, Treasurer and Board Liaison, Nancy Charpentier, Mark Kochendorfer and Susan Sanford, Committee Members, Marnie Levy, General Manager, and Jane Ludwig, Board President

1. Reviewed audit material submission status. Many files arrived corrupted in the upload to the Auditor, so Fayla will email the files to them. Missing are Aging reports which Nancy will pull and send to Susan and Fayla. When these are completed we will have provided everything they require to begin the audit activities.
2. Reviewed the Finance Committee Charter with a few suggestions for changes. Nancy will revise and send to Committee members for approval, and if ok'd Fayla will present for revision to the Board in the March Meeting.
3. Discuss recommendations for safeguarding data: The lack of backups is of concern. Mark looked into our software and it was discovered that we have the home version of Windows 10 the Microsoft 365 software. The committee recommended to Fayla that she propose to the Board:
 - a. Upgrade the Office computers to the Professional version (they currently run the Home version – the cost will be around \$300)
 - b. Get a license for Mark to set up the Office files to reside on OneDrive, and provide any training needed to Marnie and Terrie for its use
 - c. Mark will additionally set up a portal into Microsoft 365 to replace the Finance Committee's Google Drive storage area for committee documents. This portal will have limited access, and committee members will have no access beyond the portal to Office files but will use this as a means of sharing documents including financial reports, analyses and committee agendas and minutes that will be available to Board members as well.
 - d. Once set up and training is complete, Mark's access to the OneDrive in general will be terminated.
4. Review of 2023 Workbook changes for Community Financials to follow monthly for journal entries
5. Discussion of Cash Management options – Nancy to map cash activity for a quarter and a process will be developed with the Treasurer to ensure FDIC coverage for all cash.
6. A lengthy discussion was held of the various issues around budgetary needs vs limitations on assessment levels for General Operations. No conclusions were drawn or recommendations made, but it was agreed that the Reserve Study was needed to assess the needs for the Reserve accounts, so the conversation focused on the Operating budget. The purpose was to provide input to Fayla and Jane of the thoughts of the Committee in order to assist their considerations of the many aspects to funding choices.

Fitness Committee Meeting

Minutes

Minutes

CAPE GEORGE COLONY CLUB
Committee Meeting Minutes & Notes
February 24, 2023
via ZOOM
Draft
2/6/2023

Members: Allan Zee, Judith Chambliss (Co-Chairs) absent, Betsy Coddington (Board Liaison), Phyllis Ballough (absent), Jon Karpilow (absent), Fred Miercort(absent), Linda Mollino, Tom Ramsey (absent) Mardella Rowland, Robin Schering and Bill Sery

1. **Equipment Donation:** has been withdrawn by the donor as it was given to someone else.
2. **Budget and Finances:** balance **\$4,754.70** prior to fundraising funds deposit.
3. **February Fundraiser:** Thus far **\$1,285.00** has been raised, thus our present balance as a result of the fundraiser is: **\$6,039.70**. Thank you cards: Robin is being notified of the donors by Lori and is writing the cards. She will drop some of the cards at the individual residences when it is easy otherwise will put them in the mail. She will not be dropping them off in individual mailboxes since the mail carriers says it is not legal. Robin has agreed to buy the thank you cards as part of her donation to the Fundraiser but will be turning in a receipt for the stamps. Thank you notes will not be sent out to committee members.

Lori sent the following e-mail after the meeting: I am still collecting checks (gave another batch ~800 to Cassie today and sent addresses to Robin for thank you notes). Lori also agreed to update the Fundraiser Thermometer in the fitness center to reflect current balance.

Open House 2/22: Fred has agreed to give a tour of the Fitness Center and show how certain equipment is used.

Robin will assist from 2-3pm **Lori** will assist from 3-4pm

After the meeting in communication with Allan and Lori, the decision was made to ask Terri to send out two different e-mails to the community reminding them about the fundraiser and Open House. Lori agreed to follow-up with Terri.

4. **Electrical Issues:** Bill/Marnie: Marnie reported that Double D is scheduled to come on 2/20 to take care of changing the new receptacle to a double instead of triple receptacle. Bill Sery would like to be notified when that happens so he can be present when the work is done.**According to Bill this has now been resolved. No further action.**
5. **Equipment:** - L8 was evaluated by Mark Harder on 10/31, but it is still having problems. Allan has written to both Mark Wiper and Mark Harder notifying them of the problems. No replies yet. Allan will continue to follow up. - On-going maintenance: We have a bid from FitInc who have provided previous maintenance. We are still waiting to receive a bid from Mark Harder (Exercise Service Specialist). - The Bench Press was reupholstered unsatisfactorily by Mark

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Harder on 10/31. We are waiting for him to rectify the situation. No resolution on this item. There has been no communication from either of the Marks.

6. **Electrical Link for the Stairmaster:** still has not come, Bill agreed to attach it when it comes. After the meeting Linda contacted Marnie and she agreed to order it. Confirmed with me that the item has been ordered. Miscommunication about why it had not been ordered sooner.
 7. **Supplies:** We are up to date on supplies. Mardella, in consultation with Bob, has requested that Marnie order a different version of Germicet when we are ready for a new order. We currently have two refills.
 8. **Welcome Bench:** Robin gave an update after conferring with Mike LaPointe: he is working on it and had a question if we wanted the wood stained, the group decided it was not necessary.
 9. **Telephone:** no resolution as Marnie was not at the meeting so item was tabled.
-
10. **Suggestion Box:** There were three cards in the suggestion box:
 - a. Landice #2 continues to freeze, which we are aware of and waiting for the service reps to respond to numerous communications from Allan.
 - b. Olympic Springs according to Mardella with be monitoring water bottles per delivery, currently at seven.
 - c. Comment from a community member stating, "I love this gym, thanks for all your hard work to sustain this resource for the community".
 11. **Durable Sign for Basic Rules:** Phyllis was not able to be at the meeting, so this item was tabled at this time.

Marina Committee Minutes, Feb 7, 2023

The Marina committee met Feb 7, 2023, in the clubhouse. About 20 members were present. Harbormaster Penny Jensen called the meeting to order at 11 am.

Varn Brooks and Steve McDevitt briefed the committee on plans for the rebuilt berm, including revegetation and a fence to discourage people from walking on the berm.

Penny reported that plans are proceeding for the marina service program, as approved by the Board of Trustees.

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Members briefly discussed the possibility of developing a marina website to improve communication among members.

Penny initiated a discussion of possible long-term options for repairing or replacing the marina docks. Among the possibilities are a combination of wood and aluminum docks. Mick Thorwick reported that concrete docks do not appear to be a practical alternative.

The committee discussed possibilities for adding a small boat/kayak launch to the marina. Kathy Curtis asked about security, including the gate on Marina Drive, which is not working. No decision was made.

Penny asked the committee if there is a desire to replace the steel hoist next to the shop. The old hoist had deteriorated and has been dismantled. The consensus of the committee is that it should be replaced if possible.

The meeting was adjourned at noon.

Ross Anderson

Pool Committee Meeting

2/7/2023

Called to order at 3pm by Chair: Kriss Edwards

Members: Kriss Edwards (Chair) Patty Dunmire; John Galm; Sandy Gulin (absent); Linda Mollino; Mardella Rowland (absent); Robin Scherting; Mike Volkman; Marnie Woodward (Cape George Manager) and Jane Ludwig (Board President, and Board Liaison to Pool Committee)

Guests: Ross Anderson, Nancy Charpentier and Mike Thorwick

Financial Report:

January balance in Fund-Raising account: \$3299.00

Minutes of December Meeting: Minutes were reviewed by all and there was motion to accept the minutes and accepted by the group.

Old Business

Discussion Items	Discussion	Decision/Member Responsibility
2023 Pool Reserves	Discussion of the items on the reserve schedule for 2023: <ul style="list-style-type: none"> • Replace Heat Pumps: \$12,300 	See information below

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	<ul style="list-style-type: none"> Resurface Pool and wading pool: \$70,00 	
Windows	<p>Windows were evaluated as concerned that the seals were broken. According to Marnie two different companies evaluated the windows, one vendor stated that the full replacement would cost \$8,279.71; the other vendor stated that we do not need to do anything with the windows at this time. Windows are functional and changing windows would be for cosmetic reasons only</p>	<p>Tabled replacing windows at this time based on the evaluations. Also replacing windows is not in the reserve budget.</p>

New Business:

Discussion Items	Discussion	Decision/Member Responsibility
Heat Pump	<p>Mike reported on the current state of the Heat Pumps. Currently one of the heat pumps is not working</p>	<p>Various options were presented by Mike including replacing the heat pump: the dehumidifier; condenser for dehumidifier or replacing the boiler No decision made; further exploration is needed. Mike to contact PUD for further information.</p>
Pool Resurfacing	<p>There were three different quotes that committee members had the opportunity to review before the meeting. Discussion of the three quotes were reviewed during the meeting including material proposed, cost and warranty.</p>	<p>Decision made that the quote from Spray Tec. It will need to go before board. One of the concerns is that the quote is for \$92,369.79 which is above what is in the reserve schedule (\$70,000). According to Nancy, the board can agree to go 25% higher than what is in the reserve schedule but that would only bring us to \$87,500. The remainder would probably have to come from fund-raising by the Pool Committee. Further information is needed.</p>
Cleaning service	<p>Discussion about the quality of the cleaning service. Ongoing problem with the state of the shower rooms. Kriss and Pat would like to put a plan together where volunteers commit to helping with cleaning the shower rooms.</p>	<p>Kriss and Patti will develop a volunteer plan. Cleaning service will continue once a week. Linda agreed to contact the manager at the Port Ludlow South Community Association to see if there is someone that Marnie can talk to about who they have used for their pool areas.</p>

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Pool Charter	Pool Charter was reviewed by the committee.	No changes to the Charter at this time. Jane will inform the Board of Trustees
Discussion Items	Discussion	Decision/Member Responsibility
Pool Usage Survey Results	<p>Who uses the pool? Answer: More than 30 swimmers per day and 13,000 per year. At least 467 CG members –70 percent of the membership -- used it at least once last year and 85 members did so frequently.</p> <p>How do we know this? Every time a member uses a fob to enter the pool, that use is recorded. So, we analyzed the data from February through December 2022. (This included several weeks when the pool was closed for repairs.)</p> <p>Over that 11-month period, there were 13,009 fob swipes by 467 unique members at the pool door. Of these, 85 used the pool more than 20 times, and those 85 swam an average of 55 times over the year.</p> <p>The actual number of users was certainly higher. Any fob entry represents one member, but we know that a single fob often admits two or more people – couples, families with kids, or aerobics participants who show up at the same time. So, we estimate that a fob use represents 1.5 actual swimmers. Applying that multiplier, the pool was used by nearly 20,000 swimmers in 2022.</p> <p>In another analysis, we took a random sampling of 12 days and found the pool gets steady use year-round, weekdays and weekends. Entries increase slightly on holidays. Fob entries average about 20 per day in winter – so 30 swimmers. Summer days the fob entries increase to about 25 – or 38 swimmers.</p>	Decision made to share this with the community probably in March in preparation for April fundraiser.

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	<p>The busiest day in our sample was August 8, with 32 fob entries – 48 swimmers. The heaviest use is mid-morning, from 9 to 11 am, probably due to the aerobics class. The lightest use is before 8 am and after 6 pm.</p> <p>What's this cost? The annual expenses amount to \$34,500 -- \$20,000 for utilities (heating the pool and the room), \$3,000 for supplies, \$3,000 for repairs and maintenance and \$8500 for the estimated staff time allotted to the pool. This breaks down to \$52 per member per year, or \$4.30 per month.</p> <p>As for swimmers, using the estimate of 20,000 uses, it breaks down to \$1.25 per swim</p>	
<p>Fitness Center Fundraiser</p>	<p>Kriss requested that Pool Committee members support the February Fitness Center fundraiser</p>	<p>Everyone agreed with supporting the FC fundraiser</p>
<p>Community member suggestions:</p> <ul style="list-style-type: none"> • Light and ladder at the shallow end of the pool: • Sign in the pool with the length of the lap pool and how many lengths equals a mile. • Remove the old light socket, cap it off and clean off the rust on the edge of the pool near the shallow end. • Add more lap swim hours. • Add another rebounder and two more water polo balls. 	<p>No discussion at this time</p>	<p>These items moved to next month's meeting due to time constraints</p>

- Next Meeting : March 7, 2023, 3 pm, Clubhouse

VILLAGE MAILBOX COMMITTEE MINUTES

Minutes

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via ZOOM
Draft
Friday, February 3, 2023

In attendance: George Martin, Chair, Betsy Coddington, Board Liaison, Committee members Margot Desannoy, Ray Pierson and Nancy Charpentier, and Richard VanDeMark, Guest

1. Richard VanDeMark had volunteered his expertise to create CAD drawings of the Kiosk plans. He presented his concept to the committee, and the plan was reviewed and endorsed unanimously. Richard will produce 3d drawings.
2. The Committee endorsed presenting the plan to the Board's February meeting for approval in order to proceed to the next step. Margot will draft a written proposal for review in time for Betsy to provide it to the office for inclusion in the Study Session materials.
3. If approved, Richard will produce drawings with architectural detail that will provide information to contractors for the bidding process.
4. George has identified one contractor who is interested in bidding for a hole in their schedule this spring. We'll continue to try to find others for competing bids.

**Cape George Water Advisory Committee
Meeting Report January 10, 2023**

The meeting was held at 4 PM January 10, 2023, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Carl Berger, Thad Bickling, Stewart Pugh, Steve King, and Chair Marty Gilmore.

The committee did not meet in December.

All coliform testing has been negative since the positive tests in October and the State has been informed. The protocol for sample acquisition and transport is being reviewed. Samples for water quality testing are not being taken from dedicated sample points, and they should be. Material is being sourced to install six dedicated sample points, one per water system zone, at a cost per sample point of approximately \$1100.

The committee is working on a revision to CP 08b, Water Conservation Pricing, to develop a fee structure for monthly billing of overcharges. The goal is to have a billing system that does not increase the work of office staff.

Marnie will set up a contract relationship with a diesel fuel supplier to ensure that we have top tier status for diesel supply during the next extended power failure. Thad will check the requirements from the Department of Emergency Management for top tier status for water systems.

During the power outage, there was unauthorized intrusion into the tank farm. This is a federal offense, taken seriously by the Department of Homeland Security. Cape George is obtaining signs to that effect and will and them at the tank farm.

Cape George has tested the four backflow devices that the community owns. The backflow device in the pool room needs to be reconfigured.

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New regulatory requirements are coming. One, the Lead Service Line Inventory, requires us to document every service line in the system, both on the Cape George side and on the homeowner side. An initial inventory is due in October 2024.

Scott Carpenter has resigned from our committee.

The next scheduled meeting will be Tuesday, February 14, 2023, at 4 PM in the clubhouse.

**Cape George Water Advisory Committee
Meeting Report February 14, 2023**

The meeting was held at 4 PM February 14, 2023, in the Clubhouse. Present: Cape George Manager Marnie Levy, Thad Bickling, Stewart Pugh, Board Liaison Bart Mooyman-Beck, and Chair Marty Gilmore.

Material is being sourced to install six dedicated sample points, one per water system zone, at a cost per sample point of approximately \$1100.

Marnie will set up a contract relationship with a diesel fuel supplier to ensure that we have top tier status for diesel supply during the next extended power failure. Thad will check the requirements from the Department of Emergency Management for top tier status for water systems, and also will try to identify emergency diesel providers.

We reviewed a sign design and signs will be bought and posted at the tank farm warning against unauthorized intrusion.

All backflow preventers that Cape George Colony owns have passed test.

The committee has begun work on the Reserve Study. System components, remaining life, and current replacement cost are being reviewed.

The Board will hold discussions with Jefferson County PUD to determine advantages and disadvantages of PUD taking over management of the Cape George water system. Consideration will also be given to becoming certified as a Satellite Management Agency.

The committee will review the Cape George Colony Charter to see if any updates are needed regarding the water facility.

The Lead Service Line Inventory is a new State directive that requires us to document every service line in the system, both on the Cape George side and on the homeowner side. An initial inventory is due in October 2024.

Leaks: 24 leaks, 17 also had a leak previous month. Either they could not find the leak or took no action.

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The largest leak of about 2400 gpd for 2 months is at the pool; this is a Cape George responsibility. The 2100 gpd homeowner was away for the winter and did not respond to the post card. Donny shut off the water until they return. Many on the leak report do not have their phone number listed in the directory or have a wrong number listed and cannot be contacted.

Average usage is about 75 gpd. 152 homes or about 36% are low usage or vacant.

The next scheduled meeting will be Tuesday, March 14, 2023, at 4 PM in the clubhouse.

Cape George Colony Club

Manager's Report

March 2023

Thank You!

♥ I was looking at the Cape George Telephone Directory the other day and thought, what a perfect pen and ink representation of Memorial Park. I looked closer and found three tiny initials, buried in a tuft of grass on the back of the directory. "SKT." Terri made a guess, and I called Sylvia Thomas to ask if the drawing is her creation. Sylvia, a long time Cape George resident, acknowledged that the drawing is hers, and added that she designed the distinctive Cape George logo as well. Thank you so much Sylvia!



♥ Thank you to the Social Committee for hosting a lovely luncheon meeting, and the Emergency Preparedness Committee for hosting a St. Patrick's Day feast. Both were well attended, with great food and excellent company. If you are interested in participating on either committee, please contact **Cassie Reeves for the Social Committee**, cassiereeves55@gmail.com, and **Thad Bickling for the Emergency Preparedness Committee**, tbickling@gmail.com.

♥ On Saturday, March 11, twenty or more volunteers arrived at the picnic lawn to participate in the Berm Protection Rock Chuck Work Party. They raked, and pitched, and dumped bucket after bucket of rocks onto the berm where they belong.

YES! The rock gatherers and chuckers made a big difference. The Chuck-Master himself, Varn Brooks, declared that the lawn area from the Clubhouse all the way to the north end of the picnic area is most likely sufficiently cleared and ready for the next steps of prepping the area for a new lawn. **Thank you, Rock Chuck participants!**

Maintenance News

- Eric Kolbe is our new Maintenance Assistant. He started work on March 27. Donnie is training him at the tank farm, the pool, and everywhere else in Cape George Colony Club. Welcome Eric!
- Donnie is working six hours five days a week and hopes to be back to full time soon. Thank you for helping Donnie work in a light duty capacity!
- Aimee Garrett is also working to help with the Spring clean-up.

Berm Protection Committee Next Steps:

The specific projects are:

1. Completing the north crossover.
2. Prepping the berm for seeding sea grasses and other vegetation.
3. Building/installing the post and rope fence.
4. Spreading sand and leveling the lawn area in preparation for hydroseeding.
5. Adding signage to remind people to "Stay off the Rocks"!

Marina Trail

The Environmental Committee is looking for volunteers to help build an upgraded trail from Victoria Loop to the Marina. Email office@capegeorge.org, with the subject line "Marina Trail." Please include your name and contact info for the Environmental Committee.

Dog Owner Issues

Several incidents have been reported to the office involving dogs being aggressive while walking in Cape George.

Even the calmest dogs react in certain situations.

- Dogs need to be on leash in Memorial Park, except during the designated doggie playtime.
- Please maintain control of your dog. That includes not extending an extendable leash when other dogs are present.
- Please be aware of other dogs near you so you can maintain control and of your dog if he or she reacts suddenly.
- Do not approach other dogs without asking the person walking the dog if that is okay.
- If your dog typically reacts aggressively to other dogs, please cross the street and avoid interaction.
- Do not walk a dog that can overpower you if you are not paying attention.

Security Cameras

Installation of security cameras is being delayed by connectivity and other issues. We are working on the pilot program and hope to have more news in April.

Cape George Website

We have decided it will be best to outsource the design of the new website. This is a work in progress.

Violations

Violation letters were sent for maintenance issues, an expired building permit, and night lights not being shaded.

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

Marnie W. Levy,

manager@capegeorge.org

360-385-2208

COMMENTS ON FEBRUARY 2023 FINANCIALS

Balance Sheet

Reserve Assessments are collected along with General Assessment and Water fees and deposited into an Operating cash account. The Reserve Assessment is then transferred to a Reserve Cash account. The transaction was done correctly in January, however our finance service company made a mistake and repeated the transaction in February. This was caught and corrected, and the funds have been transferred back to the Operating account in the month of March. However we needed to reflect the transaction correctly on the balance sheet so the Due to / Due From Operating and Reserves cash accounts swelled by \$49,981, the amount of the 2nd transfer. This provided an audit trail that accurately reflects the activity, and keeps the books in balance. March will reflect the correction was made and order is restored.

Income Statement

Note that two months is not a lot of data to fuel a thorough analysis, but there are points worthy of consideration:

A) General Operations:

This year is going to demand extreme caution in spending:

We have approved over \$5k to build walkways on the Berm which are not budgeted

There likely will be maintenance costs for the Berm itself which also are not budgeted

So far YTD we have exceeded the annual budget dollars for vehicle repair and maintenance by \$2k

A temporary reduction in payroll costs owing to an employee's time off work has made up for overages, however we need to seriously rein in spending in order to avoid a loss by the end of the year.

B) Water Operations

Water operations so far are running ahead of budget owing to lack of spending for special projects, such as substantially building our parts inventory to accommodate the wide ranging specs of the various fittings and pipes that are in use in our system.

C) Marina Operations

Marina income and expenditures conform to budgeted amounts.

CAPE GEORGE COLONY CLUB

As of Feb 28, 2023

Balance Sheet as of February 28, 2023 and 2022 - Preliminary Subject to Audit

Assets	2023		2022			Liabilities and Fund Balances		2023		2022		
Cash and Cash Equivalents:						Current Liabilities:						
Operations Checking & Petty Cash	\$	281,053	\$	238,188	18%	Accounts Payable & Other Liabilities	\$	11,567	\$	76,451	-85%	
Operating Savings & ICS		250,416		150,283	67%	Prepaid Income		43,248		29,756	45%	
Reserves - General, Water & Marina		1,378,286		1,186,746	16%	Unearned Income, Marina Wait List		4,600		1,725	167%	
Total Cash & Equivalents		1,909,756		1,575,216	21%	Total Current Liabilities		59,416		107,932	-45%	
Net Accounts Receivable	\$	6,183	\$	17,108	-64%	FUND BALANCES:						
Total Net Fixed Assets		1,605,201		1,444,326	11%	Fund Balances & Equity (Combined)		3,323,746		2,892,035	15%	
Total Prepaid & Other Assets		19,027		14,160	34%	Modified Cash Basis Income		157,005		50,843	209%	
TOTAL ASSETS		\$3,540,167		\$3,050,810	16%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,540,167		\$ 3,050,810	16%	

Summary Revenue and Expense Statements for the periods ended February 28, 2023 and 2022 (Modified cash basis, excludes depreciation)

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%	2023 YTD	2022 YTD**	Variance	%	
General					General				
General Assessment	\$ 86,378	\$ 86,380	(2)	0%	\$ 86,378	\$ 53,242	\$ 33,135	62%	
Revenue - All Other Sources	3,025	1,043	1,982	190%	3,025	2,202	823	37%	
Total General Revenue	89,403	87,423	1,979		89,403	55,444	33,958		
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	19,912	25,522	5,610	22%	19,912	18,904	(1,008)	-5%	
Repairs & Maintenance	5,328	1,733	(3,594)	-207%	5,328	3,591	(1,737)	-48%	
Contracted Services	10,348	8,129	(2,219)	-27%	10,348	16,937	6,589	39%	
Pool Expense & Utilities	4,000	4,750	750	16%	4,000	4,206	207	5%	
Utilities & Insurance	6,233	6,426	193	3%	6,233	5,653	(580)	-10%	
Other Expenses (incl taxes)	4,010	4,868	858	18%	4,010	5,095	1,085	21%	
Total General Expenses	49,829	51,427	1,598		49,829	54,386	3,844		
General Net Income	\$ 39,573	\$ 35,996	\$ 3,577	-10%	\$ 39,573	\$ 1,059	\$ 38,515	>-100%	
Water					Water				
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$ (528)	-1%	\$ 57,341	\$ 34,144	\$ 23,197	68%	
Revenue - All Other Sources	2,787	6,000	(3,214)	-54%	2,787	5,440	(2,654)	-49%	
Total Water Revenue	60,127	63,869	(3,742)		60,127	39,584	20,543		
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	9,940	12,761	2,821	22%	9,940	8,817	(1,123)	-13%	
Repairs & Maintenance	11	1,008	998	99%	11	-	(11)	#DIV/0!	
Contracted Services	3,178	5,339	2,161	40%	3,178	5,704	2,526	44%	
Utilities & Insurance	4,328	5,114	786	15%	4,328	3,541	(787)	-22%	
Other Expenses (incl taxes)	5,203	5,658	454	8%	5,203	1,865	(3,338)	-179%	
Total Water Expenses	22,660	29,880	7,220		22,660	19,927	(2,733)		
Water Net Income	\$ 37,467	\$ 33,989	\$ 3,478	10%	\$ 37,467	\$ 19,657	\$ 17,811	91%	
Marina					Marina				
Revenue - Moorage/Parking	\$ 74,816	\$ 74,489	\$ 327	0%	\$ 74,816	\$ 33,075	\$ 41,741	126%	
Revenue - All Other Sources	15,215	15,975	(760)	-5%	15,215	4,760	10,455	220%	
Total Marina Revenue	90,031	90,464	(433)		90,031	37,835	52,196		
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	3,335	4,254	918	22%	3,335	2,949	(386)	-13%	
Repairs & Maintenance	777	183	(594)	-324%	777	-	(777)	0%	
Contracted Services	1,318	1,594	277	17%	1,318	1,018	(300)	-29%	
Utilities & Insurance	3,809	3,090	(719)	-23%	3,809	3,388	(421)	-12%	
Other Expenses (incl taxes)	829	1,150	321	28%	829	374	(455)	-122%	
Total Marina Expenses	10,068	10,272	204		10,068	7,729	(2,339)		
Marina Net Income	\$ 79,963	\$ 80,192	\$ (229)	0%	\$ 79,963	\$ 30,106	\$ 49,857	166%	
Net Income/Loss from Combined Operations, No Reserve Activity					Net Income/Loss from Combined Operations, No Reserve Activity				
	\$ 157,004	\$ 150,178	\$ 6,826	5%	\$ 157,004	\$ 50,822	\$ 106,182	209%	
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	49,981	49,981	-	0%	49,981	31,734	(18,247)	57%	
Reserve Interest - all **	524	-	524	#DIV/0!	524	-	(524)	>100%	
Less: Reserve Offset**	-	-	-		-	-	-		
Net Reserve Activity	\$ 50,505	\$ 49,981	\$ 524	1%	\$ 50,505	\$ 31,734	\$ (18,771)	59%	

CAPE GEORGE COLONY CLUB

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New Members for March Meeting

Gerald & Jennifer White purchased 610 Saddle Dr from Steve & Lori Kraght of Stori, LLC
Jeremy & Jennifer Wheat purchased 11 Rhododendron St from James Bragg
Terri Hawke purchased 191 Maple Dr from Ron & Jayn Hanson

ENVIRONMENTAL COMMITTEE CHARTER

PREAMBLE

1. The Committee is advisory to the Board of Trustees.
2. The Committee is open to all members in good standing and will be composed of a chairperson, volunteer members with an interest in this particular area, and a board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board Meeting.
4. The Committee shall address environmental concerns including, but not limited to, (1) preservation of native plant, animal, bird, and sea life by fostering conditions that allow them to thrive, ~~(2) protection of air, water and view quality,~~ (3) development and protection of common areas, (4) gathering information and doing research regarding safety, quality of life, and good environmental policies, and (5) recommending best practice policies that will enhance environmental quality and advance community interest.

DUTIES

1. Keep written minutes of all meetings and present oral and written reports to the Board of Trustees when appropriate. The Committee chairperson or designee will submit an annual written and oral report at the CG Annual Membership meeting.
2. Protect and preserve all common areas.
3. Suggest environmental projects for community action.
4. Prepare educational presentations for the benefit of the community, club members and the environment.
5. Research information about environmental issues and recommend policies to benefit the community and the environment.
6. Create a reference library about environmental issues for community members to consult. *Note to Board: We are planning to ask the current clubhouse librarians if they will help us create a small Environmental Resource shelf in the the Clubhouse library. This will be announced in the newsletter when it is completed.*
7. Be available for environmental consultation to the extent of our expertise or to refer people to community experts, e.g. Native Plant Society, WSU, Jefferson County Health Department, etc.

COMMITTEE CHARTERS

8. Arrange for environmental and horticultural experts to supplement the Cape George maintenance crew when necessary.
9. Facilitate the Cape George Road Clean up Project from the firehouse to Discovery Road.
Note: Change "Discover Road" to "Cape George Colony Entrance"
The committee voted to approve this change during our March 14 meeting because the current designated area up to Discovery Road is way beyond the scope of our committee. The revised wording reflects the area where the committee has actually facilitated activities in the past.
10. The Committee will meet a minimum of two times each calendar year. Usually, the Committee meets on a monthly basis.
11. Be available for environmental consultation to the extent of our expertise or to refer people

William A Stull
President

Gary Nelson
Secretary

FINANCE COMMITTEE CHARTER

PREAMBLE

The Committee acts as an advisory committee to the Board of Trustees, Treasurer and Manager on financial matters concerning the operation, monetary integrity, and financial compliance of Cape George Colony Club.

1. The Committee is composed of a minimum of three members in good standing with knowledge in financial reporting or experience in executing large budgets for a medium to large corporation or business. (CG By-Laws, Article VI, #6, Committees of the Board.)
2. The Board Treasurer is appointed to be the Board liaison. The chairperson and liaison will recommend additional members for the committee to be approved by the Board.
3. The Committee Chairperson is approved by the Board and will serve for a two-year period beginning after the August Board meeting.

DUTIES:

A. The Committee reviews and advises the Board of Trustees, Treasurer and Manager, using various sources and expertise including but not limited to the CG Bylaws, Employee, and Financial Policies, on the following subjects:

1. The preparation of annual budget in a timely fashion to meet the schedule established annually by the Board of Trustees.
2. The annual Reserve Studies, including but not limited to reviewing the outside consultant's reports; estimating, reviewing for reasonableness the projected schedule for replacement, costs and "useful lives" of assets with input obtained from Manager, committees, contractors, and the Board.
3. Adequacy of all assessments, fees, and other charges and the possible need for special assessments.
4. Monthly financial statements and underlying documents as soon as practical upon receipt and advises the Board as to any material concerns.
5. Monthly financial reports as provided to the Board by the Manager and Treasurer and printed for membership in the newsletter and posted to the website.
6. The quarterly reconciliation of all Balance Sheet accounts.
7. The annual external financial audit, by reviewing the draft audit with the Manager and Treasurer.
8. Reviews of financial records, club procedures, financial policies and practices. ~~and employee policies.~~
9. Internal accounting controls, including but not limited to, payroll procedures, interactions with outside accounting professionals and adherence to Cape George policies.
10. Insurance coverage at least annually to assure that all assets and operations are adequately insured.
11. Benefits. Assist the HR Consultant in their review of employee policies, benefits coverage for employees, including annual renewal of healthcare and other provider contracts, and assist with analyses and documentation as requested. In the event an HR Consultant is not named or

available, the finance committee will directly assist the Manager and Board with the reviews
~~Benefits coverage for employees, including annual renewal of healthcare and other provider contracts.~~

~~11.12.~~ Make recommendations to the Board and various Committees with regards to communications and proposals to ensure complete and accurate information is provided to enable an informed decision.

~~12.13.~~ Any other matters relating to the immediate and long-term financial condition of Cape George Colony Club, including but not limited to the periodic evaluation and selection of the external financial auditors, thirdparty accounting, and other financial related vendors.

B. The Committee will keep written minutes of all meetings. Oral and written reports to the Board of Trustees will be presented when appropriate and the committee chairperson or designee will submit an annual written and oral report at the annual membership meeting.

C. The Committee will meet at least quarterly, with monthly work sessions as required to review monthly analyses and assist Treasurer with the report to the Membership and Board meeting. ~~or as necessary~~

RULES AND REGULATIONS – PERSONNEL

CGCC JOB DESCRIPTION

ASSISTANT MAINTENANCE POSITION

MINIMUM STANDARDS:

- High School Graduate or equivalent
- Valid Washington State Drivers License
- Able to qualify for Cape George insurance to drive our vehicles.
- Able to follow General Manager and Maintenance Supervisor instructions and proper procedures for maintenance of the pool.
- Ability & willingness to do hard physical labor including lifting, shoveling and construction in inclement weather.
- Able to follow directions and learn processes and procedures as described below.
- Apprentice with the Maintenance Supervisor
- Following a reasonable training period, have the ability work independently and to organize workload in an efficient manner.

PURPOSE: Under the general supervision of the General Manager and Maintenance Supervisor, help accomplish repair and maintenance of Cape George buildings, grounds, and equipment and assist the Maintenance Supervisor and Water Operator in the operation of Cape George water system.

DUTIES TO INCLUDE, BUT NOT LIMITED TO, ASSISTING AND LEARNING THE PROCESSES TO BE ABLE TO WORK UNDER DIRECTION OF THE GENERAL MANAGER, WATER OPERATOR AND MAINTENANCE SUPERVISOR INDEPENDANTLY TO:

1. Maintain a friendly, professional, courteous, efficient manner when dealing with Members.
2. Grade, gravel, spray, cold patch, clear overgrowth and sand all roads as required.
3. Operate and maintain all the Club's equipment.
4. Maintain the Club's buildings by painting, making minor electrical and lighting repairs, and other minor structural repairs as required.
5. Maintain the Club's equipment and vehicles by making sure that they are put away properly, handled correctly and in good repair.
6. Mow the parks and other common areas.
7. Clean and make minor repairs to all ditches and shoulders throughout the Colony, Huckleberry, Village and Highlands.
8. Plow all Cape George roads as directed by the General Manager and/or Maintenance Supervisor in the event of significant snowfall.

RULES AND REGULATIONS – PERSONNEL

9. Test the pool water for pH-Chlorine; check all pool equipment and clean the pool area as directed by the General Manager and/or Maintenance Supervisor.
10. Vacuum the pool as directed by the General Manager and/or Maintenance Supervisor.
11. Back flush pool filter as directed by the General Manager and/or Maintenance Supervisor.
12. Make daily rounds of active wells, pumps, and reservoirs to determine all is normal, under the direction of the Water Manager.
13. Make log entries as to run time and amounts pumped, under the direction of the Water Manager.
14. Take daily readings of Manganese and Iron in water system as directed by the Water Manager.
15. Read water meters monthly as directed by the Water Manager.
16. Weed around reservoirs and maintain a clearance around all fenced well reservoirs.
17. Assist in the installation of water taps and repair of water mains.

18. Other duties as assigned by the General Manager and/or Maintenance Supervisor.

March 2023 Draft of Assistant Maintenance Job Description.

General Manager

Date

Terry's Lock & Safe, Inc.
 Post Office Box 1459
 Port Hadlock, WA. 98339

Estimate

Date	Estimate #
3/1/2023	031-108

Name / Address
Cape George Colony Club 61 Cape George Dr. Port Townsend, WA 98368

Rep	Project
TF	community center doors

Qty	Description	Rate	Total
1	Service Call -- during normal business hours	70.00	70.00T
	NETWORX LOCKS REMOTE PROGRAMING		
1	ETPDNS1/26DV99 Battery operated outside trim works with Von Duprin 99,	2,025.00	2,025.00T
1	Installation of above.	185.00	185.00T
2	PDL 6100/26D Cylindrical lock 2 3/4 Back set	2,200.02	4,400.04T
2	Installation of above	120.00	240.00T
1	Networx Gateway Interface Module Supports up to 63 Networx locks using hardwired connection to the network via RJ45 Ethernet cable. One antenna, powered with Class 2, 6VAC transformer (supplied). ceiling or wall mountabl e.	581.50	581.50T

Thank you for your business.	Subtotal
	Sales Tax (9.0%)
	Total

Phone #	Fax #	E-mail
360-385-4160	360-379-2476	lockman.tf@gmail.com

Terry's Lock & Safe, Inc.
 Post Office Box 1459
 Port Hadlock, WA. 98339

Estimate

Date	Estimate #
3/1/2023	031-108

Name / Address
Cape George Colony Club 61 Cape George Dr. Port Townsend, WA 98368

Rep	Project
TF	community center doors

Qty	Description	Rate	Total
	<p>Trilogy Networx: Prox Wireless Networking Access Control KEY FEATURE S:</p> <ul style="list-style-type: none"> Networkx Locks communicate wirelessly via Ethernet or 802.11B/G 5-Year+ Battery life, typical using 4 "C" cell off the shelf batteries Automatic battery reports at the PC, visual & audible low-battery status indicators at the lock In 10 Seconds, activate emergency global lockdown from the Networx PC o r any lock System-wide free-passage enable or disable, can be activated from the Netw orx PC Locks support up to 5000 users with 3-6 digit numeric PIN codes & Prox I D Cards, Fobs & Credentials Highly efficient 900MHz bidirectional communications, for longer range an d less interference No wiring No splitters or repeaters No hard wiring to the host/server No extra power supplies No access controller/panels <p>2 year parts and labor warranty, First programing included. These Locks are compatible with your Prox cards, and Prox Fobs.</p>		

Thank you for your business.	Subtotal	€7 901 54
	Sales Tax (9.0%)	€675 14
	Total	€8 576 68

Phone #	Fax #	E-mail
360-385-4160	360-379-2476	lockman.tf@gmail.com

RULES AND REGULATIONS – FINANCE AND BUDGET

PETTY CASH FUND

A petty cash fund, in an amount not exceeding ~~\$300.00~~ \$500.00 is hereby authorized. The General Manager shall administer the petty cash fund and it shall be reconciled at least quarterly.

Adopted by the Board of Trustees, June 12, 2008

Reaffirmed by The Board of Trustees at the Meeting held: April 16, 2009

Adopted by the Board of Trustees, May 12, 2011

Adopted by the Board of Trustees, February 14, 2019

Adopted by the Board of Trustees, March 27, 2023

Jane Ludwig, President

Pat Gulick, Secretary

Cape George Colony Club Expenditure Authorization Policy

To ensure congruence with new financial processes and technology, this policy replaces the previous FIN06-Check Signing Policy.

It is the policy of Cape George Colony Club, Inc. to apply oversight and review measures to the authorization and approval of expenditures consistent with current electronic processes and technology. Providing for a reasonable level of internal control and fiduciary oversight is also important in exercising a duty of care for the expenditure of funds of Cape George Colony Club, Inc.

In addition to authorization of payment by the General Manager, two Trustee/Officer authorizations for the payment of ~~non-payroll~~ invoices are required for all expenditures.

In the event an invoice cannot be processed through the normal third party vendor for account payables in a timely manner to avoid a late payment, the General Manager may utilize the corporate credit card to make a timely payment or use the local bank account for an ACH or local check payment to avoid a late payment. In addition, the Petty Cash fund will be replenished from the local checking account with a local check, satisfying all approval requirements. The General Manager will notify the accounting service provider of the chart of account coding and the Treasurer of the action taken.

Some current expenditures, especially payroll related items, are funds electronically transferred (EFTs) from Cape George bank accounts. This is especially true for payroll related activities. Direct deposit advices for employee payroll should be approved and generated by the General Manager then reviewed by the Treasurer afterward. EFTs for remittance of State and Federal taxes are filed by the General Manager or Payroll Vendor as applicable and are to be reviewed by the Treasurer.

Nothing in this policy should be construed to be contrary to the required signatories on all accounts with financial institutions or the signatories required by FIN 09 – Investment Policy.

Approved by the Board of Trustees, May 16, 2019

Amended by the Board of Trustees, May 14, 2020

Amended by the Board of Trustees, March 27, 2023

Jane Ludwig, President

Pat Gulick, Secretary

3.23.2023:

Ad Hoc Berm Protection Committee Next Steps:

We look forward to some sunny weather next week to start working on the next step in protecting the Berm. We will be working on these projects over the next few weeks.

The committee has decided that at this time there will be one crossover at the north end of the picnic area. We discussed having a second crossover by the picnic gazebo, but that part of the berm is the **most important and most vulnerable**. We hope that the fence, signage, and member motivation to protect their waterfront will keep people off the berm. There is an existing path across the berm, south of the workshop area, that is an alternate access point to the beach.

The specific projects are:

1. Completing the north crossover.
2. Prepping the berm for seeding sea grasses and other vegetation. That vegetation is critical for the long-term stability of the berm.
3. Building/installing the post and rope fence.
4. Building a drain for the area of the lawn that is persistently swampy.
5. Spreading sand and leveling the lawn area in preparation for hydroseeding.
6. Signage for the picnic area and berm fence.

This is the order of the work ahead:

Fence

1. First: Deliver/spread sand for any on berm or inside berm hydroseeding preparation, if the fence will be in the way of this process.
2. Prep posts: Cut and wax the in-ground end.
3. Work party to dig post holes, set posts, and attach staples for the rope: Donnie or member volunteer with tractor and auger to sink the posts.
4. Attach the rope.
5. Install the signs.

Lawn Prep

1. Build drain for picnic lawn lake.
2. Spread sand to even the picnic area.
3. Prep lawn area for hydro seeding.
4. Hydro seed.

Signs

1. Approve wording for crossover signs, informational signs, and warning signs.
2. Richard or Commercial Sign Company creates signs.
3. Place signs next to the berm

North Crossover

1. Use Donnie and tractor with backhoe to collect small boulders for edges of the north crossover.
2. Complete the rock border.
3. Spread the basalt rock

We would like to start cutting the 21 posts and waxing the ends next week or even over the weekend. It looks like we might have some sunny days next week and we would like to get started with installing posts and fence materials.

These tasks can be worked on simultaneously.

CG Building and Roads Committee

March 03, 2022

Minutes:

In Attendance: George Martin, Dave Baker, Betsy Coddington, Richard VanDeMark, Marni Levy, John Dwyer

- 1) Discussed revised Earthworks permit: 69 Hemlock Drive. As the retaining was lowered to 4 feet and now does not require a Jefferson County Building Permit, the committee approved the earthworks permit to install the retaining wall. Permit was signed.
- 2) Discussed questions about a proposed build 175 Hemlock Drive. It was concerned with the septic pipe running within the 5-foot setback Cape George has for structures. Cape George does not have authority over septic systems and we recommend the owners see Jefferson County approval. Owners' contactor will be notified.
- 3) Answered questions submitted by a future owner about building regulations and requirements on a potential build 610 Saddle Drive. Questions were answered by the committee and forwarded to the potential owners.
- 4) Discussed the driveway survey results. Not all surveys have been done. Richard VanDeMark will be compiling the data as it is received. Discussion pursued as to parking pads which are not under the CG building regulation. The committee concurred that we should explore adding parking pads to the regulations to protect the sides for the roads that abut the parking pads. It is imperative that we protect the sides of the roadway to minimize damage and costly repairs.
- 5) Discussed new earthworks permit for 81 Maple Drive to prepare the lot for a modular home installation later this year. Permit was signed upon committee approval.
- 6) Discussed the Building and Roads Charter at the request of the Board of Trustees. I was approved to add Cape George Capital Projects Reviews to our duties. The scope of that review process is being developed currently.

George Martin,
Co-Chair Building and Roads Committee

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, January 10, 2023 9:15 am, on Zoom

IN ATTENDANCE: Varn Brooks, Chris Buzzard, Lori Cameron, Sue Dunning, Pat Gulick, Anne Jimenez, Marnie Levy, Steve McDevitt, Ruth Ross, Bob Sullivan

I. CALL TO ORDER: Chris called the meeting to order at 9:17 am

II. APPROVAL OF MINUTES: Steve moved and Varn seconded that the minutes of the December 2022 meeting be approved as written, and the motion passed unanimously

III. FISCAL REPORT \$2218.45

IV. OLD BUSINESS

- A. Fine schedule for tree cutting.** Pat Gulick, our board liaison, submitted to the Board the suggestions for revisions to the fine schedule approved at our December meeting (for details, see minutes of our December 2022 meeting).
- B. Ad Hoc Berm Committee:** Pat Gulick presented to the Board the 2 motions approved by our committee at our December meeting. Richard VanDeMark reported by email that the group overseeing berm restoration is now an official ad hoc committee who will be pursuing this project separately from the Environmental Committee. They will provide status reports to our committee and consult with us/ request volunteers as needed (e.g., on plantings). They are now designing walkovers and making plans for fencing and plantings.
- C. Berm repair presentation:** Article in newsletter. Plans for educational presentation to the community with ad hoc Berm committee/Marina committee.
- D. Rain garden:** Now that the Board has approved new fencing, Steve will organize a work party for installation when weather permits.
- E. Styrofoam recycling** Committee approved having Jo Blair send out updates to the community via Terri's office email/newsletter re Styrofoam recycling.
- F. Plaque for the bell:** Richard VanDeMark reports that he will send out next draft of the text/design within the next week.
- G. Memorial Park plaque/restoration.** Volunteers solicited to help take down the plaque for cleaning and restoration.
- H. Updates to volunteer list:** Need to create job descriptions before circulating. Lori Cameron offered to follow-up with people on the list to see if they are still doing those jobs. Ruth will forward the list to her

V. NEW BUSINESS

- A. Article describing Environmental Committee** (Chris Buzzard). Chris drafted an article for the website and newsletter to encourage more people to get involved with the Environmental Committee and to help identify a co-chair. The committee was encouraged to send comments on the draft attached to these minutes.

The Cape George Environmental Committee: Who We Are and What We Do

Gardeners, scientists, amateur naturalists, environmentalists, botanists, writers, and anyone willing to pull a weed make the **Environmental Committee** an active and vital part of preserving, improving, and maintaining the environment of Cape George. We seek new members to help us keep Cape George beautiful and to encourage wise use of our resources by members of our community. Our monthly meetings are the second Tuesday of every month at 9:15 am at the Clubhouse (or on Zoom as necessary).

Our past accomplishments and ongoing activities include:

Maintenance of common areas : Volunteers weed, mow, and tend more than 25 areas in Cape George including the Clubhouse area, the Petanque Courts, the playground, the Gazebo, all mailbox areas, all the trails, Memorial Park, and all entrances to the Club. **Additional volunteers are always needed for these areas**

Beach Cleanup: All hands-on deck needed for our annual Beach Cleanup.

Beach Walks: These are a hit with the community and are offered annually in coordination with staff from the Port Townsend Marine Science Center and by resident naturalists. Who knew that an octopus found under a rock on the walk actually had a garden just outside his den?

Annual Intertidal Survey. In cooperation with the Marine Science Center, trained Cape George volunteers survey a designated portion of the intertidal zone of the beach as a part of a program sponsored by the Washington Department of Resources to document changes in the beach landscape over the years.

Rain Garden. The committee initiated construction of a Rain Garden in 2020 in coordination with the Agricultural Extension Department of Washington State University. Steve McDevitt has overseen the maintenance of the garden ever since with assistance from Committee members, and the garden is thriving.

Native Plant Booklet. Committee member and naturalist Fayla Schwartz compiled a beautiful, fact filled booklet of the native plants here in our Cape George Community. This booklet along with a drawing of the mountains beyond Discovery Bay are sold as fundraisers to support the Committee's projects.

Hemlock Removal: The Committee has been instrumental in identifying problem areas of poison hemlock in our community and arranging for the manager to set up an ongoing removal program with a licensed vegetation management service. We are also on the alert to identify and remove invasive Scotch Broom.

Styrofoam Recycling: A program to recycle Styrofoam was begun when a member identified this environmental concern and was willing to collect and recycle the Styrofoam.

Berm: The beach berm protects the Clubhouse and common areas near the beach. The Environmental Committee paid for and helped install the initial plantings of native species intended to stabilize the Berm. Successive years have seen degradation of the Berm through big storms and King Tides. Experts on the committee with extensive knowledge of coastline issues have done extensive research to advise the Board on how to best stabilize the Berm. This will be an ongoing issue as climate change impacts us and our resources. Our committee has encouraged the establishment of a separate standing committee to specifically address these important issues

Ravine Trail steps: The steps on the Ravine Trail were completely rebuilt by volunteers on the Committee. More trail maintenance and step replacement are on the horizon.

Naturalist Programs: Before Covid, during the winter months at the Clubhouse, the Committee presented films and programs on a wide range of environmental topics, and it is hoped that we can resume these programs in the future.

Halloween Fundraiser: Each October the Committee hosts a popular fundraiser dinner at the Clubhouse letting residents express their hidden side in costume.

Newsletter articles: When appropriate, the Committee adds articles to the newsletter about the environment or suggestions about how to improve our natural world.

The Environmental Committee plays an active and vital role in accepting the responsibility to maintain, protect and improve the beauty of Cape George. Come be a part of the fun.

We are seeking a co-chair to assist the chair, Chris Buzzard.

Fitness Committee Meeting

Meeting Minutes

3/6/2023

Members: Allan Zee, Judith Chambliss (Co-Chairs) absent, Betsy Coddington (Board Liaison), Phyllis Ballough, Jon Karpilow (absent), Marnie Levy (CG Manager, absent), Fred Miercort, Linda Mollino, Tom Ramsey (absent) Mardella Rowland, Robin Schering and Bill Sery

1. **February Fundraiser:** subcommittee members: Thus far \$4302 has been raised, present balance: \$8,956.70 (after deposit of current checks of \$800 by Cassie Reeves). A big thank you to all the committee members who helped with the fundraising over the past month and a very big thank you to all our donors. Your donations will help us to continue to improve the fitness center both in the equipment we have currently and equipment we are able to purchase in the future.
2. **Open House:** Discussion of open house. Robin and Fred thought it went very well and there were about eight-ten members that attended each hour. Some were new to the fitness center. Thank you to Robin, Fred, and Lori for all the work in ensuring that the Open House was a success.
3. **Equipment:** - L8 was evaluated by Mark Harder on 10/31, but it is still having problems. Allan has written to both Mark Wiper and Mark Harder notifying them of the problems. No replies yet. Allan will continue to follow up. - On-going maintenance: We have a bid from FitInc who have provided previous maintenance. We are still waiting to receive a bid from Mark Harder (Exercise Service Specialist). - The Bench Press was reupholstered unsatisfactorily by Mark Harder on 10/31. We are waiting for him to rectify the situation. Allan continues to pursue intervention by the Mark's.
4. **Supplies:** replacement for Mardella for tracking and refilling supplies in the Fitness Room was discussed but no volunteers. Suggestion by Linda that she would take over the position if someone was willing to be secretary. There were no volunteers. Linda agreed to put out a request to the full group by e-mail to see if there are any volunteers. Mardella is willing to continue to be the "supply sergeant" until April 1, 2023.
5. **Welcome Bench:** the welcome bench has been completed by Mike LaPointe. The bench is a major improvement from the previous bench, and we are very thankful to Mike and anyone else from the CG workshop who assisted him.

The total cost for building the bench was \$114.82, which is well below the allotted monies approved by the committee. A big “thank you to Mike for all the work he put into making a very nice welcoming bench for the fitness center.

6. **Telephone:** Marnie continues to work on resolving phone issues.
7. **Suggestion Box:** there were various suggestions and comments put in the box over the last month ranging from thank you for the nice craftsman work on the new bench; positive comments about the gym; thank you for fixing the Stairmaster; requests for higher weight dumbbells; request to mount a TV for use during workouts. All comments are appreciated, and all equipment and miscellaneous equipment requests will be put on our ongoing lists and be considered by the committee.
8. **Durable Sign for Outside:** Phyliss led the discussion about the signs for the outside door. One would be advertising “Cape George Fitness Center” that will be in metal and would cost around \$110.00. The second sign would be welcoming members to the fitness center with basic rules. Discussion about the basic rules and keeping it as simple as possible would cost about \$65.00. Phyliss was given permission to go ahead and finalize the ideas and bring it to the group for final approval.

Next Meeting: suggestion made that the meetings be moved to every two months. Thus, the next meeting will be May 1, 2023, at 11am

Cape George Colony Club Nominating Committee
Meeting Report March 8, 2023

In attendance: Dianne Tamblyn, Patty Dunmire, Ross Anderson, Stan Russell,
Kris Easterday and Jane Ludwig

There are 3 Trustee positions opened starting July 16, 2023 for a term on 3 years each.

The committee reviewed the current nomination list based on the 2022 list and added more names as potential candidates. From this list members were assigned people to call in the next two weeks. The committee will meet again in early April to review and wrap up the recruiting effort or expand depending on the results of the current calling effort.

The election timeline was reviewed and the committee planned for signage in the neighborhood kiosks, the April newsletter blurb and the meet your candidates event, date(s) TBD.

Respectfully submitted by Dianne Tamblyn Chair



Cape George Colony Club

**Board of Trustees and Member
Board Meeting Packet**

Thursday, April 27, 2023, 3:00 p.m.

Via Zoom

Cape George Colony Club
Regular Board of Trustees Meeting Agenda

April 27, 2023, 3:00 p.m.

Via Zoom

- A. President's Comments and Announcements – Jane Ludwig
- B. Letters from Members – two emailed letters were submitted. See attached.
- C. Action on Minutes – Pat Gulick
Approve minutes of the regular Board of Trustees meeting held March 30, 2023.
- D. Manager's Report – Marnie Levy. See attached.
- E. Treasurer's Report – Fayla Schwartz. Summarized March 2023 Financial Report attached.
- F. New Members – Pat Gulick
- G. Information items or documents submitted to the Trustees at Study Session
1. Reserve Study Update: The general manager met with representatives from Reserve Consultants, LLC to tour, review, and document components of the reserves study. Members of the Water Advisory Committee and the Harbormaster and Marina Committee Chair met with them, at the tank farm and the marina, respectively, to discuss the components and reserves.

 2. Ad Hoc Berm Protection Committee updates:
 - The north crossover needs to be completed on the beach side. The uneven rocks could be a trip hazard, so please do not cross there until it is finished, and a more gradual transition is established. The posts, ropes, and two signs are in place as a visual barrier. Sea grass is being planted on the berm.
 - The next step, which will be brought to the Board in May, is to establish a standing berm protection committee to monitor the condition of the berm and to recommend ongoing maintenance of the berm and shoreline assets.

 3. Tech Committee:
 - Committee members are trying to solve technical issues to gain internet access in the Village so the first video camera can be installed.
 - It was suggested that a comprehensive technology, connectivity, and security system be proposed as a capital investment.
- 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 put revised wording of proposed change to Bylaw Article III B1 forward to the membership for discussion, to be voted on at the May Board meeting – **Fayla Schwartz**. Page attached.

Proposed 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. I move to approve the proposed changes to the Nominating Committee Charter – **John Dwyer**. Charter attached.

Motion 3. I move to approve the proposed changes to the Roads and Building Committee Charter – **Betsy Coddington**. Charter attached.

Motion 4. I move to accept the proposal from Ronan Tree Care to remove various dead and dangerous trees from Cape George common areas. Total proposal amount: \$6189.22 – **Fayla Schwartz**. See attached.

Motion 5. I move to amend EMP 08f, Assistant Maintenance Position, adding the subtitle “Regular Non-Exempt Part-Time Employee” – **Fayla Schwartz**. See attached.

Motion 6. I move to approve the use of Condominium Law Group, PLLC, for Cape George Colony Club legal needs – **Betsy Coddington**.

Motion 7. The Motion to cancel the Memorial Day Barbecue was withdrawn – **Betsy Coddington**.

J. Open Board Discussion – Trustee Discussion Only

K. Committee Meeting Notes/Minutes:

Building and Roads, 3/14/2023
Environmental Committee, 3/14/2023
Nominating Committee, 4/5/2023
Village Kiosk Ad-hoc Committee, 4/17/2023
Water Committee, 2/14/2023
Water Committee, 3/14/2023

L. Announcements

- Sewing & Fabric Sale, Clubhouse, Friday, April 28, and Saturday April 29, 10:00 am – 4:00 pm. Note: The Friday sale is for Cape George residents only.
- POOL FUNDRAISING MONTH! May 1 – 31.
- CGCC Marina Opening Day Celebration at the Marina, Saturday, May 6, 1:00 pm.
- Bylaw Change Community Meeting, Clubhouse, Monday, May 15, 7:00 pm.
- Meet the Candidates Meeting, Clubhouse, Sunday, May 21
- Board of Trustees Study Session, via Zoom, Monday, May 22, 3:00 pm.
- Board of Trustees Meeting, via Zoom, Thursday, May 25, 3:00 pm.

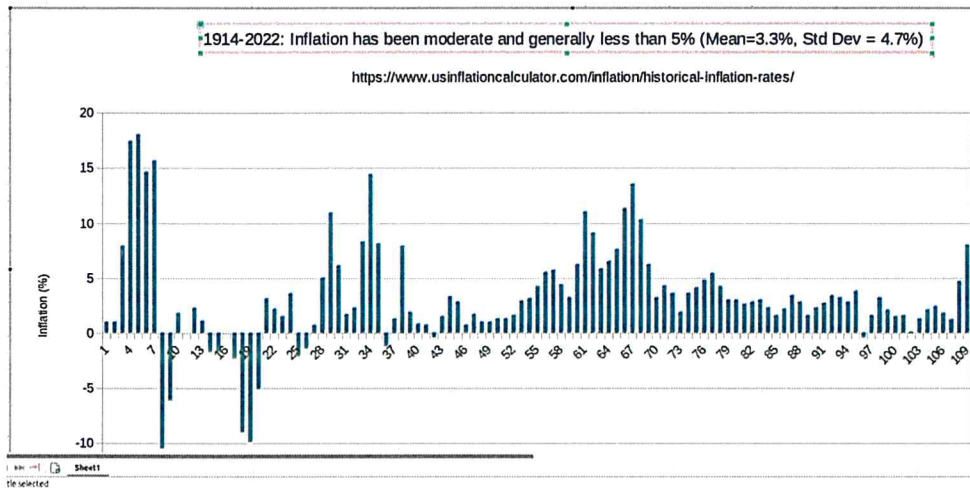
M. Adjournment

Marnie Levy

From: Mark Thayer <mark.allan.thayer@gmail.com>
Sent: Monday, April 24, 2023 2:10 PM
To: Marnie Levy
Subject: Proposed bylaw change

Marnie, Members of the Board:

The proposed bylaw change is poor policy and should not be adopted:



Specifically:

1. The proposed rule would make it easy for a future spendthrift board to raise assessments by the maximum allowed (8%) **even in years of deflation** (which has occurred in roughly 10% of the past 108 years). This might be too great a temptation for future boards to resist, and as such makes for poor policy.
2. Historically, the mean inflation rate has been just over 3%, with a standard deviation just under 5%. This means that 2/3rds, or 67% of the year-to-year variability in inflation is accounted for in the range of -2.6% - 8.0%. **High inflation has been, historically, an abnormality.** While it is prudent to consider the possibility, the data suggest that building an assumption of high inflation rates into our budgeting and assessment process is not warranted.

The proposed rule should be scrapped, and the board should reconsider under what circumstances, and with what safeguards, higher assessments should be considered.

--

Mark Thayer

Marnie Levy

From: Cassie Reeves <cassiereeves55@gmail.com>
Sent: Tuesday, April 25, 2023 2:20 PM
To: Marnie Levy; Betsy Coddington; Terri Brown; Cassie Reeves; Fayla Schwartz; Jane Ludwig; John Dwyer; Penelope Jensen; Richard VanDeMark; bart-mooyman-beck@capegeorge.org; Mike Heckinger; Pat Gulick
Subject: Hydro seeding lawn and upcoming events

A discussion was held at the marina work party this morning and, as a group, we'd like to propose postponing the hydro seeding until after the Waterfront Festival on 8/12. We can cancel the Labor Day BBQ and then have a large window of time with warmer weather for the lawn to take hold and be better protected from foot traffic.

The current lawn area is green with a few patches of sand or dirt. We can position picnic tables around and it will be fine for the events coming up or we can seed the bare areas with grass seed for the time being if desired. I'll do this myself if needed.

This will allow us time to get the electrical run for the picnic shelter and even some or all of the actual construction done without impacting the new lawn.

The upcoming event schedule will put a lot of people on the lawn area, probably not ideal for a newly seeded lawn.

Event calendar

5/29 Memorial Day BBQ
6/5-11 Granny's Attic
6/12-18 Marina Sale
7/4 July 4 BBQ
7/29 Band on the Beach
8/12 Waterfront Festival
9/4 Labor Day BBQ (propose canceling)

Please let me know if this is a schedule that would work for all.

Cassie Reeves
Treasurer, Cape George Social Club

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

March 30, 2023

via ZOOM

Draft

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

Prior to today's meeting the trustees held an Executive Session to interview a new law firm. No decisions were made.

The Board of Trustees will hold a retreat on April 1, 2023 with the following goals:

1. Review Board Trustee functions and transition plan to new 2023-2024 Board of Trustees
2. Examine current and future financial needs of Cape George Colony Club to prepare Trustees to make informed recommendations to the membership concerning how to best meet the HOA's future financial obligations.

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

Action on Minutes: Pat Gulick moved, and Betsy Coddington seconded to approve the minutes of the regular Board Meeting dated – February 24, 2023. Passed – 6/0

Managers' Report: Marnie Levy *-March 2023*

Thank You!

♥ I was looking at the Cape George Telephone Directory the other day and thought, what a perfect pen and ink representation of Memorial Park. I looked closer and found three tiny initials, buried in a tuft of grass on the back of the directory. "SKT." Terri made a guess, and I called Sylvia Thomas to ask if the drawing is her creation. Sylvia, a long time Cape George resident, acknowledged that the drawing is hers, and added that she designed the distinctive Cape George logo as well. Thank you so much Sylvia!

♥ Thank you to the Social Committee for hosting a lovely luncheon meeting, and the Emergency Preparedness Committee for hosting a St. Patrick's Day feast. Both were well attended, with great food and excellent company. If you are interested in participating on either committee, please contact **Cassie Reeves for the Social Committee, cassiereeves55@gmail.com**, and **Thad Bickling for the Emergency Preparedness Committee, tbickling@gmail.com**.

♥ On Saturday, March 11, twenty or more volunteers arrived at the picnic lawn to participate in the Berm Protection Rock Chuck Work Party. They raked, and pitched, and dumped bucket after bucket of rocks onto the berm where they belong.

YES! The rock gatherers and chuckers made a big difference. The Chuck-Master himself, Varn Brooks, declared that the lawn area from the Clubhouse all the way to the north end of the picnic area is most likely sufficiently cleared and ready for the next steps of prepping the area for a new lawn. **Thank you, Rock Chuck participants!**

Maintenance News

- Eric Kolbe is our new Maintenance Assistant. He started work on March 27. Donnie is training him at the tank farm, the pool, and everywhere else in Cape George Colony Club. Welcome Eric!
- Donnie is working six hours five days a week and hopes to be back to full time soon. Thank you for helping Donnie work in a light duty capacity!

Minutes

CAPE GEORGE COLONY CLUB
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- Aimee Garrett is also working to help with the Spring clean-up.

Berm Protection Committee Next Steps:

The specific projects are:

1. Completing the north crossover.
2. Prepping the berm for seeding sea grasses and other vegetation.
3. Building/installing the post and rope fence.
4. Spreading sand and leveling the lawn area in preparation for hydroseeding.
5. Adding signage to remind people to “Stay off the Rocks”!

Marina Trail

The Environmental Committee is looking for volunteers to help build an upgraded trail from Victoria Loop to the Marina. Email office@capegeorge.org, with the subject line “Marina Trail.” Please include your name and contact info for the Environmental Committee.

Dog Owner Issues

Several incidents have been reported to the office involving dogs being aggressive while walking in Cape George.

Even the calmest dogs react in certain situations.

- Dogs need to be on leash in Memorial Park, except during the designated doggie playtime.
- Please maintain control of your dog. That includes not extending an extendable leash when other dogs are present.
- Please be aware of other dogs near you so you can maintain control and of your dog if he or she reacts suddenly.
- Do not approach other dogs without asking the person walking the dog if that is okay.
- If your dog typically reacts aggressively to other dogs, please cross the street and avoid interaction.
- Do not walk a dog that can overpower you if you are not paying attention.

Security Cameras

Installation of security cameras is being delayed by connectivity and other issues. We are working on the pilot program and hope to have more news in April.

Cape George Website

We have decided it will be best to outsource the design of the new website. This is a work in progress.

Violations

Violation letters were sent for maintenance issues, an expired building permit, and night lights not being shaded.

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

Marnie W. Levy,
manager@capegeorge.org

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
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 via ZOOM
Draft

Treasurer's Report: Fayla Schwartz

COMMENTS ON FEBRUARY 2023 FINANCIALS

Balance Sheet

Reserve Assessments are collected along with General Assessment and Water fees and deposited into an Operating cash account. The Reserve Assessment is then transferred to a Reserve Cash account. The transaction was done correctly in January, however our finance service company made a mistake and repeated the transaction in February. This was caught and corrected, and the funds have been transferred back to the Operating account in the month of March. However we needed to reflect the transaction correctly on the balance sheet so the Due to / Due From Operating and Reserves cash accounts swelled by \$49,981, the amount of the 2nd transfer. This provided an audit trail that accurately reflects the activity and keeps the books in balance. March will reflect the correction was made and order is restored.

Income Statement

Note that two months is not a lot of data to fuel a thorough analysis, but there are points worthy of consideration:

A) General Operations:

This year is going to demand extreme caution in spending:

We have approved over \$5k to build walkways on the Berm which are not budgeted.

There likely will be maintenance costs for the Berm itself which also are not budgeted.

So far YTD we have exceeded the annual budget dollars for vehicle repair and maintenance by \$2k

A temporary reduction in payroll costs owing to an employee's time off work has made up for overages, however we need to seriously rein in spending in order to avoid a loss by the end of the year.

B) Water Operations

Water operations so far are running ahead of budget owing to lack of spending for special projects, such as substantially building our parts inventory to accommodate the wide-ranging specs of the various fittings and pipes that are in use in our system.

C) Marina Operations

Marina income and expenditures conform to budgeted amounts.

CAPE GEORGE COLONY CLUB								
As of Feb 28, 2023								
<i>Balance Sheet as of February 28, 2023 and 2022 - Preliminary Subject to Audit</i>								
Assets	2023	2022		Liabilities and Fund Balances	2023	2022		
Cash and Cash Equivalents:				Current Liabilities:				
Operations Checking & Petty Cash	\$ 281,053	\$ 238,188	18%	Accounts Payable & Other Liabilities	\$ 11,567	\$ 76,451	-85%	
Operating Savings & ICS	250,416	150,283	67%	Prepaid Income	43,248	29,756	45%	
Reserves - General, Water & Marina	1,378,286	1,186,746	16%	Unearned Income, Marina Wait List	4,600	1,725	167%	
Total Cash & Equivalents	1,909,756	1,575,216	21%	Total Current Liabilities	59,416	107,932	-45%	
Net Accounts Receivable	\$ 6,183	\$ 17,108	-64%	FUND BALANCES:				
Total Net Fixed Assets	1,605,201	1,444,326	11%	Fund Balances & Equity (Combined)	3,323,746	2,892,035	15%	
Total Prepaid & Other Assets	19,027	14,160	34%	Modified Cash Basis Income	157,005	50,843	209%	
TOTAL ASSETS	\$3,540,167	\$3,050,810	16%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,540,167	\$ 3,050,810	16%	

Summary Revenue and Expense Statements for the periods ended February 28, 2023 and 2022 (Modified cash basis, excludes depreciation)

CAPE GEORGE COLONY CLUB
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Draft

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%	2023 YTD	2022 YTD**	Variance	%	
General					General				
General Assessment	\$ 86,378	\$ 86,380	(2)	0%	General Assessment	\$ 86,378	\$ 53,242	\$ 33,135	62%
Revenue - All Other Sources	3,025	1,043	1,982	190%	Revenue - All Other Sources	3,025	2,202	823	37%
Total General Revenue	89,403	87,423	1,979		Total General Revenue	89,403	55,444	33,958	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	19,912	25,522	5,610	22%	Salaries, Benefits, PR Tax	19,912	18,904	(1,008)	-5%
Repairs & Maintenance	5,328	1,733	(3,594)	-207%	Repairs & Maintenance	5,328	3,591	(1,737)	-48%
Contracted Services	10,348	8,129	(2,219)	-27%	Contracted Services	10,348	16,937	6,589	39%
Pool Expense & Utilities	4,000	4,750	750	16%	Pool Expense & Utilities	4,000	4,206	207	5%
Utilities & Insurance	6,233	6,426	193	3%	Utilities & Insurance	6,233	5,653	(580)	-10%
Other Expenses (incl taxes)	4,010	4,868	858	18%	Other Expenses (incl taxes)	4,010	5,095	1,085	21%
Total General Expenses	49,829	51,427	1,598		Total General Expenses	49,829	54,386	3,844	
General Net Income	\$ 39,573	\$ 35,996	\$ 3,577	-10%	General Net Income	\$ 39,573	\$ 1,059	\$ 38,515	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$ (528)	-1%	Revenue - Water Use Fees	\$ 57,341	\$ 34,144	\$ 23,197	68%
Revenue - All Other Sources	2,787	6,000	(3,214)	-54%	Revenue - All Other Sources	2,787	5,440	(2,654)	-49%
Total Water Revenue	60,127	63,869	(3,742)		Total Water Revenue	60,127	39,584	20,543	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	9,940	12,761	2,821	22%	Salaries, Benefits, PR Tax	9,940	8,817	(1,123)	-13%
Repairs & Maintenance	11	1,008	998	99%	Repairs & Maintenance	11	-	(11)	#DIV/0!
Contracted Services	3,178	5,339	2,161	40%	Contracted Services	3,178	5,704	2,526	44%
Utilities & Insurance	4,328	5,114	786	15%	Utilities & Insurance	4,328	3,541	(787)	-22%
Other Expenses (incl taxes)	5,203	5,658	454	8%	Other Expenses (incl taxes)	5,203	1,865	(3,338)	-179%
Total Water Expenses	22,660	29,880	7,220		Total Water Expenses	22,660	19,927	(2,733)	
Water Net Income	\$ 37,467	\$ 33,989	\$ 3,478	10%	Water Net Income	\$ 37,467	\$ 19,657	\$ 17,811	91%
Marina					Marina				
Revenue - Moorage/Parking	\$ 74,816	\$ 74,489	\$ 327	0%	Revenue - Moorage/Parking	\$ 74,816	\$ 33,075	\$ 41,741	126%
Revenue - All Other Sources	15,215	15,975	(760)	-5%	Revenue - All Other Sources	15,215	4,760	10,455	220%
Total Marina Revenue	90,031	90,464	(433)		Total Marina Revenue	90,031	37,835	52,196	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	3,335	4,254	918	22%	Salaries, Benefits, PR Tax	3,335	2,949	(386)	-13%
Repairs & Maintenance	777	183	(594)	-324%	Repairs & Maintenance	777	-	(777)	0%
Contracted Services	1,318	1,594	277	17%	Contracted Services	1,318	1,018	(300)	-29%
Utilities & Insurance	3,809	3,090	(719)	-23%	Utilities & Insurance	3,809	3,388	(421)	-12%
Other Expenses (incl taxes)	829	1,150	321	28%	Other Expenses (incl taxes)	829	374	(455)	-122%
Total Marina Expenses	10,068	10,272	204		Total Marina Expenses	10,068	7,729	(2,339)	
Marina Net Income	\$ 79,963	\$ 80,192	\$ (229)	0%	Marina Net Income	\$ 79,963	\$ 30,106	\$ 49,857	166%
Net Income/Loss from Combined Operations, No Reserve Activity					Net Income/Loss from Combined Operations, No Reserve Activity				
	\$ 157,004	\$ 150,178	\$ 6,826	5%		\$ 157,004	\$ 50,822	\$ 106,182	209%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	49,981	49,981	-	0%	Routine Reserve Revenue	49,981	31,734	(18,247)	57%
Reserve Interest - all **	524	-	524	#DIV/0!	Reserve Interest - all	524	-	(524)	>100%
Less: Reserve Offset***	-	-	-		Less: Reserve Offset	-	-	-	
Net Reserve Activity	\$ 50,505	\$ 49,981	\$ 524	1%	Gross Reserve Activity	\$ 50,505	\$ 31,734	\$ (18,771)	59%

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via ZOOM
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New Members: Welcome

Gerald & Jennifer White purchased 610 Saddle Dr from Steve & Lori Kraght of Stori, LLC

Jeremy & Jennifer Wheat purchased 11 Rhododendron St from James Bragg

Terri Hawke purchased 191 Maple Dr from Ron & Jayn Hanson

Information items or documents submitted to the Trustees at Study Session

1. Reserve Study Update: Finance Committee Chair Nancy Charpentier and the General Manager Marnie Levy have met with committee chairs and are preparing notes to submit to the Reserve Consultants, LLC.
2. Ad Hoc Berm Protection Committee update: The preparation for hydroseeding the berm will begin this week. The fence posts will be placed, and the North crossover is under construction. The second crossover to the beach is on the South end of the berm behind the workshop. The committee will be considering potential designs for a third crossover near the picnic pavilion.
3. Reserve Item: Marina Barrier Arm. One proposal for the installation of a new barrier arm on Marina Drive was submitted. The proposal includes a plan to move the barrier arm to the top of Marina Drive to accommodate vehicles with boats that might need to back up if they do not have access to the marina. The first proposal was more than 25% over the approved reserve amount. Additional proposals and research will be presented.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Ad Hoc Berm, Building and Roads, Environmental, Fitness and Nominating. The reports are attached to these minutes and incorporated by reference.

Member participation: none

New Business Action Items:

Motion 1: Pat Gulick moved, and Fayla Schwartz seconded to approve the proposed changes to the Environmental Committee Charter. Passed – 6/0

Motion 2. Fayla Schwartz moved, and Mike Heckinger seconded to approve the changes to the Finance Committee Charter. Passed-6/0

Motion 3. Bart Mooyman-Beck moved, and Pat Gulick seconded to approve the Assistant Maintenance Job Description. Passed-6/0

Motion 4. Fayla Schwartz moved, and John Dwyer seconded to accept the bid for new lock systems at the Workshop, Clubhouse and Fitness Room, total expense of \$8176.64 to come from General Operational Reserve Funds. Passed –6/0

Motion 5. Betsy Coddington moved, and John Dwyer seconded to approve changes to Rules and Regulations FIN07 to increase petty cash fund from \$300 to \$500. Passed-6/0

Motion 6. Betsy Coddington moved, and Bart Mooyman-Beck seconded to approve changes to Rules and Regulations FIN06 to change expenditure authorization policy. Passed –6/0

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Open Board Discussion: none

Announcements:

- April 1, the member quarterly assessment is due.
- The Board of Trustees will hold a retreat on April 1, 2023 at 10 a.m. with the following goals:
 1. Review Board Trustee functions and transition plan to new 2023-2024 Board of Trustees
 2. Examine current and future financial needs of Cape George Colony Club to prepare Trustees to make informed recommendations to the membership concerning how to best meet the HOA's future financial obligations.
- Mon., April 24, 3 p.m., Study Session via Zoom meeting
- Thurs., April 27, 3 p.m., Board of Trustees Meeting, via Zoom meeting

Adjournment: Mike Heckinger moved, and John Dwyer seconded to adjourn the regular meeting at 3:31 pm.
Passed -6/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

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3.23.2023:

Ad Hoc Berm Protection Committee -Next Steps:

We look forward to some sunny weather next week to start working on the next step in protecting the Berm. We will be working on these projects over the next few weeks.

The committee has decided that at this time there will be one crossover at the north end of the picnic area. We discussed having a second crossover by the picnic gazebo, but that part of the berm is the **most important and most vulnerable**. We hope that the fence, signage, and member motivation to protect their waterfront will keep people off the berm. There is an existing path across the berm, south of the workshop area, that is an alternate access point to the beach.

The specific projects are:

1. Completing the north crossover.
2. Prepping the berm for seeding sea grasses and other vegetation. That vegetation is critical for the long-term stability of the berm.
3. Building/installing the post and rope fence.
4. Building a drain for the area of the lawn that is persistently swampy.
5. Spreading sand and leveling the lawn area in preparation for hydroseeding.
6. Signage for the picnic area and berm fence.

This is the order of the work ahead:

Fence

1. First: Deliver/spread sand for any on berm or inside berm hydroseeding preparation, if the fence will be in the way of this process.
2. Prep posts: Cut and wax the in-ground end.
3. Work party to dig post holes, set posts, and attach staples for the rope: Donnie or member volunteer with tractor and auger to sink the posts.
4. Attach the rope.
5. Install the signs.

Lawn Prep

1. Build drain for picnic lawn lake.
2. Spread sand to even the picnic area.
3. Prep lawn area for hydro seeding.
4. Hydro seed.

Signs

1. Approve wording for crossover signs, informational signs, and warning signs.
2. Richard or Commercial Sign Company creates signs.
3. Place signs next to the berm

North Crossover

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1. Use Donnie and tractor with backhoe to collect small boulders for edges of the north crossover.
2. Complete the rock border.
3. Spread the basalt rock

We would like to start cutting the 21 posts and waxing the ends next week or even over the weekend. It looks like we might have some sunny days next week and we would like to get started with installing posts and fence materials.

These tasks can be worked on simultaneously.

CG Building and Roads Committee

March 03, 2022

Minutes:

In Attendance: George Martin, Dave Baker, Betsy Coddington, Richard VanDeMark, Marni Levy, John Dwyer

- 1) Discussed revised Earthworks permit: 69 Hemlock Drive. As the retaining was lowered to 4 feet and now does not require a Jefferson County Building Permit, the committee approved the earthworks permit to install the retaining wall. Permit was signed.
- 2) Discussed questions about a proposed build 175 Hemlock Drive. It was concerned with the septic pipe running within the 5-foot setback Cape George has for structures. Cape George does not have authority over septic systems and we recommend the owners see Jefferson County approval. Owners' contactor will be notified.
- 3) Answered questions submitted by a future owner about building regulations and requirements on a potential build 610 Saddle Drive. Questions were answered by the committee and forwarded to the potential owners.
- 4) Discussed the driveway survey results. Not all surveys have been done. Richard VanDeMark will be compiling the data as it is received. Discussion pursued as to parking pads which are not under the CG building regulation. The committee concurred that we should explore adding parking pads

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to the regulations to protect the sides for the roads that abut the parking pads. It is imperative that we protect the sides of the roadway to minimize damage and costly repairs.

- 5) Discussed new earthworks permit for 81 Maple Drive to prepare the lot for a modular home installation later this year. Permit was signed upon committee approval.
- 6) Discussed the Building and Roads Charter at the request of the Board of Trustees. I was approved to add Cape George Capital Projects Reviews to our duties. The scope of that review process is being developed currently.

George Martin,
Co-Chair Building and Roads Committee

**ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, January 10, 2023 9:15 am, on Zoom**

IN ATTENDANCE: Varn Brooks, Chris Buzzard, Lori Cameron, Sue Dunning, Pat Gulick, Anne Jimenez, Marnie Levy, Steve McDevitt, Ruth Ross, Bob Sullivan

I. CALL TO ORDER: Chris called the meeting to order at 9:17 am

II. APPROVAL OF MINUTES: Steve moved and Varn seconded that the minutes of the December 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT \$2218.45

IV. OLD BUSINESS

- A. Fine schedule for tree cutting.** Pat Gulick, our board liaison, submitted to the Board the suggestions for revisions to the fine schedule approved at our December meeting (for details, see minutes of our December 2022 meeting).
- B. Ad Hoc Berm Committee:** Pat Gulick presented to the Board the 2 motions approved by our committee at our December meeting. Richard VanDeMark reported by email that the group overseeing berm restoration is now an official ad hoc committee who will be pursuing this project separately from the Environmental Committee. They will provide status reports to our committee and consult with us/ request volunteers as needed (e.g., on plantings). They are now designing walkovers and making plans for fencing and plantings.
- C. Berm repair presentation:** Article in newsletter. Plans for educational presentation to the community with ad hoc Berm committee/Marina committee.
- D. Rain garden:** Now that the Board has approved new fencing, Steve will organize a work party for installation when weather permits.
- E. Styrofoam recycling** Committee approved having Jo Blair send out updates to the community via Terri's office email/newsletter re Styrofoam recycling.
- F. Plaque for the bell:** Richard VanDeMark reports that he will send out next draft of the text/design within the next week.

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- G. Memorial Park plaque/restoration.** Volunteers solicited to help take down the plaque for cleaning and restoration.
- H. Updates to volunteer list:** Need to create job descriptions before circulating. Lori Cameron offered to follow-up with people on the list to see if they are still doing those jobs. Ruth will forward the list to her

V. NEW BUSINESS

- A. Article describing Environmental Committee** (Chris Buzzard). Chris drafted an article for the website and newsletter to encourage more people to get involved with the Environmental Committee and to help identify a co-chair. The committee was encouraged to send comments on the draft attached to these minutes.

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The Cape George Environmental Committee: Who We Are and What We Do

Gardeners, scientists, amateur naturalists, environmentalists, botanists, writers, and anyone willing to pull a weed make the **Environmental Committee** an active and vital part of preserving, improving, and maintaining the environment of Cape George. We seek new members to help us keep Cape George beautiful and to encourage wise use of our resources by members of our community. Our monthly meetings are the second Tuesday of every month at 9:15 am at the Clubhouse (or on Zoom as necessary).

Our past accomplishments and ongoing activities include:

Maintenance of common areas : Volunteers weed, mow, and tend more than 25 areas in Cape George including the Clubhouse area, the Petanque Courts, the playground, the Gazebo, all mailbox areas, all the trails, Memorial Park, and all entrances to the Club. **Additional volunteers are always needed for these areas.**

Beach Cleanup: All hands-on deck needed for our annual Beach Cleanup.

Beach Walks: These are a hit with the community and are offered annually in coordination with staff from the Port Townsend Marine Science Center and by resident naturalists. Who knew that an octopus found under a rock on the walk actually had a garden just outside his den?

Annual Intertidal Survey. In cooperation with the Marine Science Center, trained Cape George volunteers survey a designated portion of the intertidal zone of the beach as a part of a program sponsored by the Washington Department of Resources to document changes in the beach landscape over the years.

Rain Garden. The committee initiated construction of a Rain Garden in 2020 in coordination with the Agricultural Extension Department of Washington State University. Steve McDevitt has overseen the maintenance of the garden ever since with assistance from Committee members, and the garden is thriving.

Native Plant Booklet. Committee member and naturalist Fayla Schwartz compiled a beautiful, fact filled booklet of the native plants here in our Cape George Community. This booklet along with a drawing of the mountains beyond Discovery Bay are sold as fundraisers to support the Committee's projects.

Hemlock Removal: The Committee has been instrumental in identifying problem areas of poison hemlock in our community and arranging for the manager to set up an ongoing removal program

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with a licensed vegetation management service. We are also on the alert to identify and remove invasive Scotch Broom.

Styrofoam Recycling: A program to recycle Styrofoam began when a member identified this environmental concern and was willing to collect and recycle the Styrofoam.

Berm: The beach berm protects the Clubhouse and common areas near the beach. The Environmental Committee paid for and helped install the initial plantings of native species intended to stabilize the Berm. Successive years have seen degradation of the Berm through big storms and King Tides. Experts on the committee with extensive knowledge of coastline issues have done extensive research to advise the Board on how to best stabilize the Berm. This will be an ongoing issue as climate change impacts us and our resources. Our committee has encouraged the establishment of a separate standing committee to specifically address these important issues.

Ravine Trail steps: The steps on the Ravine Trail were completely rebuilt by volunteers on the Committee. More trail maintenance and step replacement are on the horizon.

Naturalist Programs: Before Covid, during the winter months at the Clubhouse, the Committee presented films and programs on a wide range of environmental topics, and it is hoped that we can resume these programs in the future.

Halloween Fundraiser: Each October the Committee hosts a popular fundraiser dinner at the Clubhouse letting residents express their hidden side in costume.

Newsletter articles: When appropriate, the Committee adds articles to the newsletter about the environment or suggestions about how to improve our natural world.

The Environmental Committee plays an active and vital role in accepting the responsibility to maintain, protect and improve the beauty of Cape George. Come be a part of the fun.

We are seeking a co-chair to assist the chair, Chris Buzzard.

Fitness Committee Meeting Minutes 3/6/2023

Members: Allan Zee, Judith Chambliss (Co-Chairs) absent, Betsy Coddington (Board Liaison), Phyllis Ballough, Jon Karpilow (absent), Marnie Levy (CG Manager, absent), Fred Miercort, Linda Mollino, Tom Ramsey (absent) Mardella Rowland, Robin Schering and Bill Sery

1. **February Fundraiser:** subcommittee members: Thus far \$4302 has been raised, present balance: \$8,956.70 (after deposit of current checks of \$800 by Cassie Reeves). A big thank you to all the committee members who helped with the fundraising over the past month and a very big thank you to all our donors. Your donations will help us to continue to improve the

Minutes

CAPE GEORGE COLONY CLUB
Committee Meeting minutes and notes from
March 30, 2023 Board of Trustees Meeting
via ZOOM

Draft

fitness center both in the equipment we have currently and equipment we are able to purchase in the future.

2. **Open House:** Discussion of open house. Robin and Fred thought it went very well and there were about eight-ten members that attended each hour. Some were new to the fitness center. Thank you to Robin, Fred, and Lori for all the work in ensuring that the Open House was a success.
3. **Equipment:** - L8 was evaluated by Mark Harder on 10/31, but it is still having problems. Allan has written to both Mark Wiper and Mark Harder notifying them of the problems. No replies yet. Allan will continue to follow up. - On-going maintenance: We have a bid from FitInc who have provided previous maintenance. We are still waiting to receive a bid from Mark Harder (Exercise Service Specialist). - The Bench Press was reupholstered unsatisfactorily by Mark Harder on 10/31. We are waiting for him to rectify the situation. Allan continues to pursue intervention by the Mark's.
4. **Supplies:** replacement for Mardella for tracking and refilling supplies in the Fitness Room was discussed but no volunteers. Suggestion by Linda that she would take over the position if someone was willing to be secretary. There were no volunteers. Linda agreed to put out a request to the full group by e-mail to see if there are any volunteers. Mardella is willing to continue to be the "supply sergeant" until April 1,2023.
5. **Welcome Bench:** the welcome bench has been completed by Mike LaPointe. The bench is a major improvement from the previous bench, and we are very thankful to Mike and anyone else from the CG workshop who assisted him.

The total cost for building the bench was \$114.82, which is well below the allotted monies approved by the committee. A big "thank you to Mike for all the work he put into making a very nice welcoming bench for the fitness center.

6. **Telephone:** Marnie continues to work on resolving phone issues.
7. **Suggestion Box:** there were various suggestions and comments put in the box over the last month ranging from thank you for the nice craftsman work on the new bench; positive comments about the gym; thank you for fixing the Stairmaster; requests for higher weight dumbbells; request to mount a TV for use during workouts. All comments are appreciated, and all equipment and miscellaneous equipment requests will be put on our ongoing lists and be considered by the committee.

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8. **Durable Sign for Outside:** Phyliss led the discussion about the signs for the outside door. One would be advertising “Cape George Fitness Center” that will be in metal and would cost around \$110.00. The second sign would be welcoming members to the fitness center with basic rules. Discussion about the basic rules and keeping it as simple as possible would cost about \$65.00. Phyliss was given permission to go ahead and finalize the ideas and bring it to the group for final approval.

Next Meeting: suggestion made that the meetings be moved to every two months. Thus, the next meeting will be May 1, 2023, at 11am

**Cape George Colony Club Nominating Committee
Meeting Report March 8, 2023**

In attendance: Dianne Tamblyn, Patty Dunmire, Ross Anderson, Stan Russell, Kris Easterday and Jane Ludwig

There are 3 Trustee positions opened starting July 16, 2023 for a term of 3 years each.

The committee reviewed the current nomination list based on the 2022 list and added more names as potential candidates. From this list members were assigned people to call in the next two weeks. The committee will meet again in early April to review and wrap up the recruiting effort or expand depending on the results of the current calling effort.

The election timeline was reviewed and the committee planned for signage in the neighborhood kiosks, the April newsletter blurb and the meet your candidates event, date(s) TBD.

Respectfully submitted by Dianne Tamblyn Chair

Cape George Colony Club

Manager's Report

APRIL 2023



Thank You!

♥ Thank you to the Marina Trail volunteers have been working every week in the cold and wind to create welcomed step-path from Victoria Loop down to the Marina Drive Bluff! Chuck Hommel is the leader of this hard-working merry band who will complete half of the path this month! He is joined by Tom Cawrse, Patty Dunmire, Rick Kelley, Brian Etsheid, and Peter Niles. They plan to finish the Marina Trail project next Spring.

♥ Thank you to the homeowners who removed a huge tree to help enhance a neighbors' view.

♥ Sand Party! Saturday, April 15, twenty-plus volunteers converged at the Cape George waterfront to distribute sand on the berm and rake even more sand to level the picnic area in preparation for planting sea grass on the berm and hydroseeding the lawn! It was a true rake-and-talk event, which included great camaraderie and resulted in a well-prepped lawn area. Thank you all!

♥ A special thanks to Mike Heckinger who brought his Bobcat to the Sand Party and schlepped load after load of sand to the lawn and berm. It would have been a long- long day if the other volunteers had to carry that sand!

♥ This month I have heard heart-warming stories of neighbors taking care of neighbors in Cape George. Friends taking care of friends. Bandages changed, meals delivered, dogs walked. Overnight care by one group of friends. A family moving into the neighborhood to be close to family. These are very important things that happened in Cape George this month! Thank you!

Pool Fundraiser May 1 to May 31: The Pool Committee will launch a month of fundraising for the pool to help pay for resurfacing the pool, water activities and equipment and the installation of an automated chemistry system. Please bring donation checks to the office!

Maintenance news

- Donnie is back to work full-time!
- Aimee, Eric, the new Maintenance Assistant, and Donnie (being careful of his back) cut, loaded, and hauled more than 18 truckloads of fallen trees out of the Highlands!
- There is a new outgoing mailbox in the Colony mail kiosk, next to the cluster box.

Berm protection: Please stay off the rocks! The crossover at the north needs to be completed, so be very careful if you cross there. It is best to access the shore via the crossover at the south end of the Berm near the north side of the jetty.

Trash cans and dumpsters: Please do not put your personal trash in the common area trash receptacles and dumpsters. Or in the office recycling container. Please let the office know if you see someone bringing trash from home and tossing it in the clubhouse or workshop dumpsters.

Dog do's and don'ts: Please **do** clean up after your dog. Please **don't** have your dog off leash, other than at Memorial Park during Doggie Playtime.

No Shooting Zone: "No Shooting Zone" signs have been posted at the entry of all of Cape George Colony Club neighborhoods. Last summer Jefferson County Commissioners approved the no shooting zone for Cape George. CGCC is one of 11 communities with this designation. Discharging a firearm in Cape George can result in an arrest and fines.

Violations: Violation and fine letters have been sent to homeowners for abandoned construction, more lights that are not shaded at night, yard maintenance violations, and trees being cut on a neighbor's property without permission.

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

Marnie W. Levy,

manager@capegeorge.org

360-385-2208

Cape George Treasurer's Report

March 31, 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. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled and reviewed.

INCOME STATEMENT COMMENTS

General Operations:

Repair and Maintenance costs were about \$5k over budget. This includes vehicle repair costs running about \$3000 over budget and grounds maintenance (berm maintenance and tree removal) running about \$2000 over budget.

Contracted services were about \$3000 over budget, much of this due to higher than expected janitorial service.

General/salaries were low compared to budget. The new part time maintenance position did not start until April, and Donnie was off the salary roll for several weeks because his wages (full or part) were paid by L&I rather than by Cape George.

Water Operations:

Water revenue (all other sources) is down compared to budget. This may be partly explained by the lack of water hookup fees so far in 2023. However, the amount budgeted (\$6000 for 2023) is for excess water use, which so far this year is very small.

Marina Operations:

Marina repairs and maintenance costs are about \$600 above budget, probably due to a one-time purchase of dock boxes.

OTHER COMMENTS

The auditors filed an extension with the IRS because we cannot pay our 2022 income taxes until the 2022 audit is complete. The extension was filed showing no tax due.

CAPE GEORGE COLONY CLUB

As of MAR 23, 2023

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

Assets	2023		2022		%	Liabilities and Fund Balances	2023		2022		%
Cash and Cash Equivalents:						Current Liabilities:					
Operations Checking & Petty Cash	\$	307,100	\$	330,335	-7%	Accounts Payable & Other Liabilities	\$	16,627	\$	14,087	18%
Operating Savings & ICS		250,444		150,285	67%	Prepaid Income		109,429		113,856	-4%
Reserves - General, Water & Marina		1,380,424		1,204,405	15%	Unearned Income, Marina Wait List		4,750		1,325	258%
Total Cash & Equivalents		1,937,967		1,685,025	15%	Total Current Liabilities		130,806		129,268	1%
Net Accounts Receivable	\$	3,716	\$	12,985	-71%	FUND BALANCES:					
Total Net Fixed Assets		1,614,438		1,677,612	-4%	Fund Balances & Equity (Combined)		3,325,884		3,149,372	6%
Total Prepaid & Other Assets		15,464		7,742	100%	Modified Cash Basis Income		114,897		104,724	10%
TOTAL ASSETS		\$3,571,586		\$3,383,364	6%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,571,586		\$ 3,383,364	6%

Summary Revenue and Expense Statements for the periods ended Month DD, 2023 and 2022 (Modified cash basis, excludes depreciation)

General	2023 Year to Date - Unaudited			
	Actual	Budget	Variance	%
General Assessment	\$ 86,378	\$ 86,380	(2)	0%
Revenue - All Other Sources	3,617	1,587	2,030	128%
Total General Revenue	89,995	87,967	2,028	
Expenses:				
Salaries, Benefits, PR Tax	29,661	36,282	8,621	23%
Repairs & Maintenance	9,723	4,746	(4,978)	-105%
Contracted Services	14,976	12,193	(2,783)	-23%
Pool Expense & Utilities	6,566	7,125	559	8%
Utilities & Insurance	9,422	9,639	217	2%
Other Expenses (incl taxes)	5,615	6,499	884	14%
Total General Expenses	75,964	78,484	2,519	
General Net Income	\$ 14,031	\$ 9,483	\$ 4,547	-48%
Water				
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$(528)	-1%
Revenue - All Other Sources	2,787	6,000	(3,213)	-54%
Total Water Revenue	60,128	63,869	(3,741)	
Expenses:				
Salaries, Benefits, PR Tax	14,880	19,141	4,261	22%
Repairs & Maintenance	517	1,513	996	66%
Contracted Services	7,012	8,009	997	12%
Utilities & Insurance	6,631	7,671	1,040	14%
Other Expenses (incl taxes)	6,222	7,517	1,295	17%
Total Water Expenses	35,262	43,851	8,589	
Water Net Income	\$ 24,866	\$ 20,018	\$ 4,848	24%
Marina				
Revenue - Moorage/Parking	\$ 75,684	\$ 74,489	\$ 1,195	2%
Revenue - All Other Sources	15,265	17,136	\$(1,871)	-11%
Total Marina Revenue	90,949	91,625	(676)	
Expenses:				
Salaries, Benefits, PR Tax	5,165	6,381	1,216	19%
Repairs & Maintenance	867	275	(592)	-215%
Contracted Services	1,825	2,392	567	24%
Utilities & Insurance	5,666	4,635	(1,031)	-22%
Other Expenses (incl taxes)	1,481	1,643	162	10%
Total Marina Expenses	15,004	15,326	322	
Marina Net Income	\$ 75,945	\$ 76,299	\$ (354)	0%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 114,842	\$ 105,800	\$ 9,041	9%
Reserve Activity				
Routine Reserve Assessment	49,981	49,981	-	0%
Reserve Interest - all **	-	524	(524)	-100%
Less: Reserve Offset***	-	-	-	
Net Reserve Activity	\$ 49,981	\$ 50,505	\$ (524)	-1%

General	Comparative - Unaudited			
	2023 YTD	2022 YTD**	Variance	%
General Assessment	\$ 86,378	\$ 79,864	\$ 6,514	8%
Revenue - All Other Sources	3,617	5,993	(2,376)	-40%
Total General Revenue	89,995	85,857	4,138	
Expenses:				
Salaries, Benefits, PR Tax	29,661	26,259	(3,402)	-13%
Repairs & Maintenance	9,723	6,460	(3,263)	-51%
Contracted Services	14,976	22,225	7,249	33%
Pool Expense & Utilities	6,566	7,089	523	7%
Utilities & Insurance	9,422	8,581	(841)	-10%
Other Expenses (incl taxes)	5,615	7,133	1,518	21%
Total General Expenses	75,964	77,747	583	
General Net Income	\$ 14,031	\$ 8,110	\$ 5,921	>-100%
Water				
Revenue - Water Use Fees	\$ 57,341	\$ 51,168	\$ 6,173	12%
Revenue - All Other Sources	2,787	5,440	(2,653)	-49%
Total Water Revenue	60,128	56,608	3,520	
Expenses:				
Salaries, Benefits, PR Tax	14,880	14,443	(437)	-3%
Repairs & Maintenance	517	-	(517)	#DIV/0!
Contracted Services	7,012	6,270	(742)	-12%
Utilities & Insurance	6,631	6,941	310	4%
Other Expenses (incl taxes)	6,222	5,196	(1,026)	-20%
Total Water Expenses	35,262	32,850	(2,412)	
Water Net Income	\$ 24,866	\$ 23,758	\$ 1,108	5%
Marina				
Revenue - Moorage/Parking	\$ 75,684	\$ 72,295	\$ 3,389	5%
Revenue - All Other Sources	15,265	13,360	1,905	14%
Total Marina Revenue	90,949	85,655	5,294	
Expenses:				
Salaries, Benefits, PR Tax	5,165	4,830	(335)	-7%
Repairs & Maintenance	867	5	(862)	0%
Contracted Services	1,825	2,434	609	25%
Utilities & Insurance	5,666	5,156	(510)	-10%
Other Expenses (incl taxes)	1,481	374	(1,107)	-296%
Total Marina Expenses	15,004	12,799	(2,205)	
Marina Net Income	\$ 75,945	\$ 72,856	\$ 3,089	4%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 114,842	\$ 104,724	\$ 10,118	10%
**Reserve Activity				
Routine Reserve Revenue	49,981	47,571	(2,410)	5%
Reserve Interest - all	-	-	-	>100%
Less: Reserve Offset	-	-	-	
Gross Reserve Activity	\$ 49,981	\$ 47,571	\$ (2,410)	5%

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

www.capegeorge.org
office@capegeorge.org

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

New Members for April Meeting

Chris & Nicole Blasucci purchased 261 Dennis Blvd from Doug Lind & Sherry Hanan
Eric & Andrea McCallum purchased 33 N Palmer from Ray Graves & Steve Duniho

NOMINATING COMMITTEE

PREAMBLE

1. The Committee is advisory to the Board of Trustees.
2. The Committee is open to all members in good standing and will be composed of a chairperson, volunteer members with an interest in this particular area, and a board liaison. The Committee will have a minimum of three members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

DUTIES

1. Recruit members in good standing to serve on the Board
2. Develop and distribute a “nomination application form” to those interested in serving on the Board.
3. Prepare a slate of nominees for submission to the Board at the study session prior to the mailing of the ballots, ~~least 60 days before the annual election. Present to the Board~~ including a brief biographical statement written by each candidate which sets forth information by which members may judge the prospective candidate’s qualifications. This statement should include a comment on current Cape George issues and should not exceed 100 words.
(Note we have combined the previous 3 & 4)
- ~~4. Assist the Board in developing an orientation program for newly elected Board members. (Remove this section)~~
5. Keep written minutes of all meetings and present oral and written reports to the Board when appropriate. The Committee Chairperson or designee will submit an annual written and oral report at the CG Annual Membership meeting.
6. The Committee will meet at least two times each calendar year or as necessary.

William A Stull
President

Gary Nelson
Secretary

ROADS & BUILDING COMMITTEE CHARTER

MISSION STATEMENT: The stated mission of the Building and Roads Committee (BRC) is to maintain the high-quality and consistency of the aesthetics, functionality, and design of the buildings, roads, and other site developments found throughout the Cape George Colony Club

PREAMBLE

1. *As an advisory body to the Board of Trustees, the BRC is responsible for interpreting the architectural guidelines of the community and making recommendations to the Board of Trustees (Board).*
2. *Beyond reviewing private development proposals for Covenant and Building Regulation conformity, a crucial component of the BRC's participation is reviewing development and redevelopment proposals and contributing advice to the Board regarding the integrity of Community owned and operated facilities.*
3. ~~Committees that exercise the authority of the board shall have two or more members of the board on that committee.~~
4. The Committee will have a minimum of five members, composed of a chairperson, and two volunteer members with an interest and technical background/training in the building and property regulations area, or engineering or building and/or road construction plus two members of the Board *having voting rights.*
5. Membership on this Committee must be approved by the Board. (CG By-Laws, Article VI, #6, Committees of the Board.)
6. The Committee Chairperson is approved by the Board and will serve for a two-year period beginning after the August Board meeting. In the event a member resigns, a new member may be appointed by the Board to serve the remaining two-year term. Committee members may serve more than one term consecutively.
7. The committee does not have any spending authority *except as explicitly granted by the Board of Trustees.*
8. ~~The Committee Secretary will keep~~ Written minutes of all meetings *will be kept by the committee* and submitted to the Board. The Committee chairperson or other designated committee member will submit an annual written report for the Cape George Annual Membership Meeting.
9. The Committee will meet *monthly or as necessary with a minimum of January, March, June and September.* ~~in January, March, June, & September each calendar year and additionally as necessary.~~

DUTIES - Buildings

1. Be familiar with the building and property regulations of Cape George Colony Club.
2. *Review of proposed Community facility development, repair and/or alterations and forward advice to the Board, lending expertise of Committee members to the Board regarding architectural, building, drainage, land alteration, and road and pedestrian facilities related technical matters,*
3. *Participating in or conducting studies and coordinating investigations into facility conditions, facilities maintenance upgrades and repairs as requested by the Board or Manager.*
4. Advise club members on building and property regulations pertaining to members' building problems.
5. Advise prospective buyers, real estate personnel, and other interested parties on matters pertaining to building and property regulations.
4. Inspect all building plans submitted for conformance with the building and property regulations and advise the General Manager of their findings so that the General Manager can issue permits as necessary
5. Receive variance applications from members and arrange a hearing on the variance in compliance with Section V. Variances, of the Building and Property Regulations approved by members on 14 December 2006.
6. Work with members to resolve issues regarding construction of fences, decks, outbuildings, ~~tree removal~~, and/or other situations requiring review in accordance with the building and property regulations, referring any possible issues of nonconformance to the Board of Trustees for review.
7. The Chairperson will present written and oral reports to the Board of Trustees when appropriate. The chairperson will also submit an annual written and oral report at the CG Annual Membership meeting.
8. Refer matters requiring policy interpretation or consideration to the Board.

DUTIES – Roads

1. Make periodic inspections of the community road system and report the status to the Board.

2. Make recommendations to the General Manager and Board for improvements, repair, or changes to the community road system.
3. Advise the Board and General Manager to help build and maintain an adequate reserve fund to be used for periodic replacement and major repair of the road system.
4. Review and approve/disapprove Driveway Connection Permit Applications (BG06a) and perform inspections of newly installed driveway aprons for compliance.
5. Review and approve/disapprove applications related to roadside drainage ditches per the Earthworks Section (5) of the Building and Property Regulations and permit application BGo2a.
6. The Roads & Building Committee will inspect for missing driveway aprons in April and October of each calendar year and submit a written list of lots missing driveway aprons to the General Manager for violation notice processing.

375081

JASON D. CECIL
 ISA Certified Arborist
 PN-7575-A
 Ronintree.cecil@gmail.com
 CC# RONINTC791PK



RONIN
 TREE CARE

COMPANY INFORMATION
 800 W. Park Ave #3
 Port Townsend, WA. 98368
 www.ronintreeinc.com
 (360)-808-1121

Name:	CAPE GEORGE COLONY CLUB C/O MARNIE LEVY
Phone:	360 - 385 - 2208
Address:	
Email:	manager@capegeorge.org

Assessment:	3-22-23	12pm.
Service Date:		

Equipment & Services	YES	NO
Wood Removal		X
Soil Drench / Injection		X
Chips On-site		X
Special Tools	X	

ALL

	DESCRIPTION OF WORK	PRICE	TAX
	+ WR		
①	45' sunset - cedar on transformer - remove * schedule make ready @ 1.75 hrs	650.25	59.72
	+ WR		
②	Palmer - Cape George Douglas Fir - full decline 2 sm Dead Firs 2 Douglas Firs full decline 4.75 hrs	1781.25	162.09
③	56' Huckleberry - Pacific madrona - dead - remove 1 2 madrona - dead - remove 2 sm douglas fir - remove 3 dead madrona on bank - remove 255	825.00 525 500.55 255	75.12 52.33 5.00 23.21
④	11" Alder + Douglas Fir snag - remove failed willow top douglas fir - galls - fruiting body - remove (#4) TOTAL	125 775	11.38 79.62
⑤	61 Hemlock - WR cedar under lines - remove #5 TOTAL	675	61.43
	# 1 - 4 - OK		
		TOTAL: \$	

AUTHORIZING PARTY: [Signature] DATE: _____

The authorizing party warrants that all trees listed are located on the customers property, or that the authorizing party has received full permission from the owner to allow Ronin Tree Care to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Jason D. Cecil and Ronin Tree Care for any damages or costs incurred from the result thereof.

Unless otherwise agreed, payment for services rendered must be made within 3 days after completion of work. Failure to make payment in full, will subject the balance owed to a 10% fee and the total will be subject to a 20% monthly interest rate until payment completion.

RULES AND REGULATIONS – PERSONNEL

CGCC JOB DESCRIPTION

ASSISTANT MAINTENANCE POSITION **Regular Non-Exempt Part-Time Employee**

MINIMUM STANDARDS:

- High School Graduate or equivalent
- Valid Washington State Drivers License
- Able to qualify for Cape George insurance to drive our vehicles.
- Able to follow General Manager and Maintenance Supervisor instructions and proper procedures for maintenance of the pool.
- Ability & willingness to do hard physical labor including lifting, shoveling and construction in inclement weather.
- Able to follow directions and learn processes and procedures as described below.
- Apprentice with the Maintenance Supervisor
- Following a reasonable training period, have the ability work independently and to organize workload in an efficient manner.

PURPOSE: Under the general supervision of the General Manager and Maintenance Supervisor, help accomplish repair and maintenance of Cape George buildings, grounds, and equipment and assist the Maintenance Supervisor and Water Operator in the operation of Cape George water system.

DUTIES TO INCLUDE, BUT NOT LIMITED TO, ASSISTING AND LEARNING THE PROCESSES TO BE ABLE TO WORK UNDER DIRECTION OF THE GENERAL MANAGER, WATER OPERATOR AND MAINTENANCE SUPERVISOR INDEPENDANTLY TO:

1. Maintain a friendly, professional, courteous, efficient manner when dealing with Members.
2. Grade, gravel, spray, cold patch, clear overgrowth and sand all roads as required.
3. Operate and maintain all the Club's equipment.
4. Maintain the Club's buildings by painting, making minor electrical and lighting repairs, and other minor structural repairs as required.
5. Maintain the Club's equipment and vehicles by making sure that they are put away properly, handled correctly and in good repair.
6. Mow the parks and other common areas.
7. Clean and make minor repairs to all ditches and shoulders throughout the Colony, Huckleberry, Village and Highlands.
8. Plow all Cape George roads as directed by the General Manager and/or Maintenance Supervisor in the event of significant snowfall.

RULES AND REGULATIONS – PERSONNEL

9. Test the pool water for pH-Chlorine; check all pool equipment and clean the pool area as directed by the General Manager and/or Maintenance Supervisor.
10. Vacuum the pool as directed by the General Manager and/or Maintenance Supervisor.
11. Back flush pool filter as directed by the General Manager and/or Maintenance Supervisor.
12. Make daily rounds of active wells, pumps, and reservoirs to determine all is normal, under the direction of the Water Manager.
13. Make log entries as to run time and amounts pumped, under the direction of the Water Manager.
14. Take daily readings of Manganese and Iron in water system as directed by the Water Manager.
15. Read water meters monthly as directed by the Water Manager.
16. Weed around reservoirs and maintain a clearance around all fenced well reservoirs.
17. Assist in the installation of water taps and repair of water mains.
18. Other duties as assigned by the General Manager and/or Maintenance Supervisor.

March 2023 Draft of Assistant Maintenance Job Description.

General Manager

Date

CG Building and Roads Committee Minutes

March 14, 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

Agenda:

1. Huckleberry earthworks permit: After discussion, there were no objections to the project. Earthworks permit was signed.
2. N Palmer Drive earthworks permit: After discussion, there were no objections to the project. Earthworks permit was signed.
3. Saddle Drive shed building permit: Plans were reviewed, and setback were met. After discussion, there were not objections. Building Permit signed by the committee co-chair and the manager.
4. Possible variance on Ridge Drive. We requested a more detailed sit plan so proper setbacks could be confirmed. Request returned to the member for more information.
5. Variance request for a garage on Sunset to be built within the 5-foot setback. Discussion followed and the variance form was filled out for the Board. Recommendation of the committee to the board was to not grant the variance.
6. Discussed a build on Magnolia that was started in 2021, recommended a letter be sent by the manager to the member requesting building status and occupancy status from the county. Also noting the need to install a driveway connection.
7. Office Manager Terri Brown brought to our attention several projects that need status updates. Follow up is needed on two properties on Hemlock, a property on Dennis and one on Vancouver. Those updates will be completed by George Martin and reported back next month to the committee.
8. Discussion ensued on changes to the Buildings and Roads Charter requested by the Board. Notes were made and Rich VanDeMark and George Martin will work with those notes to reword the charter. Changes will be ratified via email before presenting to the board at their April Study Session and Board Meeting.

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, March 14, 2023, 9:15 am, on Zoom

IN ATTENDANCE: Chris Buzzard, Pat Gulick, Marnie Levy, Ruth Ross, Gina Webber

I. CALL TO ORDER: Chris called the meeting to order at 9:20 am

II. APPROVAL OF MINUTES: Ruth moved and Chris seconded that the minutes of the January 2022 meeting be approved as written, and the motion passed unanimously.

III. FISCAL REPORT \$2218.45

IV. OLD BUSINESS

- A. Review of Committee Charter.** The Board has asked if we have any suggestions for revisions to our Charter for them to consider at their March meeting. One change was proposed: that, in point 4 in the Preamble, we delete item 2 (protection of air, water and view quality) since item 1 (preservation of native plant, animal, bird, and sea life by fostering conditions that allow them to thrive) adequately covers our mission. Ruth moved that we approve this suggested change and Gina seconded the motion which was unanimously approved. In reviewing the charter, it was also noted that one of the duties listed is to "Create a reference library about environmental issues for community members to consult." Ruth offered to reach out to Clubhouse librarians about the possibility of setting up a small shelf with environmental books/resources there, that we could label not to be checked out. Marnie will supply the names of the librarians.
- B. Article describing the Environmental Committee and search for co-chair** (Chris Buzzard). This was originally drafted to be posted on the new CG website with pictures but development of the new website has been delayed. Chris will submit the article to the CG newsletter to be shared with the community.
- C. Fine schedule for tree cutting.** The Board approved the committee's suggestions for revisions to the tree cutting fine schedule at the February board meeting.
- D. Rain Garden Work Parties.** Steve McDevitt will be asking for volunteers to work on replacing the fencing at the rain garden and weeding/plant clean-up. He will contact Ruth to send out notices about dates and times.
- E. Ad Hoc Berm Committee:** The Ad Hoc Berm committee organized a rock chucking party on March 11 to return rocks to the berm. This was well attended. The ad hoc committee will provide updates and status reports to our committee and consult with us as needed for volunteer help (eg, on crossovers, fencing, plantings, and a future educational presentation to the community).
- F. Plaque for the bell:** We will ask Richard VanDeMark for an update.
- G. Memorial Park plaque/restoration.** We will ask Robin Scherting for an update.
- H. Updates to volunteer list:** Ruth to create job descriptions and send to Lori Cameron to follow-up to see who is still doing what before it is posted in the newsletter.

V. NEW BUSINESS

- A. Clubhouse Work Party.** Patty Dunmire is scheduling a work party for April 13 from 9am-noon, with another to follow in May. She is going to request permission to take down the small pine bushes by the parking area (the "big" project). Other projects include weeding, rock rearranging, etc.
- B. Reserve Components.** Marnie asked us to review the reserve funding documents and provide any input from the point of view of the Environmental Committee. Ruth will circulate the documents Marnie supplied and ask members to either email comments or share them at a special meeting on April 21 at 9:15 am. *[Addendum: no comments were submitted either by email or at the follow-up meeting which was only attended by Chris Buzzard and Ruth Ross.]*

Cape George Colony Club Nominating Committee
Meeting Report April 5, 2023

In attendance: Dianne Tamblyn, Stan Russell, Kris Easterday and Jane Ludwig

The committee reviewed the status of recruiting efforts and have identified a couple more Cape George members to contact. It was decided if the recruiting effort needs to expand to send some email blasts and contact new members of the Cape George community to see if there's a fit/interest.

The committee also reviewed the Nominating Committee Charter from 2007 and made a few changes which will be presented at the April Study Session.

Preliminary dates were identified for two Meet the Candidates sessions. One will be in person and the other via Zoom. We're also hoping to hold another How Cape George Works in conjunction with the in person session.

Respectfully submitted by Dianne Tamblyn Chair

VILLAGE KIOSK COMMITTEE MEETING MINUTES

Meeting of April 17, 2023

Attendees: George Martin (Chair), Betsy Coddington (Board Liaison), Margot Desannoy, Nancy Charpentier, Richard VanDeMark (guest)

1. Since the drawings were approved at the Board meeting, Richard VanDeMark presented his drawing for the Kiosk plans for final discussion. A slight modification was agreed to. The cement pads will be at a thickness of 6" in order to accommodate the anchors embedded to hold the CBU units. It was noted the units would be further secured by carriage bolts affixing them to the structure itself.
2. George presented the proposal information provided by the PUD for adding power to the site. It was agreed we would have 4 outlets along the structure to accommodate any holiday lighting or other aspects that might require power. A trench will need to be dug across the drive at a depth of 32", and it was agreed that we would run the conduit in order to be able to open and close the gap in one day. The ends would be left open (outside of the driving or walking area) so any electrical inspection would be able to determine the correct depth was achieved. It was further agreed that a 2nd conduit would be run for ready use by the camera and internet additions once those specs are known.
3. The locks and CBU preparations were discussed:
 - a. Marnie has started buying up the locks (several purchases are required over time as we can't order the quantity we need all at once). The cost for these will be recovered as residents pay \$10 to receive their keys.
 - b. The units will require cleaning and we'll be seeking to use the commercial grade power washer to accomplish a clean appearance. George will check with Donnie to see if we can stage them in the extra bay of the garage.
 - c. Once dry, we will work with volunteers to label the units (Alpha characters for the units themselves, numbers for the individual box within each unit) and install the locks.
 - d. With regards to addressing, there were a couple of issues to be resolved.
 - i. We were informed that the post office is relying on us to correctly address the various boxes, and George will verify with the Postmaster to be sure that's correct.
 - ii. It was noted we have discrepant numbers (quantities) on different lists we're working on, so we have to clarify which listing is correct
 - iii. It's also noted we have to ensure that buildable lots without current addresses are listed in the correct sequence with their neighboring properties so their box will be located correctly.

- iv. Nancy will identify the streets with discrepant totals, and Margot will assist in clarifying which is accurate.
 - v. Nancy, Margot and George will further verify the unaddressed lots are in the correct sequence in the listings.
 - vi. Once these are clarified, the final listing will be revised to include the address/lot # and the CBU unit and box number assigned to it so the owner of the key can be identified.
- e. A timeline was discussed with regards to volunteer help and Margot will be putting an announcement in the Newsletter and will create a flyer for posting on the Bulletin board soliciting volunteers for various stages of the project. While dates are not yet known, we look forward to developing a listing of volunteers to be called upon when the timeline is established.

**Cape George Water Advisory Committee
Meeting Report February 14, 2023**

The meeting was held at 4 PM February 14, 2023, in the Clubhouse. Present: Cape George Manager Marnie Levy, Thad Bickling, Stewart Pugh, Board Liaison Bart Mooyman-Beck, and Chair Marty Gilmore.

Material is being sourced to install six dedicated sample points, one per water system zone, at a cost per sample point of approximately \$1100.

Marnie will set up a contract relationship with a diesel fuel supplier to ensure that we have top tier status for diesel supply during the next extended power failure. Thad will check the requirements from the Department of Emergency Management for top tier status for water systems, and also will try to identify emergency diesel providers.

We reviewed a sign design and signs will be bought and posted at the tank farm warning against unauthorized intrusion.

All backflow preventers that Cape George Colony owns have passed test.

The committee has begun work on the Reserve Study. System components, remaining life, and current replacement cost are being reviewed.

The Board will hold discussions with Jefferson County PUD to determine advantages and disadvantages of PUD taking over management of the Cape George water system. Consideration will also be given to becoming certified as a Satellite Management Agency.

The committee will review the Cape George Colony Charter to see if any updates are needed regarding the water facility.

The Lead Service Line Inventory is a new State directive that requires us to document every service line in the system, both on the Cape George side and on the homeowner side. An initial inventory is due in October 2024.

Leaks: 24 leaks, 17 also had a leak previous month. Either they could not find the leak or took no action.

The largest leak of about 2400 gpd for 2 months is at the pool; this is a Cape George responsibility. The 2100 gpd homeowner was away for the winter and did not respond to the post card. Donny shut off the water until they return. Many on the leak report do not have their phone number listed in the directory or have a wrong number listed and cannot be contacted.

Average usage is about 75 gpd. 152 homes or about 36% are low usage or vacant.

The next scheduled meeting will be Tuesday, March 14, 2023, at 4 PM in the clubhouse.

**Cape George Water Advisory Committee
Meeting Report March 14, 2023**

The meeting was held at 5 PM March 14, 2023, in the Clubhouse. Present: Cape George Manager Marnie Levy, Steve King, Carl Berger, Thad Bickling, Stewart Pugh, Board Liaison Bart Mooyman-Beck, Water Manager Jose Escalera, and Chair Marty Gilmore.

The meeting was primarily focused on this year's Water Reserve Study. The first meeting focus was on system components that might be needed within the next five years (2024-2028)

- Item 8.3.2, Well House Metal Doors, will be removed from Reserves and added to Operating Budget
- Item 11.2.2, Diesel Generator, does not need replacement within the next five years. This item is used intermittently and is in good working order. We recommend changing the Maintenance Cycle to 40 years and changing replacement cost to \$60,000
- For Items 15.1.1 and 15.1.2, Water Filter System, Jose will contact the vendor Atek to discuss whether the filter media needs to be replaced (Reserve Item) or only replenished (Operating Budget). He will also explore whether the system itself needs to be replaced within the next five years. An additional item, filter system valve repair kits, will be added to the Operating Budget
- Items 15.1.3 and 15.1.4 have become urgent and we recommend that all water meters and the meter reader be replaced in 2024 using Reserve funds. The meter reader (bumblebee) is obsolete; the one we are now using was sourced on EBay because it is no longer manufactured. We recommend that the remaining life of these two items be set to 0. Item 15.1.4, water meters should have the life changed to 25 years and the estimated cost to \$155,000. Item 15.1.3 should have the life changed to 12 years and the cost to \$48,000
- Item 15.2.1, Well 4, should have its maintenance cycle changed to 100 years. This well is used intermittently for filter backwash. There is no evidence that this well is deteriorating. If it does fail, backwash water is available from one of the other wells.
- Items 15.2.2, 15.2.4, 15.2.6, and 15.2.8 should have the Maintenance Cycle changed to 60 years. This is consistent with both the supporting detail in the Reserve Study and with the vendor recommendation
- We have updated pricing obtained this month from a tank vendor. 15.2.2 should be priced at \$160,000; 15.2.4 should be priced at \$172,000; 15.2.6 should be priced at \$172,000; and 15.2.8 should be priced at \$191,000
- Item 16.6.1, telemetry system, was installed in 2022. Remaining life should be set to 9 years.
- A new item, Well #8 Replace, should be added for completeness. The Maintenance Cycle is 50 years. Installation was in 2014. The replacement cost is the same as Well #6 replace.

Several Reserve components are shared with the General Reserve fund and have costs allocated to the Water Reserves. These components will be reviewed by others, not by the Water Advisory Committee.

The Water System Delivery Pipe components, Items 15.2.10, 15.2.11, 15.2.12, and 15.2.13 need major revision.

- Maintenance cycle should be 70 years or more. Industry experience and published papers support an average 70-year life for asbestos-cement pipe (A/C).
- Cape George A/C pipe has a thicker wall than average piping installations. The additional thickness will add significant time to the life of our water lines. In addition, inspection during recent repairs such as the standpipe replacement on Victoria Loop show that there has been no deterioration to water delivery pipe.
- Replacement would likely be done by area of the community or by piping loop, not 25% at a time.
- Even if we believe that our water delivery piping will last more than 70 years, it is prudent for Reserve Study purposes to plan for the first replacement 70 years after initial installation. The replacement plan should be revisited each time the Reserve Study is updated.
- Attached is a revised plan for water system delivery pipe. This plan is preliminary and will be further revised as part of the Reserve Study work that is now underway.

Leaks: 18 leaks, 16 also had a leak previous month and 13 have ongoing leaks since December. Either the owners could not find the leak or took no action. The largest leak of about 2400 gpd is at the pool; this is a Cape George responsibility.

We attempt to contact those with leaks but many on the leak report do not have their phone number listed in the directory or have a wrong number listed and cannot be contacted.

Average usage is about 73 gpd. 156 homes are low usage or vacant. Total delivered water averaged 40,574 gallons per day.

The next scheduled meeting is tentatively scheduled for Friday, March 24, 2023, at 4 PM in the clubhouse. This meeting may be needed for further Reserve Study discussions. Whether or not the meeting will be held will be decided by Tuesday, March 21.



Cape George Colony Club

Board of Trustees Meeting
Thursday, May 25, 2023, 3:00 p.m.
On Zoom

Cape George Colony Club
Regular Board of Trustees Meeting Agenda

Thursday, May 25, 2023, 3:00 p.m.

Via Zoom

- A. President's Comments and Announcements – Jane Ludwig
- B. Letters from Members – See attached.
- C. Action on Minutes – Pat Gulick
Approve minutes of the regular Board of Trustees meeting held April 27, 2023.
- D. Manager's Report – Marnie Levy. See attached.
- E. Treasurer's Report – Fayla Schwartz. Summarized April 2023 Financial Report attached.
- F. New Members – Pat Gulick
- G. 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.
 - 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, 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.

H. Member Participation:

NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. *Note: The Board of*

Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.

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

Motion 1 I move to accept the Board-advised change of wording for Bylaw Article III B1 to be sent to membership for approval in the June 2023 ballot – Fayla Schwartz.

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. I move to accept Water Committee Charter updates – Bart Mooyman-Beck. See attached edited version and final version.

Motion 3. I move to add Mark Costanti as a member of the Water Advisory Committee – Bart Mooyman-Beck.

Motion 4. I move to certify Nancy Charpentier, Mike Heckinger, and Steve McFarland as candidates for the Board of Trustees – Pat Gulick. See attached candidate introductions.

Motion 5. I move to accept the following change in this year’s calendar: The Annual meeting will be held Saturday July 15, 2 pm on Zoom and there will be a short meeting Monday July 10, 6:45-7:00 pm at the Clubhouse so that members can turn in Bylaw change ballots in person – Fayla Schwartz.

Motion 6. I move to accept the Mayda bid, dated 4-23-2023, to install a Navian 200kBTU wall boiler at a cost of \$11,769.71 – Mike Heckinger. See attached.

Motion 7. I move to establish a standing Cape George Colony Club Shoreline Protection Committee – Betsy Coddington. See attached.

Motion 8. I move to grant the two administrative and late fee waivers requested by members as presented at the May 22 Study Session – Fayla Schwartz.

Motion 9. I move to approve the Zoom Meeting protocol documents – Mike Heckinger. See attached.

J. Open Board Discussion – Trustee Discussion Only

K. Committee Meeting Notes/Minutes:

Building and Roads, May 2023.

Environmental Committee, April 2023.

Fitness Committee, May 2023

Water Advisory Committee, May 2023

(P. 3 Cape George Colony Club, Regular Board of Trustees Meeting Agenda, Thurs. May 25, 2023, 3:00 p.m., on Zoom)

L. 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.

M. Adjournment

Trustees,

I strongly support the proposal to raise the annual operating assessment limit from 4% to 8%. The recent surge in inflation caused by the pandemic and supply chain disruptions has made this increase necessary to maintain our association's quality of life and to preserve our property values.

In support of this increase proposal, I suggest the Trustees present the membership with inflation data from recent years:

Table: Average Annual U.S. Inflation Rates

Year	CPI (Annual Average)	Inflation Rate (Annual Average)
2023	300.615	5.8%
2022	292.655	8.0%
2021	270.970	4.7%
2020	258.811	1.2%
2019	255.657	1.8%
2018	251.107	2.4%
2017	245.120	2.1%
2016	240.007	1.3%
2015	237.017	0.1%
2014	236.736	1.6%
2013	232.957	1.5%
2012	229.594	2.1%

As indicated in the above table, annual inflation from 2012 to 2020 was below 2.5%. In 2021, it was 4.7%. In 2022, it was 8.0%. This year so far, it is 5.8%.

The current 4% limit on any increase does not equip our association to deal responsibly with the recent increases above 4%.

Richard Hilfer

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 27, 2023

via ZOOM

Draft

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, Mike Heckinger and John Dwyer.

Action on Minutes: Pat Gulick moved, and Mike Heckinger seconded to approve the minutes of the regular Board Meeting dated March 30, 2023. Passed – 6/0

Manager's Report:

APRIL 2023

Thank You!

♥ Thank you to the Marina Trail volunteers have been working every week in the cold and wind to create welcomed step-path from Victoria Loop down to the Marina Drive Bluff! Chuck Hommel is the leader of this hard-working merry band who will complete half of the path this month! He is joined by Tom Cawrse, Patty Dunmire, Rick Kelley, Brian Etsheid, and Peter Niles. They plan to finish the Marina Trail project next Spring.

♥ Thank you to the homeowners who removed a huge tree to help enhance a neighbors' view.

♥ Sand Party! Saturday, April 15, twenty-plus volunteers converged at the Cape George waterfront to distribute sand on the berm and rake even more sand to level the picnic area in preparation for planting sea grass on the berm and hydroseeding the lawn! It was a true rake-and-talk event, which included great camaraderie and resulted in a well-prepped lawn area. Thank you all!

♥ A special thanks to Mike Heckinger who brought his Bobcat to the Sand Party and schlepped load after load of sand to the lawn and berm. It would have been a long- long day if the other volunteers had to carry that sand!

♥ This month I have heard heart-warming stories of neighbors taking care of neighbors in Cape George. Friends taking care of friends. Bandages changed, meals delivered, dogs walked. Overnight care by one group of friends. A family moving into the neighborhood to be close to family. These are very important things that happened in Cape George this month! Thank you!

Pool Fundraiser May 1 to May 31: The Pool Committee will launch a month of fundraising for the pool to help pay for resurfacing the pool, water activities and equipment and the installation of an automated chemistry system. Please bring donation checks to the office!

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 27, 2023

via ZOOM

Draft

Maintenance news

- Donnie is back to work full-time!
- Aimee, Eric, the new Maintenance Assistant, and Donnie (being careful of his back) cut, loaded, and hauled more than 18 truckloads of fallen trees out of the Highlands!
- There is a new outgoing mailbox in the Colony mail kiosk, next to the cluster box.

Berm protection: Please stay off the rocks! The crossover at the north needs to be completed, so be very careful if you cross there. It is best to access the shore via the crossover at the south end of the Berm near the north side of the jetty.

Trash cans and dumpsters: Please do not put your personal trash in the common area trash receptacles and dumpsters. Or in the office recycling container. Please let the office know if you see someone bringing trash from home and tossing it in the clubhouse or workshop dumpsters.

Dog do's and don'ts: Please **do** clean up after your dog. Please **don't** have your dog off leash, other than at Memorial Park during Doggie Playtime.

No Shooting Zone: "No Shooting Zone" signs have been posted at the entry of all of Cape George Colony Club neighborhoods. Last summer Jefferson County Commissioners approved the no shooting zone for Cape George. CGCC is one of 11 communities with this designation. Discharging a firearm in Cape George can result in an arrest and fines.

Violations: Violation and fine letters have been sent to homeowners for abandoned construction, more lights that are not shaded at night, yard maintenance violations, and trees being cut on a neighbor's property without permission.

*Note from the Board meeting: The Reserve Consultants completed their site visit and we expect a draft of the Reserve Study at the end of May.

The hydroseeding of the picnic area will be postponed until fall so as not to interfere with planned community events.

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

Marnie W. Levy,

manager@capegeorge.org

360-385-2208

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 27, 2023

via ZOOM

Draft

Treasurer's Report: Fayla Schwartz

March 31, 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 COMMENTS

All bank statements have been received, reconciled and reviewed.

INCOME STATEMENT COMMENTS

General Operations:

Repair and Maintenance costs were about \$5k over budget. This includes vehicle repair costs running about \$3000 over budget and grounds maintenance (berm maintenance and tree removal) running about \$2000 over budget.

Contracted services were about \$3000 over budget, much of this due to higher than expected janitorial service.

General/salaries were low compared to budget. The new part time maintenance position did not start until April, and Donnie was off the salary roll for several weeks because his wages (full or part) were paid by L&I rather than by Cape George.

Water Operations:

Water revenue (all other sources) is down compared to budget. This may be partly explained by the lack of water hookup fees so far in 2023. However, the amount budgeted (\$6000 for 2023) is for excess water use, which so far this year is very small.

Marina Operations:

Marina repairs and maintenance costs are about \$600 above budget, probably due to a one-time purchase of dock boxes.

OTHER COMMENTS

The auditors filed an extension with the IRS because we cannot pay our 2022 income taxes until the 2022 audit is complete. The extension was filed showing no tax due.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 27, 2023
via ZOOM
Draft

CAPE GEORGE COLONY CLUB

As of MAR 23, 2023

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

Assets	2023	2022		Liabilities and Fund Balances	2023	2022	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	\$ 307,100	\$ 330,335	-7%	Accounts Payable & Other Liabilities	\$ 16,627	\$ 14,087	18%
Operating Savings & ICS	250,444	150,285	67%	Prepaid Income	109,429	113,856	-4%
Reserves - General, Water & Marina	1,380,424	1,204,405	15%	Unearned Income, Marina Wait List	4,750	1,325	258%
Total Cash & Equivalents	1,937,967	1,685,025	15%	Total Current Liabilities	130,806	129,268	1%
Net Accounts Receivable	\$ 3,716	\$ 12,985	-71%	FUND BALANCES:			
Total Net Fixed Assets	1,614,438	1,677,612	-4%	Fund Balances & Equity (Combined)	3,325,884	3,149,372	6%
Total Prepaid & Other Assets	15,464	7,742	100%	Modified Cash Basis Income	114,897	104,724	10%
TOTAL ASSETS	\$3,571,586	\$3,383,364	6%	TOTAL LIABILITIES & FUND BALANCE	\$ 3,571,586	\$ 3,383,364	6%

Summary Revenue and Expense Statements for the periods ended Month DD, 2023 and 2022 (Modified cash basis, excludes depreciation)

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%	2023 YTD	2022 YTD**	Variance	%	
General					General				
General Assessment	\$ 86,378	\$ 86,380	(2)	0%	\$ 86,378	\$ 79,864	\$ 6,514	8%	
Revenue - All Other Sources	3,617	1,587	2,030	128%	3,617	5,993	(2,376)	-40%	
Total General Revenue	89,995	87,967	2,028		89,995	85,857	4,138		
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	29,661	38,282	8,621	23%	29,661	26,259	(3,402)	-13%	
Repairs & Maintenance	9,723	4,746	(4,978)	-105%	9,723	6,460	(3,263)	-51%	
Contracted Services	14,976	12,193	(2,783)	-23%	14,976	22,225	7,249	33%	
Pool Expense & Utilities	6,566	7,125	559	8%	6,566	7,089	523	7%	
Utilities & Insurance	9,422	9,639	217	2%	9,422	8,581	(841)	-10%	
Other Expenses (incl taxes)	5,615	6,499	884	14%	5,615	7,133	1,518	21%	
Total General Expenses	75,964	78,484	2,519		75,964	77,747	583		
General Net Income	\$ 14,031	\$ 9,483	\$ 4,547	-48%	\$ 14,031	\$ 8,110	\$ 5,921	>-100%	
Water					Water				
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$ (528)	-1%	\$ 57,341	\$ 51,168	\$ 6,173	12%	
Revenue - All Other Sources	2,787	6,000	(3,213)	-54%	2,787	5,440	(2,653)	-49%	
Total Water Revenue	60,128	63,869	(3,741)		60,128	56,608	3,520		
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	14,880	19,141	4,261	22%	14,880	14,443	(437)	-3%	
Repairs & Maintenance	517	1,513	996	68%	517	-	(517)	#DIV/0!	
Contracted Services	7,012	8,009	997	12%	7,012	6,270	(742)	-12%	
Utilities & Insurance	6,631	7,671	1,040	14%	6,631	6,941	310	4%	
Other Expenses (incl taxes)	6,222	7,517	1,295	17%	6,222	5,196	(1,026)	-20%	
Total Water Expenses	35,262	43,851	8,589		35,262	32,850	(2,412)		
Water Net Income	\$ 24,866	\$ 20,018	\$ 4,848	24%	\$ 24,866	\$ 23,758	\$ 1,108	5%	
Marina					Marina				
Revenue - Moorage/Parking	\$ 75,684	\$ 74,489	\$ 1,195	2%	\$ 75,684	\$ 72,295	\$ 3,389	5%	
Revenue - All Other Sources	15,265	17,136	(1,871)	-11%	15,265	13,360	1,905	14%	
Total Marina Revenue	90,949	91,625	(676)		90,949	85,655	5,294		
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	5,165	6,381	1,216	19%	5,165	4,830	(335)	-7%	
Repairs & Maintenance	867	275	(592)	-215%	867	5	(862)	0%	
Contracted Services	1,825	2,392	567	24%	1,825	2,434	609	25%	
Utilities & Insurance	5,666	4,635	(1,031)	-22%	5,666	5,156	(510)	-10%	
Other Expenses (incl taxes)	1,481	1,643	162	10%	1,481	374	(1,107)	-296%	
Total Marina Expenses	15,004	15,326	322		15,004	12,799	(2,205)		
Marina Net Income	\$ 75,945	\$ 76,299	\$ (354)	0%	\$ 75,945	\$ 72,856	\$ 3,089	4%	

Minutes

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 April 27, 2023
 via ZOOM
Draft

	2023 Year to Date - Unaudited					Comparative - Unaudited			
	Actual	Budget	Variance	%		2023 YTD	2022 YTD**	Variance	%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 114,842	\$ 105,800	\$ 9,041	9%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 114,842	\$ 104,724	\$ 10,118	10%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	49,981	49,981	-	0%	Routine Reserve Revenue	49,981	47,571	(2,410)	5%
Reserve Interest - all **	-	524	(524)	-100%	Reserve Interest - all	-	-	-	>100%
Less: Reserve Offset***	-	-	-		Less: Reserve Offset	-	-	-	
Net Reserve Activity	\$ 49,981	\$ 50,505	\$ (524)	-1%	Gross Reserve Activity	\$ 49,981	\$ 47,571	\$ (2,410)	5%

New Members: Welcome

Chris & Nicole Blasucci purchased 261 Dennis Blvd from Doug Lind & Sherry Hanan
 Eric & Andrea McCallum purchased 33 N Palmer from Ray Graves & Steve Duniho

Information items or documents submitted to the Trustees at Study Session

1. Reserve Study Update: The general manager met with representatives from Reserve Consultants, LLC to tour, review, and document components of the reserves study. Members of the Water Advisory Committee and the Harbormaster and Marina Committee Chair met with them, at the tank farm and the marina, respectively, to discuss the components and reserves.

2. Ad Hoc Berm Protection Committee updates:

- The north crossover needs to be completed on the beach side. The uneven rocks could be a trip hazard, so please do not cross there until it is finished, and a more gradual transition is established. The posts, ropes, and two signs are in place as a visual barrier. Sea grass is being planted on the berm.
- The next step, which will be brought to the Board in May, is to establish a standing berm protection committee to monitor the condition of the berm and to recommend ongoing maintenance of the berm and shoreline assets.

3. Tech Committee:

- Committee members are trying to solve technical issues to gain internet access in the Village so the first video camera can be installed.
- It was suggested that a comprehensive technology, connectivity, and security system be proposed as a capital investment.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Building and Roads, Environmental, Nominating, Village Kiosk, and Water x 2. The reports are included in the Board Meeting information packet and incorporated by reference.

Member participation: none

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 27, 2023

via ZOOM

Draft

New Business Action Items:

Motion 1. Fayla Schwartz moved, and John Dwyer seconded to put revised wording of proposed change to Bylaw Article III B1 forward to the membership for discussion. Passed-6/0
Proposed 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. John Dwyer moved, and Fayla Schwartz seconded to approve the proposed changes to the Nominating Committee Charter. Passed- 6/0

Motion 3. Betsy Coddington moved, and John Dwyer seconded to approve the proposed changes to the Roads and Building Committee Charter. Passed -6/0

Motion 4. Fayla Schwartz moved, and Pat Gulick seconded to accept the proposal from Ronan Tree Care to remove various dead and dangerous trees from Cape George common areas. Total proposal amount: \$6189.22. Passed-6/0

Motion 5. Fayla Schwartz moved, and Pat Gulick seconded to amend EMP 08f, Assistant Maintenance Position job description, adding the subtitle "Regular Non-Exempt Part-Time Employee". Passed-6/0

Motion 6. Betsy Coddington moved, and Fayla Schwartz seconded to approve the use of Condominium Law Group, PLLC, for Cape George Colony Club legal needs. Passed-6/0

Motion 7. Motion withdrawn - Betsy Coddington.

Open Board Discussion: none

Announcements:

- Sewing & Fabric Sale, Clubhouse, Friday, April 28, and Saturday April 29, 10:00 am – 4:00 pm.
Note: The Friday sale is for Cape George residents only.
- POOL FUNDRAISING MONTH! May 1 – 31.
- CGCC Marina Opening Day Celebration at the Marina, Saturday, May 6, 1:00 pm.
- Bylaw Change Community Meeting, Clubhouse, Monday, May 15, 7:00 pm.
- Meet the Candidates Meeting, Clubhouse, Sunday, May 21
- Board of Trustees Study Session, via Zoom, Monday, May 22, 3:00 pm.
- Board of Trustees Meeting, via Zoom, Thursday, May 25, 3:00 pm.

Adjournment: Mike Heckinger moved, and Betsy Coddington seconded to adjourn the regular meeting at 3:52 pm. Passed -6/0

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 27, 2023

via ZOOM

Draft

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

Cape George Colony Club

Manager's Report

May 2023

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.

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.

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.

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!

Marmie W. Levy,

manager@capegeorge.org
360-385-2208

Cape George Colony Club Treasurer's Report 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 Prepaids 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.

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.

CAPE GEORGE COLONY CLUB

As of APR 30, 2023

Balance Sheet as of April 30, 2023 and 2022 - Preliminary Subject to Audit

Assets	2023		2022		%	Liabilities and Fund Balances		2023		2022		%
	\$		\$			\$		\$		\$		
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%	
Total Cash & Equivalents		2,003,308		1,745,477	15%	Total Current Liabilities		54,650		184,379	-70%	
Net Accounts Receivable	\$	17,323	\$	21,586	-20%	FUND BALANCES:						
Total Net Fixed Assets		1,618,538		1,547,746	5%	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%	
TOTAL ASSETS		\$3,651,470		\$3,318,858	10%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,651,470		\$ 3,318,858	10%	

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

General	2023 Year to Date - Unaudited				%	General	Comparative - Unaudited				%				
	Actual	Budget	Variance				2023 YTD	2022 YTD**	Variance						
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%	
Total General Revenue		177,349		174,869	2,480		Total General Revenue		177,349		112,448		64,901		
Expenses:							Expenses:								
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%	
Total General Expenses		103,074		106,609	3,535		Total General Expenses		103,074		103,455		(2,736)		
General Net Income	\$	74,275	\$	68,260	\$	6,015	-9%	General Net Income	\$	74,275	\$	8,993	\$	65,282	>-100%
Water							Water								
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%	
Total Water Revenue		117,468		121,738	(4,270)		Total Water Revenue		117,468		75,370		42,098		
Expenses:							Expenses:								
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%	
Total Water Expenses		43,246		60,197	16,951		Total Water Expenses		43,246		46,567		3,322		
Water Net Income	\$	74,223	\$	61,541	\$	12,681	21%	Water Net Income	\$	74,223	\$	28,803	\$	45,420	158%
Marina							Marina								
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%	
Total Marina Revenue		91,754		91,956	(202)		Total Marina Revenue		91,754		89,319		2,435		
Expenses:							Expenses:								
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%	
Total Marina Expenses		20,141		23,044	2,902		Total Marina Expenses		20,141		23,084		2,943		
Marina Net Income	\$	71,613	\$	68,913	\$	2,700	4%	Marina Net Income	\$	71,613	\$	66,235	\$	5,378	8%
Net Income/Loss from Combined Operations, No Reserve Activity	\$	220,110	\$	198,714	\$	21,396	11%	Net Income/Loss from Combined Operations, No Reserve Activity	\$	220,110	\$	104,031	\$	116,079	112%
Reserve Activity							**Reserve Activity								
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		
Net Reserve Activity	\$	-	\$	-	\$	-	#DIV/0!	Gross Reserve Activity	\$	-	\$	-	\$	-	#DIV/0!

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

www.capegeorge.org
office@capegeorge.org

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

New Members for May Meeting

Fredric Howe purchased 220 Huckleberry Pl from Linda Robertson

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

COMMITTEE CHARTERS

WATER ADVISORY COMMITTEE

PREAMBLE

1. The committee is advisory to the Board of Trustees on all matters pertaining to the water system and works to maintain the integrity of the system.
2. The Committee is composed of a chairperson, volunteer members with interest and a technical background/training in the area of water systems, and a Board liaison. Membership on this Committee must be approved by the Board of Trustees. The Committee will have a minimum of three members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

DUTIES

1. Studies matters relative to the water system as requested by the Board
- ~~2.~~ Prepares a written report to the Board following completion of a study, including copies of data used in the study.
- ~~3-2.~~ Keeps written minutes of all meetings which will include the members present, date, and signature of the chairperson and/or secretary of the Committee, and presents oral reports at regular Board of Trustee meetings when appropriate. The chairperson or designee submits an annual written and oral report at the CG Annual Membership meeting.
- ~~4-3.~~ Advises the Board and/or make recommendations on current issues relative to the water system such as, but not limited to: water quality; need for repair and/or maintenance; changes to relevant laws, water system security, regulations and requirements for the water system.
- ~~5-4.~~ Makes recommendations to the Board for updating the Water Comprehensive Plan as required by regulatory agencies.
- ~~6-5.~~ Coordinates its activities with the Water System ~~and~~ Manager as well as the Cape George Managers.

7.6. The committee will meet monthly or as necessary to accomplish its goals and activities. The committee will make at least one visit each year to the tank farm.

~~William A Stull~~
President

Gary Nelson
Secretary

Effective Date: December 2007

WATER ADVISORY COMMITTEE

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DUTIES

1. Studies matters relative to the water system as requested by the Board. Prepares a written report to the Board following completion of a study, including copies of data used in the study.
2. Keeps written minutes of all meetings which will include the members present, date, and signature of the chairperson and/or secretary of the Committee and presents oral reports at regular Board of Trustee meetings when appropriate. The chairperson or designee submits an annual written and oral report at the CG Annual Membership meeting.
3. Advises the Board and/or make recommendations on current issues relative to the water system such as, but not limited to: water quality; need for repair and/or maintenance; changes to relevant laws, water system security, regulations and requirements for the water system.
4. Makes recommendations to the Board for updating the Water Comprehensive Plan as required by regulatory agencies.
5. Coordinates activities with the Water System and Cape George Managers.
6. The committee will meet monthly or as necessary to accomplish its goals and activities. The committee will make at least one visit each year to the tank farm.

President

Secretary

Effective May 2023

NANCY CHARPENTIER – INFORMATIONAL STATEMENT FOR BOARD OF TRUSTEES POSITION

I grew up in the (then) small town of Sayville on the south shore of Long Island in NY. Two blocks up from the Great South Bay I reveled in breathing in salt air, crewing in sailing races on the Bay, and the beaches of Fire Island where I learned to swim in the Atlantic. My family moved to Connecticut when I was in high school, and sadly I said goodbye to life on the water. I was never able to reclaim it, but I have always been drawn to salt water locations. Seattle just didn't provide the same sense, and when we began talking about retirement, my wife Bonnie and I knew we wanted to find a community on the water either in the San Juans or on the peninsula where we could enjoy the water and neighbors and invigorating salt air atmosphere.

We found ourselves with time to spare in Port Townsend in the summer of 2017, looked for a community on the water to explore, connected with Ellen Niemitalo, and knew we'd found our place. In 2019 we purchased a home in the Village and moved here that fall, enjoying the eclectic mix of people and the many artistic, humorous, thoughtful and aesthetic expressions throughout the community. Lockdown happened soon after and it is only recently we've been able to enjoy meeting many people and participating in volunteer activities so necessary to the community.

I retired after over 30 years in Print Manufacturing, serving first as the IT coordinator in the early 80's, becoming the Quality Control Manager afterwards and, when our Controller stole money from our 401k, at the behest of the company owner I became the Controller and HR Manager. Riding a wave of fraud is hardly a traditional path to a career in accounting, but I have tended to nontraditional methods for most of my life.

I embraced the challenge, and as Controller and many stints as Acting President, led our company through three corporate takeovers, downsizing and supply chain challenges in a highly competitive industry. I was able to corral the expertise of our staff to come up with creative solutions to achieve efficiencies demanded by the changing realities of our industry, and finally merged two companies into one. I served as VP of Operations in my final year, making sure the blended staff functioned well with each other, their talents were fully realized and opportunities for advancement were plentiful as is needed for vibrancy in an organization.

I'm running for the Board because I think my background in accounting will supplement and contribute to the diverse talents present among the Trustees. I'll be honest and admit my desire is to be the Treasurer, following the good sense and judgment that Fayla brought to the role, adding experience in accounting principles and analysis. I believe my experience on the Finance Committee for the last year has brought me perspective and knowledge of the financial realities faced by our community. Note I am not a CPA, but my experience in financial analysis coupled with my ability to work with others and draw from the expertise of those around me gives me a background that will allow me to assist the Cape George Colony Club in meeting its financial obligations while considering the needs of its members.

Mike Heckinger

I have served the past year as an appointed Board trustee. In that time, I have been committed to working on pressing board issues as well as liaison with the Marina Committee. My experience as a business owner has helped me in my endeavors to represent the Cape George community. In addition, I have been an active member of the committee volunteering at many events and committees. I am willing to step up to an elected position and serve for 3 more years.

Stephen E. McFarland

Believing community involvement is a “piori” when living in a stellar environment as Cape George, is why I am running for the Board.

I was born and raised in San Francisco having 8 years of Jesuit education. After high school, I attended Gonzaga University, transferring to Seattle University, where I graduated with a degree in Business Administration in 1969.

We moved to Issaquah where I began working in the insurance industry starting with the Safeco Insurance Company. In 1980, deciding to open my own independent insurance agency & brokerage facility, I founded McFarland Insurance, Inc. in the town of Issaquah. I retired from this business in 2016.

While in Issaquah:

- a) Member: Kiwanis.
- b) Member: Issaquah Chamber of Commerce.
- c) Business Curriculum Advisor: Issaquah School District.
- d) Member of and on the Parish Council St. Joseph Catholic Church.
- e) Coordinator: Men's Recreational Soccer Programs.
- f) Coached youth sports

When I had my Company, we **Insured & Bonded** about 20 small **Homeowner Associations** (averaging about 150 homes each). I would attend the meetings, explaining our programs, 'listening' to the Agendas, Hopes & Concerns of the various Associations. And that brings me to my 'Expertise'I **listen!**

My wife Anne and I were married in 2008, putting together the Brady Bunch with our two families. Then fortunately, we visited Cape George in 2015, visiting a friend and falling in love with this beautiful spot. We ended up buying a lot in 2015 and building our home here, moving in on December 3, 2016. Like all of us we find this part of the country unique and special.

Volunteering on some residential projects over the years, the opportunity to serve on the Board has now come to fruition. It is an honor to serve Cape George. I will indeed 'Listen' and hopefully apply some '**Common Sense**' as well.

Mayda
 10890 Old Frontier Road NW
 Suite B
 Silverdale WA 98383
 Phone: 360-692-9003
 Fax: 360-692-9015

QUOTE

DATE	INVOICE #	CUST #
4/20/2023	0000075584	0003474

BILL TO:

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

SHIP TO:

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

P.O. NUMBER		TERMS	SALES PERSON	
		COD		
QUAN	DESCRIPTION	PRICE EACH	AMOUNT	
	Quote to install boiler to replace existing boilers. Piping and gas line will be relocated to pool room. Vent piping will be routed through side wall and roof. Electrical work is estimated. Permits and disposal of old boilers is not included.			
1.00	Navian 200k btu wall boiler	3,874.00	3,874.00	
1.00	Miscellaneous Materials	2,529.00	2,529.00	
24.00	Labor	110.00	2,640.00	
24.00	Labor Tradesman	70.00	1,680.00	
1.00	Weld Charge	25.00	25.00	
1.00	Truck Charge	40.00	40.00	
SUBTOTAL			\$10,788.00	
TAX			\$981.71	
TOTAL			\$11,769.71	

PROPOSAL TO ESTABLISH A WATERFRONT MANAGEMENT COMMITTEE

Proposal to establish a standing committee to:

1. Document the condition of the Cape George Colony waterfront, berm, and community assets, consisting of the Berm, the picnic area, the Clubhouse building, the Pool and Fitness Room, Workshop, Marina, and Memorial Park, no less than three times a year.
2. Advise the Board of changes taking place on the waterfront and what options might be considered.
3. Oversee and assist the General Manager and other relevant committees in managing the waterfront assets in a manner approved by the membership.

Marnie Levy
General Manager
Cape George Colony Club
5.22.2023

(From the Bylaws, to establish a Committee)

VI. B. MEETING OF THE BOARD

6. Committees of the Board. The Board may, by resolution passed by a majority of the Trustees, form and/or disband such committees of the Board as it, in its discretion, determines to be appropriate. The Board shall appoint the chairman of the committee, and the committee shall consist of no fewer than three Members. A charter/and or policy regarding each committee shall be prepared by the committee and approved by the Board. At least annually said charter and/or policy shall be reviewed by the President and the Club Manager, and a recommendation made to the Board on any revisions if necessary.

Cape George Colony Club

ZOOM Meeting Etiquette and Roles



ZOOM is the cloud-based video conferencing service Cape George uses to conduct live, virtual Board and Committee meetings. It enables real-time virtual interactions with community members when in-person meetings are not possible or in conjunction with in-person meetings.


The President will summarize the Meeting Etiquette at the beginning of each Meeting/Study Session.

ZOOM Meeting Etiquette

Time Allotment




- Trustees speak first in any discussion item, and when they have finished their discussion members will be invited to comment.
- Members are limited to 3 minutes of comment plus one 2-minute response for any given topic.
- Trustees and chairpersons of committees may speak for longer and may respond multiple times but should generally adhere to the above guidelines to keep the meeting on track and ensure time for community participation.
- Presentations are exempt from these time allotments.

Trustees

- Rename yourself so your first and last name appears in your ZOOM square.
- Participate via live video so that your face is fully visible.
- May remain unmuted (as long as no background noise).
- Actively participate in Board discussions, voicing your opinion; do not wait to be called upon.
- Use "Raise Your Hand"  function when you wish to speak.
- Use Chat function only to communicate privately with a specific individual, not with all participants.
- Trustee discussion has priority over member input. Moderator will assist the President by interrupting if a Trustee has been passed over, when a member's hand has been raised for an extended period, or if a Trustee has been speaking for an extended period without yielding to others who wish to speak.

Members

- Check how your name appears before you join the meeting; you can do this in Zoom after clicking on the meeting link. Make sure you include both your first and last names.
- People trying to attend the meeting who cannot be identified will be returned to the "Waiting Room."

- Remain muted unless speaking; the Moderator will mute members if necessary to curtail distractions.
- Members will not be called upon until Trustees have finished their discussion on any given topic.
- Use "Raise Your Hand"  function when you wish to speak. Phone users can click on *9 to raise or lower your hand.
- "Lower Your Hand" when finished speaking and mute yourself . Phone users can click on *6 to mute or unmute.
- Those joining by phone will be asked to identify themselves if we don't have your phone number on file, so listen for the question and respond; otherwise you will be returned to the Waiting Room.
- Express your opinion verbally rather than using the Chat function so that everyone can hear and focus on your comment. Use the Chat function only when your Audio function is not of adequate quality.
- Temporarily cancel your Video function  when physically moving around (including stretching and playing with pets) so as not to distract the attention of other members. The Moderator will cancel the Video function of an individual if necessary to curtail distractions.

ZOOM Meeting Roles

Zoom Moderator

Cape George will utilize a volunteer community member as Moderator for Board Study Sessions and Board Meetings held by Zoom. This allows the President and Trustees to focus on the meeting agenda without also having to control the ZOOM technology. The Moderator also helps ensure a safe and private meeting by only admitting individuals who are identified Cape George Colony members. The Moderator does not participate in Executive Sessions.

Community members can volunteer to be oriented as Moderators and will shadow the Moderator for one or more meetings to ensure their comfort and familiarity with the role. If no community member is available as Moderator, a Trustee will serve as Moderator.

Moderator Responsibilities

Prior to Meetings

- Notify Office and Board President who the Moderator will be for each Meeting/Study Session.
- Acquire the email and password needed to sign in as Host of the ZOOM meeting using the Cape George Office account; another Moderator or Office has this information.
- Review the agenda and information package (found on <https://www.capegeorge.org/>) to become familiar with the agenda and documents which may need to be shared using "Share Screen."
- Download the Etiquette Slide using the sample in Appendix A.
- Identify the latest member list or request the latest list from Office.
- Orient members new to the Moderator role.

Fifteen Minutes before Meetings

- Sign into the ZOOM meeting 15 minutes before meeting start time. Sign in through the Cape George Office Account; you will appear as General Manager until you rename yourself. You can rename yourself as soon as one other person joins the meeting. Please add Moderator to your screen name.
- Verify *Board-Only* Breakout Room is enabled and that Trustees and additional participants are pre-assigned.
- Set up additional Breakout Room(s) if needed.
 - Do **not** record Breakout Room(s) (even if ZOOM allows such recording).
- Display the Etiquette Slide using "Share Screen."
- Be prepared to "Share Screen;" open documents ahead of time; close anything else on your desktop.
- Be prepared to use your phone as a timer or to use a timer app within ZOOM when available.
- Open member list and keep it open so that you can identify people in the Waiting Room as Cape George Colony members.

During Meetings

- Assign the Secretary and Manager the role of Co-Host.
- Move participants from Waiting Room into the meeting:
 - Verify participant is a Cape George Colony member per member list.
 - If Moderator is unable to verify a participant due to phone number or incomplete name, Moderator may choose to admit the participant and then ask for identification.
 - If Moderator is unable to verify participant, Moderator will move participant back to the Waiting Room.
- Mute participants that are not speaking; Trustees may remain unmuted.
- Click Participants and keep participant list visible so you know when others wish to speak.
- Monitor Chat screen for questions or comments and watch for Raised Hands.
- Trustees go first, then members. Call on members in order of raised hands, if possible.
- A member may speak once on any given topic until every member that wishes to speak has done so; limit to 3 minutes each. Each member may respond once for 2 minutes. If a new topic is raised the same procedure will follow.
- If the response goes longer than 2 minutes, remind the speaker of the time limit.
- Advise the President once 1 hour of meeting time has passed.
- If necessary, mute audio and/or video of individual participants to curtail distractions.

During Executive Sessions

- If the Executive Session is after the Meeting/Study Session, Moderator will open Board-Only Breakout Room or other Breakout Room(s) as specified by Office.
- In the case that Trustees are not automatically moved to the Breakout Room, Moderator will manually move Trustees.
- Moderator will make the President the Host and then leave the meeting. President/Host will assign themselves to the Breakout Room.
- Trustees will come back to the Meeting/Study Session on their own; President will resume running the Meeting/Study Session.
- If the Executive Session is before the Meeting/Study Session, a Trustee will open the Executive Session as ZOOM Host and move all Trustees into the Breakout Room. The Moderator will join the Meeting/Study Session once Trustees return from Executive Session and will assume the ZOOM Host role for the Meeting/Study Session.

Cape George Office

Office Responsibilities

Prior to Meetings

- Create future ZOOM Meetings in the Cape George Colony ZOOM Account, using the template in Appendix B. Note these settings may change as ZOOM software is updated.
- Provide monthly board Study Sessions and Meetings calendar to the identified Moderator(s).
- For special meetings, notify Moderator as soon as the meeting time and date is determined.
- Provide Moderator with an up-to-date list of all Cape George Colony members including name, address and phone number.
- Send meeting invitation and link to the community 48 hours prior to meeting; include this ZOOM Meeting Etiquette and Roles document with the invitation.




Prior to Executive Sessions

- Notify Moderator 48 hours in advance if an Executive Session will be needed, and
 - Notify whether it is before or after the Meeting/Study Session.
 - Provide names and email addresses of anyone in addition to Trustees who will be attending.
 - Provide the Moderator with any documents which need to be screen-shared.

Meeting Recordings

- Delete the previous month's recording. Recordings of sessions are only kept for 30 days for reference by the Secretary when composing minutes. They are not made available online nor through distribution to the membership.

Appendix A: Sample Etiquette Slide

Welcome! Here are our points of etiquette to ensure a good meeting.	
This Meeting will be recorded.	NOTE: Chats to “Everyone” are recorded, but private chats to individuals are not.
Use your first & last name as your screen name. (Moderator must verify you as a Cape George Colony member).	HOW: As you click into the meeting, note what name is going to show and edit so that it shows both your first and last name. You can do this when you first sign into Zoom.
Mute yourself unless speaking.	HOW: Click “Mute” on bottom left of your screen to mute or unmute. 
Keep your video on so we can see each other. Stop video temporarily if you move around.	HOW: Click “Video Camera” at bottom left of your screen to start or stop your video. 
To speak: Raise your virtual hand. Trustees give their input first on each topic; then members are called on in the order of raised hands.	HOW: Click on “Reactions” at bottom of your screen. Click on “Raise Hand.”  . When you are done speaking, click on “Lower Hand.” Click on “Mute” to re-mute yourself.
Limit comments to 3 minutes with one optional 2-minute follow-up response per topic.	NOTE: Express your opinion verbally rather than using the Chat function. Use the Chat function only when your Audio function is not of adequate quality.

Appendix B: Key Settings for Board Meetings and Study Sessions

The actual settings may vary with ZOOM service updates.

Security

- Enable Passcode
- Enable Waiting Room

Options

- Allow participants to join “anytime”
- Mute participants upon entry
- Breakout Room pre-assign; assign Trustees using their emails
- Automatically record meeting “in the cloud”

The screenshot displays the Zoom meeting settings for a session titled "Cape George 2022 Budget Session". The settings are organized into several sections:

- Topic:** Cape George 2022 Budget Session. Includes a link to "+ Add Description".
- When:** Date: 03/19/2022, Time: 4:00 PM.
- Duration:** 1 hr 0 min.
- Time Zone:** (GMT-7:00) Pacific Time (US and Canada).
- Recurring meeting:** Not selected.
- Registration:** Required.
- Template:** Cape George 2022 Meetings Template.
- Security:**
 - Passcode:** 251536. Subtext: "Only users who have the passcode can join the meeting".
 - Waiting Room.** Subtext: "Only users admitted by the host can join the meeting".
 - Require authentication to join.**
- Video:**
 - Host:** on
 - Participant:** on
- Audio:** Telephone, Computer Audio, **Both**. Subtext: "Dial from United States".
- Options:** Show

Buttons: Save, Cancel

Options:

-
- Allow participants to join:** Anytime before start time
- Mute participants upon entry**
- Breakout Room pre-assign:** 1 Breakout Rooms [Edit](#)
- Automatically record meeting:** On the local computer, **In the cloud**
- Approve or block entry to users from specific regions/countries
- Alternative Hosts:**
 - Enter user name or email addresses
 - Allow alternative hosts to add or edit polls

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.

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. Article is being written by Chris Buzzard.

B. Rain Garden Work Party. Steve McDevitt reported that asic 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 the styrofoam recycling that will appear in the 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 McDermitt 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.)
- 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 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 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 was 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 the 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 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

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.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

May 25, 2023

via ZOOM

Draft

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.

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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

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>											
Assets	2023		2022			Liabilities and Fund Balances		2023		2022	
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%
Total Cash & Equivalents		2,003,308		1,745,477	15%	Total Current Liabilities		54,650		184,379	-70%
Net Accounts Receivable	\$	17,323	\$	21,586	-20%	FUND BALANCES:					
Total Net Fixed Assets		1,618,538		1,547,746	5%	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%
TOTAL ASSETS		\$3,651,470		\$3,318,858	10%	TOTAL LIABILITIES & FUND BALANCE		\$3,651,470		\$ 3,318,858	10%

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

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2023 YTD	2022 YTD**	Variance	%
General					General				
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%
Total General Revenue	177,349	174,869	2,480		Total General Revenue	177,349	112,448	64,901	
Expenses:					Expenses:				
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%
Total General Expenses	103,074	106,609	3,535		Total General Expenses	103,074	103,455	(2,736)	
General Net Income	\$ 74,275	\$ 68,260	\$ 6,015	-9%	General Net Income	\$ 74,275	\$ 8,993	\$ 65,282	>-100%

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2023 YTD	2022 YTD**	Variance	%

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Water					Water				
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%
Total Water Revenue	117,468	121,738	(4,270)		Total Water Revenue	117,468	75,370	42,098	
Expenses:					Expenses:				
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%
Total Water Expenses	43,246	60,197	16,951		Total Water Expenses	43,246	46,567	3,322	
Water Net Income	\$ 74,223	\$ 61,541	\$ 12,681	21%	Water Net Income	\$ 74,223	\$ 28,803	\$ 45,420	158%
Marina					Marina				
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%
Total Marina Revenue	91,754	91,956	(202)		Total Marina Revenue	91,754	89,319	2,435	
Expenses:					Expenses:				
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%
Total Marina Expenses	20,141	23,044	2,902		Total Marina Expenses	20,141	23,084	2,943	
Marina Net Income	\$ 71,613	\$ 68,913	\$ 2,700	4%	Marina Net Income	\$ 71,613	\$ 66,235	\$ 5,378	8%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 220,110	\$ 198,714	\$ 21,396	11%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 220,110	\$ 104,031	\$ 116,079	112%
Reserve Activity					**Reserve Activity				
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	
Net Reserve Activity	\$ -	\$ -	\$ -	#DIV/0!	Gross Reserve Activity	\$ -	\$ -	\$ -	#DIV/0!

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.

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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, 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

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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 22nd 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

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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.

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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

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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.)

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- 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

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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.

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**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 26th at 2:30 pm
- Study Session meeting June 26th 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 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
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	
Cash and Cash Equivalents:					Current Liabilities:				
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%
Total Cash & Equivalents		1,973,562	1,731,518	14%	Total Current Liabilities		51,555	128,098	-60%
Net Accounts Receivable	\$	5,901	\$ 8,624	-32%	FUND BALANCES:				
Total Net Fixed Assets		1,621,385	1,669,384	-3%	Fund Balances & Equity (Combined)		3,377,742	3,167,716	7%
Total Prepaid & Other Assets		7,533	6,757	11%	Modified Cash Basis Income		179,105	120,469	49%
TOTAL ASSETS		\$3,608,383	\$3,416,283	6%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,608,403	\$ 3,416,283	6%

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	%	
General					General				
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%	
Total General Revenue	179,431	178,390	1,041		179,431	143,679	35,752		
Expenses:					Expenses:				
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%	
Total General Expenses	125,584	141,834	16,251		125,584	126,830	(3,100)		
General Net Income	\$ 53,848	\$ 36,556	\$ 17,291	-47%	General Net Income	\$ 53,848	\$ 16,849	\$ 36,999	>-100%
Water					Water				
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%	
Total Water Revenue	117,539	121,738	(4,200)		Total Water Revenue	117,539	95,078	22,461	
Expenses:					Expenses:				
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%	
Total Water Expenses	56,431	75,355	18,924		Total Water Expenses	56,431	54,509	(1,922)	
Water Net Income	\$ 61,107	\$ 46,383	\$ 14,725	32%	Water Net Income	\$ 61,107	\$ 40,569	\$ 20,538	51%
Marina					Marina				
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%	
Total Marina Revenue	91,436	92,287	(851)		Total Marina Revenue	91,436	89,983	1,453	
Expenses:					Expenses:				
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%	
Total Marina Expenses	27,219	28,748	1,529		Total Marina Expenses	27,219	26,758	(461)	
Marina Net Income	\$ 64,217	\$ 63,539	\$ 678	1%	Marina Net Income	\$ 64,217	\$ 63,225	\$ 992	2%
Net Income/Loss from Combined Operations, No Reserve Activity					Net Income/Loss from Combined Operations, No Reserve Activity				
	\$ 179,172	\$ 146,478	\$ 32,694	22%	\$ 179,172	\$ 120,643	\$ 58,529	49%	
Reserve Activity					**Reserve Activity				
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		
Net Reserve Activity	\$ -	\$ 1,048	\$ (1,048)	-100%	Gross Reserve Activity	\$ -	\$ -	\$ -	#DIV/0!

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

www.capegeorge.org
office@capegeorge.org

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

New Members for 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 within 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
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.



Cape George Colony Club

**Board of Trustees Meeting
Board Packet**

Thursday, July 27, 2023

3:00 p.m.

Via Zoom



Cape George Colony Club
Regular Board of Trustees Meeting Agenda
Thursday, July 27, 2023,
3:00 p.m. Via Zoom

- A. President's Comments and Announcements – Betsy Coddington
-There will be an Executive Session for a hearing, a building violation and late fee issues.
- B. Letters from Members – See attached letters. Please note that additional letters have been received since the study session.
- C. Action on Minutes – Pat Gulick. Approve minutes of the regular Board of Trustees meeting held June 29, 2023, and the Special Trustee meeting from July 15, 2023, attached.
- D. Manager's Report – Marnie Levy. See attached.
- E. Treasurer's Report – Nancy Charpentier. See the attached summary of June 2023 Financial Report.
-
- F. New Members – Pat Gulick. See attached.
- G. Information items or documents submitted to the Trustees at, or after the Study Session.
1. Update on our water system management – Marnie Levy.
 2. The office and members of the technology and finance committees are working to transition to a monthly water usage reporting system. The timeline for this change is unknown – Marnie Levy.
 3. Please note that in the August Study Session member participation will be invited for each study session topic, following Board Member discussion.
- 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 make the following changes regarding signers on all bank accounts held at Kitsap Bank, Chase Bank and Pacific Premier Bank:
- a) Remove Jane Ludwig, John Dwyer and Fayla Schwartz, outgoing Trustees, as signers.
 - b) Add Betsy Coddington, Bart Mooyman-Beck and Nancy Charpentier, incoming Trustees, as signers.

c) Retain Pat Gulick, Trustee, and Marnie Levy (Martha Woodward), General Manager, as signers.
– Nancy Charpentier

Motion 2. I move to transfer 2022 audited Net Cash for each Cost Center from the Operations accounts to their respective Reserve Fund accounts in the amounts of:

\$20,348 – General Operations Reserve Fund

\$86,726 – Water Reserve Fund

\$22,212 – Marina Reserve Fund

–Nancy Charpentier

Motion 3. I move to accept Nancy Charpentier's resignation as Chair and name Mark Kochendorfer Chair of the Finance Committee and add Fayla Schwartz as a Member of the Committee. – Nancy Charpentier.

Motion 4. I move that the Board acknowledges that Reserve Consultants, LLC, has satisfied their contractual obligations in preparing the 2023 Reserve Studies – Nancy Charpentier.

Note: The 2023 Reserve Studies will be posted on the Cape George web site.

Motion 5. I move that all members and residents must provide emergency contact information to Cape George management, and ensure the information is current at all times – Bart Mooyman-Beck.

Motion 6. I move that our members who are professional artists may show and sell their artwork at the clubhouse, as a group, one day a month for a percentage of the sales price – Steve McFarland.

Motion 7. I move to allow, with prior notice to Cape George Management, the daytime use of goats, to clear brush on private property – Ray Pierson.

J. Open Board Discussion – Trustee Discussion Only

K. Committee Meeting Notes/Minutes:

- Environmental Committee, June 13
- Environmental Committee, July 11
- Fitness Committee, June 19
- Marina Committee, July 11
- Social Club, March 15
- Water Advisory Committee, July 11

L. Announcements

- Wednesday, August 2, 10:00 a.m., meet at the Clubhouse for the low tide beach walk with naturalists from Port Townsend Marine Science Center.
- Saturday, August 12, Waterfront Festival. Check the schedule in the August Cape George Newsletter.
- Monday, August 21, 3:00 p.m., Board of Trustees Study Session, via Zoom Meeting
- Thursday, August 24, 3 p.m., Board Meeting, via Zoom Meeting

M. Adjourn to Executive Session.

N. Adjournment of the Board of Trustees Meeting.

MEMO

Date: July 25, 2023
To: Cape George Board of Trustees
Re: Study Session
From; Robin Scherting

I have lived in Cape George for 27 years and I have never been a part of such a bazaar Study Session (I was on the Board for 13 years).

Under normal circumstances CG members are not allowed to speak at regular Board meetings.

Study Sessions were introduced many years ago to allow members of Cape George and the Board to discuss items to be presented at the upcoming Board meetings before regular scheduled Board meetings occurred.

It was to allow members to be heard and voice their opinion and concerns about what was important to them.

It was an opportunity to allow members to interact with the Board with dialog involving questions and answers between the Board and members.

It was to allow members to discuss among themselves as well as the Board issues they would like the Board to know and to listen attentively to their concerns.

It also allowed members to vent and have their voices heard about all kinds of issues they wanted the Board to pay attention to.

Study Sessions were not intended to have a mini-Board meeting. It was a time for all members to feel they were having their say about issues concerning them coming before the Board.

Study Sessions were not intended to listen to Board members discuss agenda items to be presented at the upcoming Board meeting; and then when they were through, let members speak.

It does not make sense not to have a dialog between members and the Board while an agenda item is being discussed during the Study Session.

This was not a constructive Study Session, and it was not what a Study Session was intended to be.

Sincerely, Robin C. Scherting

Dear Board Members,

Today, as I clomped around the Colony in an orthopedic boot exercising my dog, I was reminded of three perpetual obstacles to my daily walks which impact all neighborhood pedestrians.

- 1) No sidewalks for safe walking
- 2) No speed bumps to slow aggressive drivers
- 3) Dramatic increase in car and truck traffic

For these reasons, as well as many others previously mentioned by fellow dog-walkers, the use of Memorial Park is the singular area of all the neighborhoods of Cape George—The Colony, The Village and The Highlands—where our dogs are safely away from traffic, easily monitored to clean up any excrement, and provide access to the beach without disturbing a berm.

For those residents with mobility and/or health constraints, Memorial Park has been a brilliant addition to life in Cape George. Finally, there has been a place where we can provide our furry companions exercise without constantly dodging speeding vehicles or tripping over uneven edges on the road.

As a Community, Cape George has provided many advantages for various special interest groups: Swim time for Aerobics, a Marina for recreational sailors and fishers, a Pickleball court for Picklers, a Woodshop for those interested in creating or fixing items. A Time and Place allotted for “Dogs and Owners” needs an amendment due to significant changes in the Marina Park area that are no longer suitable for off-leash dogs.

Is an afternoon hour a day at Memorial Park for our pets and ourselves really too much to ask as a reasonable share of Cape George amenities?

Respectfully submitted,

Marion Clair and Cali



Molly Torres

10 Rhododendron Street
Port Townsend, WA 98368
July 3, 2023

Cape George Board of Directors

Dear Board Members,

In follow up to yesterday's meeting, I had a few more comments to make with regard to making Memorial Park an off leash area for an hour or two.

As I commented during the meeting, while I am happy that the Environmental Committee has recently learned about the importance of keeping possible small remnants of picked up dog poop out of our water, this is something which most dog owners have been aware of for decades. Which is why we always pick up after our dogs. I believe that if we are not allowed to have our off leash time at Memorial Park, there will be nobody to pick up the poop left behind by leashed (and unleashed) dogs whose irresponsible owners walk them through the park to the beach. Currently, we take responsibility for poop left behind by worker's dogs and others who randomly walk through the park and don't pick up after their dogs. I believe those very few people who say they use this park would be most unhappy at all the poop they would find there if we are forced out and there is nobody to pick it up.

I would suggest that a far greater amount of toxins is generated by the boats in our marina and others in Discovery Bay. I don't believe our marina has a clean out for the boats' toilets and I'm relatively sure that a large number of boat owners simply dump their toilets in the bay. This is in addition to the oil and gas spewed into the water. This might be something the Environmental Committee might want to focus on rather than possible remnants of picked up dog poop left on a blade of grass.

I also wanted to point out that Cape George has no sidewalks. Therefore, we must walk our dogs in the streets. As I was walking my dog this morning with a friend who is having temporary mobility issues, we were constantly having to dive off the road onto uneven ground and ditches to avoid the steady stream of vehicles driving through our community, many of which ignore the 20 mph speed limit. It occurred to me that many of our seniors and mobility challenged members are unable to walk their dogs safely in the community, and the off leash dog play areas provide them not only with much needed socialization with other community members, but also a safe place to exercise their dogs.

I would again reiterate that this park is rarely used. I walk past it daily and it is always empty. Even more so in the winter. We are using it for about 30 minutes a day, and sometimes nobody shows up at all. It seems like a very small request for a basically unused park. The marina area is out of the question for active dogs for these reasons and more: 1) It is adjacent to a very busy parking lot; 2) It is adjacent to a children's play area (certainly a better place to take kids than Memorial Park); and 3) the dogs will take off over the berm and we cannot follow them without running to a pathway at some

distance. Do we really want to spend the money to take away the game area across from the marina park and figure out how to fence it in without compromising the septic?

It is my hope that this issue will not drag on endlessly. I suspect that if it had not been brought up, many of those objecting would have not even known about this, since it is such a tiny amount of time that we are using the park. We had thought it would be a good idea to have a set time publicized just in case someone disliked dogs and wanted to avoid contact. I envision a sign advising that it is a dog play area for a specified amount of time. Community members who want no contact with dogs would have the park to themselves for 23 hours out of every day and dog owners would use it for usually less than an hour a day. I understand some residents prefer that the park is empty all of the time, but surely they could allow a small bit of use?

Thank you for your consideration,

Molly Torres
Molly Torres & Carmelita



Marnie Levy

From: Bobbie Hasselbring <bjhasselbring@icloud.com>
Sent: Friday, July 21, 2023 7:25 PM
To: jane.ludwig@capegeorge.org; john.dwyer@capegeorge.org; Nancy Charpentier; Pat Gulick; Betsy Coddington; Bart Mooyman-Beck; Mike Heckinger; Marnie Levy
Subject: please approve Memorial Park for our puops
Importance: High

Hello Cape George Board of Trustees,

This letter is to encourage you to approve the proposal to allow Cape George dogs to play off-leash at Memorial Park daily from 2-4 pm. Memorial Park has proven itself to be a perfect venue for dogs. It has much less traffic and is much safer, especially for younger dogs, than the clubhouse area. Unlike the new refurbished clubhouse berm area, it has easy beach access for dogs who like the water. Also, in the many months dog parents have been allowed to use Memorial Park, dog owners have proven that we keep the area clean and pick up after our pets.

As you well know, connection and social interaction are super important for good health, especially as we get older. Dog play time is an important social time, not just for our dogs, but for many residents in Cape George. The addition of Memorial Park has encouraged many more dog owners to bring their dogs down for play time. It's great for the dogs and wonderful for the dog owners.

A handful of non-dog owners are opposed to adding Memorial Park for dogs. They believe they will lose something if we allow dogs to use the park. However, before the dog owners starting meeting at Memorial Park, very few people used this park. The addition of dog time at the park has increased residents' use and enjoyment of this green space. Also, dog owners are asking for just 2 hours/day for dogs at Memorial Park. The other 22 hours/day dogs won't be at the park and non-dog folks can use the park as they wish.

Please add Memorial Park 2 hours/day as an off-leash area for our furry companions.

Thank you for your consideration.

Bobbie and Anne, Cooper and Jaz

Bobbie Hasselbring and Anne Weaver
Port Townsend, WA 98368
360-385-9046
bjhasselbring@icloud.com

July 17, 2023

This is to communicate our strong opposition to allowing Memorial Park to become a leash-free park for dogs. Much as we love dogs, we cherish the park for the peaceful sanctuary it provides. There is already a leash-free area for the dogs that would seem sufficient for this size community. Also, there is very limited parking at Memorial Park. The hours that were chosen (2-4pm) are the best times for sitting on the benches because the sun is at the right angle to avoid its direct glare.

Dogs already use the park at all times now. They are already off leash running after frisbees & chuck-it balls. When we were there last, 3 dogs with 2 owners were playing & chasing without leashes. The balls end up under the bench where we were sitting, and there's plenty of noise. At least this is not always the case & it's spread out so no parking problems as well. Also, not all owners are conscientious about picking up their dog's waste, so we're always careful getting to the benches. We can't imagine the unnecessary problems that this not-so-well thought out idea will create and what that would deny to those of us who cherish what it offers us at present.

Thank you for your consideration...Barbara Solomon & Barry Soble

June 13, 2023

Dear Cape George Board of Trustees,

Steve and I have owned our lot on Sunset Boulevard since 2001 and moved into our home in 2006. Our grandchildren, who live nearby, are six and almost ten now. Since they were babes in the stroller, Memorial Park, its beach and the adjacent ravine have been our go-to parks. Over the years, we have watched the condition of Memorial Park decline with increased dog use.

Amy Brandon, Kitty Rucker, Robin and Jack Scherting, Bob Tilley and other members of the Environmental Committee worked for years to clear the brush and create a space for quiet enjoyment and remembrance. Memorial Park should be preserved and protected for its intended use. Individual dog owners will continue to be able to accompany their dogs for walks on-leash in the park and on the beach.

It's been only 172 years since Port Townsend was settled and much has changed. The water quality of the Salish Sea has declined because of pollution, development and climate change. Keystone species like orca and salmon are severely endangered. Canine feces poses a health risk to dogs and people, especially children, and it can make people very sick if it contaminates shellfish. As property owners and stewards of this place we all love, we should focus on caring for our environment and protecting the waters of the Salish Sea.

The idea that Memorial Park is the best place for doggie playtime has gained popularity since 2018 when it was being used for ad hoc doggie playtime without permission from the board, which was averted. During the most recent berm repair, the board set a regrettable precedent by moving doggie playtime to Memorial Park. With the danger to the marine ecosystem caused by canine waste, it is hard to understand why such an enchanting place would be designated as a second authorized daily dog play area. Doesn't the area north of clubhouse to the south end of the marina provide enough space for dogs to play under the supervision of their owners until a more environmentally sound solution can be found?

We suggest that the community locate a site that can be fenced, away from the beach, for dogs of all sizes to safely run and play while owners socialize without continuing to pose a threat to the health of Discovery Bay and adjacent waters.

Best Regards,

Jo and Steve Blair

I totally agree with Marion. As a long time resident & dog owner I have always thought the area north of the club house as inappropriate for an off leash area. To much traffic, to many activities & a children's area make it unsafe.

Now there is an added problem to this area. The newly built-up berm, which is roped off, is only crossable at the far north end and south end of the shop. Dogs are unable to recognize the purpose (some people too) for the rope so they will be crossing to the beach. Dog owners will have no choice but to cross the rope to retrieve their dog.

Memorial park has no traffic, limited humans, and 4 sides with 2 narrow access points. A much more appropriate area for dogs to be off leash.

Thank You
Bob Tilley & our fury friend Vincent

July 18, 2023

Dear Board, Manager and Fellow Members,

I am writing in support of broadening the space and hours available for dog owners to use our parks to exercise, socialize and play with their dogs. Many members have a dog in their life whom they think of as a member of the family. Thoughtful owners provide food and shelter, of course, but also training, exercise. social time and fun for their dogs.

I have been part of “the dog group” for around 15 years and seen it through several versions and a whole generation of doggies. I have also seen the members of this group improve the sanitation problem by picking up the poop of not only their own dogs, but that left by others. Our parks are remarkably clean when you consider the ever-increasing number of dogs in our community.

For many years the area around the clubhouse and marina sufficed for off-leash dog play. However, with the needed berm, we now have about 50% less space and more sand in that area, at the same time we have quite a few more dogs. Allowing a daily hour or two of off-leash play time in our second park, Memorial, let’s conscientious owners choose the best spot for their dog, be it large and fetch-obsessed, medium and active or tiny and elderly with special needs for a small peaceful place.

I would also speak for the people involved – this is not exclusively about dogs! The social time, shared conversations, and further friendships that evolve out of the group are dear to those of us who enjoy them and enrich the fabric of the community.

Please vote yes to continue afternoon use of Memorial Park for off- leash dog play and social time for dog owners.

Thank you,

Ann Candioto

360 379 2563

anncandi@cablespeed.com

MEMO

To: CG Board of Trustees
From: Robin Scherting
Date: July 20, 2023
RE: FYI – Memorial Park

Many years ago (July 1996) when we first moved here what is now called Memorial Park was no more than an entrance to the bay, although it had acquired the name of Colman Park. The area was covered with wild blackberries and had only a path to the water. Several years later I and several other members of the Environmental Committee decided it would be a good idea to make this area usable for the entire CG community; and a subcommittee was formed to pursue this idea.

In March and April 1999, The CG Board moved and approved a motion to allow this subcommittee to hire a professional arborist to prepare a memorial garden plan using their fund raising monies. The CG Board also approved monies for additional improvements to the area; and the CG Board also approved a motion to install a water tap in that area with monies coming from the grounds budget.

In June 1999, a motion was moved and approved by the CG Board to accept the proposal to establish a garden memorial park in the common area known as Colman Park located at the bottom of Colman Drive in the Colony and the trailhead of the ravine trail to the Village and Huckleberry. The Park also was named Cape George Memorial Park. The plan was to be accomplished in several stages over a period of time by both professionals and volunteers. The plan was to be used as a guide for family and friends if they want to make a donation to the memorial park. The plan was in the CG office for review.

In July 1999, The Board moved and approved additional monies to continue the landscaping of CG Memorial Park with half coming from the Environmental Committee and the other half from CG general operations account. Some of these projects included rock wall, gravel for the parking area, chain link fence, grass, plantings, water, etc. The Gazebo was purchased separately by the Environmental Committee from fund raising monies for that specific project.

In September 1999, the contracted work was completed for the CG Memorial Park and payment was made. There are many things left out of this memo, but these are the basics that I remember.

In October 1999, the Environmental Committee work party of volunteers planted heather and grass. Future memorial trees and shrubs will be interspersed as donations are received.

In April 2000, the basic preparation for the CG Memorial Park was completed. This has been an ongoing project over the years. There are so many members that have been involved in this project that it would be hard to list everyone but believe me there have been so many.

My point in writing this is to hope with all my heart this area will remain true to the intention of the CG members who worked so hard to make it what it is today--a small entrance to the Bay for ALL CG members, friends and family not only to access the water and walk the beach but to enjoy the beauty and inclusiveness for ALL members ALL of the time and to remember what it is to have such a serene area for ALL of us to enjoy.

Thank you. Robin Scherting

MEMO

Date: May 7, 2018
To: Cape George Board of Trustees
From: Robin Scherting
Re: Some background information concerning Memorial Park

I am becoming increasingly concerned about what is happening to Memorial Park; and, since I was instrumental in the forming and naming of Memorial Park I would like to put forth some background information as to how this change took place.

March 1999 - A subcommittee from the Environmental Committee along with members from the Memorial Committee was formed to discuss having a Memorial Park established at the beach area at the end of the Ravine Trail.

April 1999 – The Environmental Committee made a request to the Board that the beach area at the end of the Ravine Trail to be named “Cape George Memorial Park” and a memorial garden be established within the park. Also requested permission to spend environmental funds to have landscape drawings created for the memorial garden and five entrances; and also requested additional rocks for the park out of environmental funds.

It was moved and passed by the Board to name the beach area at the foot of the Ravine Trail “Cape George Memorial Park.” It was moved and passed to spend \$200 from environmental funds to have a professional arborist prepare a memorial garden plan. This plan will be used as a guide when family/friends want to make a donation in memory of a loved one. It was also moved and passed to spend up to \$300 from environmental funds to purchase additional rocks for the memorial park. And, it was moved and passed to spend up to \$100 from environmental funds to obtain professional advice on landscaping the front entrances to the club.

June 1999 – In Part from the June 1999 Newsletter – Cape George Memorial Park ‘The Board has approved the proposal and changed the name of the park to the “Cape George Memorial Park.” The Environmental Committee asked for and received a landscape architect’s plan which was presented to the Board at the May meeting. The plan is to be accomplished in several stages over a period of time by both professionals and volunteers, and was approved by the Board. Memorial trees and plants can be donated in memory of residents and recognition will be given to those individuals. A copy of the landscape plan can be found on the community bulletin boards or are available in the office.’

July 1999 – It was moved and approved by the Board to approve an AFE of \$3,000 for landscaping Memorial Park; one-half of the funds coming from the environmental account and the other half from the general operational account.

With all of this in mind I am wondering how anyone can say that CG Memorial Park does not exist.

April 1990 – Rule PP01 Livestock and Pets was approved by the Board. It clearly states where dogs can be off leash and under what circumstances; and, what the consequence will be if this ruled is not observed.

2018 - MS104 – Cape George Fine Schedule - #23 clearly states that Violation of Livestock/Pet Rule (C) PP01 will result in a fine from \$50 to \$100 for the first violation, and could increase with future violations.

I would like to recommend that everyone follow our Rules and Regulations and look into the history of these before they arbitrarily make changes to existing rules. Thank you.

July 18, 2023

Dear Cape George Board Members,

I am writing to express my support of the request that has been submitted for the Board's approval to allow dog owners to bring their dogs to Memorial Park for play, daily from 2:00 to 4:00 p.m.. This proposal carries the caveat that Cape George members who have specific reason to use the Park on a specific day during that 2 hour period may do so by submitting that request to the Office.

The reason for this change allowing dog owners to have off-leash use of the Memorial Park within just that two hour time frame is due to the reality that there is a larger "population" of dogs now in residence in Cape George, ranging in age from elderly dogs to puppies. This results in differences in playfulness and energy, as well as differences in social behaviors and athletic activities. By having more than one location, it would better to accommodate the differences in the range of ages, energy, social needs and behavior of the dogs.

We are grateful for your consideration of this possible rule change, which we believe would minimally impose on the use of Memorial Park by all Cape George residents and would increase the safety and comfort of dog owners and their dogs. We hope that you will find this need to be valid and allow the change in the existing rule regarding off-leash dogs in Memorial Park, which will involve just a couple of mid-afternoon hours, with the option that the Park will be available for other activities, with cause and sufficient notification.

Thank you for your thoughtful consideration of this request.

Judith Chambliss
260 S. Palmer Dr.

Dear Board Members,

I support the proposal for the off-leash use at Memorial Park. This is a safer park for dogs and passersby.

Kriss Edwards

Sent from my iPad

Marnie Levy

From: Ann Hueter <pibird130@gmail.com>
Sent: Sunday, July 2, 2023 2:34 PM
To: Terri Brown
Subject: For the Board re: Off leash rules and times

As 2 legged residents we enjoy many places and times for social interaction and exercise in this community. Our four legged friends and companions have some of the same needs. Social connection and exercise . They come in different ages and sizes but all need safe space and time to interact , run, play or chase a ball. Giving them dedicated times each day to/ meet these needs seems fair and quite reasonable . An area away from traffic is even better for the younger more active dogs ! Star and I hope this will become part of our sharing, caring community .

Ann Hueter
130 Colman Dr,

Please know that many of us occasionally join the daily dog meet n greet and having a choice of romping bigger dogs and more sedate smaller/older pups to choose from us a wonderful gift. Adding Memorial Park as a venue has been terrific. Please vote to keep it for the future.

Thanks much,
Bailey Mollino-Hamilton and her staff

Laura Hamilton

Hi Terri,
This letter is for our Board packet. I vote yes for our Members and dogs to enjoy off leash at Memorial
Park.
Thanks, Penny Jensen

July 5, 2023

Anne Jimenez
284 South Palmer Drive
Port Townsend WA 98368

Cape George Manager and Board of Directors,

I often walk down to Memorial Park here in Cape George Colony and sit savoring the peace and beauty there. I see others also enjoying this lovely park – families coming to walk and play; people picnicking; others sitting on the benches admiring the view; people meditating or practicing tai chi. The original intent of Memorial Park was to have a beautiful and peaceful place to go to enjoy and appreciate our beautiful surroundings as many community members do.

My concern is that now that the park is being used as a dog park it is not able to be used as it was intended.

Yes, I know the dog owners who use the park try to be very careful to pick up after their dogs, but some is missed and it is not considered as clean any more. Do you want to sit on the lawn, play on the lawn, picnic on the lawn where you know many dogs come daily and have soiled the lawn?

The lawn is no longer as lush and pleasant as it was before the daily use of all the dogs. It is noticeably more trampled and torn up.

Allowing the Memorial Park to become one of the sites for the dog park is taking away from all the other Cape George residents a place that was intentionally meant as a clean, peaceful park for all to use and enjoy.

The dog park is an important and much enjoyed amenity here in Cape George. It was bumped from the marina berm area during the repair work. It is available again and is more appropriate. There are other areas around the marina that could also be used.

Please keep Memorial Park the clean and peaceful park that it was intended to be for the use of all Cape George residents and do not allow it to be used as a dog park.

Thank you,
Anne Jimenez

Cape George Board of Trustees:

I have recently heard that the dog people who use the area near the Clubhouse are asking the Board to allow them to use the Memorial Park area for a second dog play area every day from 2 until 4. I don't have a dog but I enjoy being around them.

I am in favor of there being two dog play areas from 2 until 4pm. The little dog owners are concerned about their pets being towered over by the bigger dogs and even injured by them. The Memorial Park is empty most of the time so there is plenty of time and room for this.

There is plenty of beach and there are plenty of other areas for people to walk in, and plenty of times where people can avoid dogs. There are 22 other hours in the day besides the dog park times. Okay, only 14 other daylight hours per day. But that's still plenty.

I have been to the dog park. The owners are great about scooping up the dog poop. I do sometimes see dog poop around the clubhouse area or the beach, and I expect it is from dogs whose owners don't participate in the dog park. The dog owners at the park are very responsible.

All outside areas in Cape George except for carefully kept fenced-in yards contain animal poop and urine. Most of this is from the wild birds and animals that we often see here. Kids shouldn't be rolling around in the grass in the parks, regardless of whether there are dog parks held there or not.

I feel Cape George should be supportive of dog owners by allowing two separate dog parks per day.

Thank you for your consideration on this issue.

Sincerely,

Julie Hotard
32 Dungeness Place

Cape George Board of Trustees:

I have recently heard that the dog people who use the area near the Clubhouse are asking the Board to allow them to use the Memorial Park area for a second dog play area every day from 2 until 4. I love dogs, although I don't have one at this time. I love playing with them when I am at the beach. I am not anti-dog.

I am opposed to there being two dog play areas from 2 until 4pm. The dog people have been given the use of the play area at the Clubhouse. I understand that the little dog people are concerned about their pets being outsized by the bigger dogs, but I do not feel good about using both of our wonderful park areas for the dogs at the same time.

The issues that concern me are the dog waste that is inevitably going to happen. The dog owners are very good about cleaning up after their pets, but there are also occasions when they miss some waste. Also, there is the urine problem that can't be removed. One doesn't want small children rolling in that.

There are also members who are afraid of dogs and would rather not have them loose in the parks at all. To have one park dedicated to dogs from 2 until 4 should be more than enough.

Finally, I was a part of the building of the Memorial Park. It is a small, special area that was designed for quiet activity. I went down there yesterday to renew my thoughts on it. It is not a place where anyone can avoid the dogs in that small area. If it were to be at 9 am it wouldn't be the same problem.

To have dogs controlling both of our parks at the same time is not desirable for the members who want to go to the beach to escape life, or those who don't like dogs at all. We do have many members who fit the latter.

I really ask that you not devote Memorial Park to a dog park. Please allow us members in search of a quiet place to enjoy the beach to have it at Memorial Park and to be able to walk through the park without having to navigate a group of people who are exercising their dogs or letting them run loose through the small area that people have to walk.

Thank you for your consideration on this issue.

Sincerely,

Kitty Rucker

Dear Marnie,

I completely agree with Marion & Bob Tilley.

I would add three things:

1. SAFETY: The playground area is at the bottom of a hill which encourages even our most responsible residents to speed up without realizing it. This, of course, makes the area even more dangerous to the dogs playing nearby.
2. POOP:
 - a. Several times I have seen persons drive down to Memorial Park and sit in their car enjoying the view while their dog explores & poops but don't pick it up. None of these cars had a Cape George sticker. To avoid conflict, I just pick it up after they leave.
 - b. During Doggie Playtime at Memorial Park we watch each other's dogs, then alert the doggie's parent anytime they might have missed a poop event.
 - c. Doggie Playtime parents have also been picking up any poop we see, irrespective of where it might have come from.
3. TRASH: I concur about the beach & crabbing debris that's often in that can as well. In addition, often see household type trash (sometimes a lot of it) in the bin at Memorial Park and have often been a part of many discussions about surprise that the garbage can is used that way.

Sincerely, Marta Krissovich & our furry friend, Nutmeg.

10 Rhododendron Street
Port Townsend, WA 98368
July 3, 2023

Cape George Board of Directors

Dear Board Members,

I am writing in support of the motion to change Cape George rule PP01 Livestock & Pet to include Memorial Park between 2 p.m. and 4 p.m. daily.

I am owned by a dog (Carmelita) and, even though we take an hour (leashed) walk each morning, she demands that I get her out to run every afternoon. She greatly enjoys running with her pals at Memorial Park. We did not go as often to Marina Park due to the danger of traffic in the parking lot, as well as the presence of many people utilizing that area for a variety of reasons.

Memorial Park is set away from traffic, usually empty, and, although not fenced, is geographically safer for our furry family members.

In my experience, we are generally only there from 2:30 to 3:00 p.m., although a wider time frame allows people more flexibility.

Our group is vigilant about picking up dog poo and controlling our fluffy beasts when non-doggie members arrive, which seems to be a rare occurrence, particularly in the winter.

I believe it will be very helpful for both those with and without dogs to be aware of designated times so they can plan accordingly. Any member wishing to have a party or other gathering during dog play time would be welcomed and we would be happy to stay away at any time when such an event is happening.

I can certainly understand and am sympathetic to those who are fearful or just don't enjoy being greeted by a gang of doodles when they walk through the park, which is why we are only asking for a short period of time. I believe that by working together as neighbors and friends, we can make this a successful transition.

Thank you for your consideration,

Molly Torres & Carmelita



Cape George

July, 01, 2023

I'm all for amending the dog rules to include off leash from 2pm to 4pm daily at Memorial Park.



Margaret Leaf

20 Marine view Place

Dear Marnie,

Please pass this on to the Board as soon as possible.

I am writing in support of the Memorial Park designation as an appropriate location for dog owner use. As a dog owner I have recently discovered it as a perfect and local area where my dog, Cali, can romp and run for **30 MINUTES A DAY** with a few other dog friends in Memorial Park. At no time in the past six weeks have there been more than six or seven dogs together at one time and usually 3 - 5 small dogs is the norm.

According to some opponents of using Memorial Park for off-leash dog fun, it is "covered with poop"...and is being "ruined by the dogs playing there." That the garbage can is "overflowing with poop bags." What I have observed personally, is that the garbage can has been filled with crab pot ropes and lines as well as a few floats! Also, one day I noticed the junk mail of a resident here (who shall remain nameless) tossed into the already full garbage can. So the assertion that the garbage can is being overloaded with dog poop bags is a gross exaggeration as well as contradictory to the claim that dog poop is all over the park!

For three years I have been walking my dog almost daily around the neighborhood where I pass by Memorial Park on a regular basis. MOST of the time, other than from 2:30 - 3 PM, the park has been absolutely empty of humans, dogs or wildlife. I have seen people walk from the parking lot to the beach, sometimes w/a kayak, but not staying in the park. I have seen the occasional workmen taking a lunch break, a few of whom have a dog with them. Whether they clean up after their dogs, I wonder.

As for dog owners leaving poop on the premises, that is simply UNTRUE! At least as far as the Puppy Playtime participants are concerned. More often than not, I am appalled by the piles of poop I encounter on the streets of Cape George as I am walking (and picking up after) my own dog wondering how residents here could be so inconsiderate as to ignore their dogs' waste making.

Lastly, Memorial Park is for ALL residents to enjoy and is a far better choice for dogs to play in a semi protected area than in the open area around the Marina where cars and trucks frequently come and go with no safeguards or space to shield against dogs possibly running into their path.

Prohibiting dog owners from using Memorial Park for a minimal time each day is simply unfair and unreasonable. I strongly support scheduling use of Memorial Park for off-leash dogs and owners.

Thank you for your consideration.

Sincerely,

Marion Clair
CG Resident

Cape George Board of Trustees:

I have recently heard that the dog people who use the area near the Clubhouse are asking the Board to allow them to use the Memorial Park area for a second dog play area every day from 2 until 4. I love dogs, although I don't have one at this time. I love playing with them when I am at the beach. I am not anti-dog. I am opposed to there being two dog play areas from 2 until 4pm. The dog people have been given the use of the play area at the Clubhouse. I understand that the little dog people are concerned about their pets being outsized by the bigger dogs, but I do not feel good about using both of our wonderful park areas for the dogs at the same time.

The issues that concern me are the dog waste that is inevitably going to happen. The dog owners are very good about cleaning up after their pets, but there are also occasions when they miss some waste. Also, there is the urine problem that can't be removed. One doesn't want small children rolling in that.

There are also members who are afraid of dogs and would rather not have them loose in the parks at all. To have one park dedicated to dogs from 2 until 4 should be more than enough.

Finally, I was a part of the building of the Memorial Park. It is a small, special area that was designed for quiet activity. I went down there yesterday to renew my thoughts on it. It is not a place where anyone can avoid the dogs in that small area. If it were to be at 9 am it wouldn't be the same problem.

To have dogs controlling both of our parks at the same time is not desirable for the members who want to go to the beach to escape life, or those who don't like dogs at all. We do have many members who fit the latter.

I really ask that you not devote Memorial Park to a dog park. Please allow us members in search of a quiet place to enjoy the beach to have it at Memorial Park and to be able to walk through the park without having to navigate a group of people who are exercising their dogs or letting them run loose through the small area that people have to walk.

Thank you for your consideration on this issue.

Sincerely,

A handwritten signature in cursive script that reads "Kitty Rucker". The signature is written in black ink and is positioned to the right of the typed name.

Kitty Rucker

Hello!

I'm writing against the additional proposed permanent off leash place at Memorial Park. It was originally put out as a temporary fix for the club house area. We were told it's only temporary.

People use Memorial Park as a family gathering place, especially during the warmer months. I've seen blankets spread out, chairs and small tables. Even if owners clean up after their pets, there is still a remainder left behind. Can't clean pee up either. Would you want to spread your picnic blanket down and have snacks or a picnic? Have your grandchildren crawl or play on the "grass"?

Just this last week, the garbage was full but doggie poop bags were still added and left behind, falling to the ground. Kudos to Donnie or Eric for picking up after that mess.

There is no other place with a water view and grass for gathering unless you sit at a picnic table by the club house. Plus Memorial Park is the closest water access to The Village.

Yes most of the dog owners are respectful and careful but the ground damage is happening and would be less noticeable in the original area by the clubhouse. I know a lot of the dogs and they are fun good puppies, as are their people.

I've heard the clubhouse is not as safe because of traffic but if the dogs are voice controlled should that be an issue?

If you decide to keep the park as a dog area perhaps 3pm-4pm. only instead of expanding it to two hours. Not everyone enjoys walking through the friendly approaching dogs.

And yes I know anyone anytime can take their leashed dog down there but there is a lot less left behind. And easier for a walker to avoid a dog or two on a leash.

Thanks for your consideration. Patty Dunmire

I have an added part to my letter:

Complaining without a solution isn't great. So my solutions are to go back to what's worked for years at the club house or Have a community fund raiser for a fenced in area to address the safety issue which seems to be the top concern of the off-leash area. I'd contribute and I don't even have a dog. Across from the club house is huge grassy area. Then there would be all the time unfettered access. The fund raising could include benches.

Thanks for listening. Patty Dunmire

July 19, 2023

SUBJECT: Proposed Change to PP01, Livestock & Pets

Dear Board Members,

I would like to voice my support for the change of this rule to permit continuing the time-limited use of Memorial Park as an offleash pet area. Active and social dogs are happy dogs, and usually less “barky.” Happy dogs are friendlier to neighbors. Happy neighbors is what makes our community great.

In my experience, members who bring their pets to the offleash areas are diligent about picking up waste and when they gather as a group, we all look out for “the pack.”

Memorial also has the added advantage of being farther from road and pedestrian traffic, which reduces risk of accidents for both drivers and dogs. Plus, the more limited access across the berm at the clubhouse area makes it more difficult for owners to follow and control their dogs.

One of the side effects of the pandemic was the increase in the number of young dogs in our community. Added space to exercise and especially socialize these dogs would be a benefit to us all.

Georgette Semick & Gary Rossow

31 N Rhododendron

Dear Trustees of Cape George Colony Club,

While I have already been an avid proponent of the proposed rule change for an off leash 2-4 time to be allowed at Memorial Park, I wanted to make 3 additional points.

First is that while I appreciate the fact that there might be those opposed to 2 hours a day to be dedicated to the socializing of dogs and members at Memorial Park, I wanted to make the observation that Memorial Park itself is most frequently used as a pass through to the beach. I believe that as a membership, we would like to see all our amenities (the pool, the clubhouse, the fitness center, the marina, the workshop, the trails, sport courts, playground, etc.) used as much as possible and to the benefit of as many members as possible. Providing this small amount of time to be allotted for a dog play time would allow just that.

Secondly, use other than dog play time would receive priority. That would not prevent folks from scheduling events in Memorial Park. In addition, the dog owners I know have respect and safety as high priorities when dealing with folks who don't share a love of dogs or actually have a fear of dogs, and respond accordingly to those situations.

Thirdly, while most folks congregate with their dogs between 2:30 and 3:30, expanding the off-leash hours to 2:00 to 4:00 would allow dogs that do not socialize as well with the dogs that come during the 2:30-3:30 time to have a half hour before or after that time to get in some exercise. This would be a boon for those dogs and their owners.

Thank you for your consideration.

Sincerely, Allan Zee & Oliver (and his friend Cody)

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 29, 2023
via ZOOM
Draft

Following the Study Session on June 26, 2023, an Executive Session was called to order by President Jane Ludwig at 4:40 pm to discuss violations and a vendor contract.

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

Adjournment: It was moved by Pat Gulick and seconded by Bart Mooyman-Beck to adjourn the executive session at 5:31 pm. Passed -6/0

Motion #1: It was moved by Bart Mooyman-Beck and seconded by Betsy Coddington to accept the resignation of our Water Systems Manager, Jose Escalera, effective July 30, 2023. Passed- 6/0

Adjournment: The Study Session was adjourned at 5:34 pm. Passed – 6/0

The Board Meeting was called to order by President, Jane Ludwig at 3:02 pm

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

Action on Minutes: Pat Gulick moved, and Mike Heckinger seconded to approve the minutes of the regular Board Meeting dated May 25, 2023. Passed – 5/0

Pat Gulick moved, and Mike Heckinger seconded to approve the minutes of the Special Meeting held June 14, 2023. Passed – 5/0

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!

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

June 29, 2023

via ZOOM

Draft

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 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

360-385-2208

Treasurer's Report – Fayla Schwartz

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. 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.

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

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CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

June 29, 2023

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Draft

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 activities 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					
<i>Balance Sheet as of May 31, 2023 and 2022 - Preliminary Subject to Audit</i>							
Assets	2023	2022		Liabilities and Fund Balances	2023	2022	
Cash and Cash Equivalents:				Current Liabilities:			
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%
Total Cash & Equivalents	1,973,562	1,731,518	14%	Total Current Liabilities	51,555	128,098	-60%
Net Accounts Receivable	\$ 5,901	\$ 8,624	-32%	FUND BALANCES:			
Total Net Fixed Assets	1,621,385	1,669,384	-3%	Fund Balances & Equity (Combined)	3,377,742	3,167,716	7%
Total Prepaid & Other Assets	7,533	6,757	11%	Modified Cash Basis Income	179,105	120,469	49%
TOTAL ASSETS	\$3,608,383	\$3,416,283	6%	TOTAL LIABILITIES & FUND BALANCE	\$3,608,403	\$ 3,416,283	6%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
 June 29, 2023
 via ZOOM
Draft

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

New Members: Welcome

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

Information items or documents submitted to the Trustees at Study Session

1. Vice President John Dwyer will step down from the Board of Trustees, effective July 13, 2023.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

June 29, 2023

via ZOOM

Draft

Motion 1: Fayla Schwartz moved, and Betsy Coddington seconded, to accept John Dwyer's resignation effective July 13, 2023. Passed – 5/0

2. Board vacancy. Ray Pierson has volunteered to fill John Dwyer's remaining one-year term on the Board.

Motion 2: Mike Heckinger moved, and Pat Gulick seconded to approve Ray Pierson's appointment to the Board of Trustees effective July 14, 2023. Passed – 5/0

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

Member participation: none

New Business Action Items:

Motion 3. – Betsy Coddington moved and Pat Gulick seconded 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. Passed – 5/0

Trustee John Dwyer joined the meeting.

Motion 4. Part A: Mike Heckinger moved, and Fayla Schwartz seconded to approve 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. Passed – 5/1

Part B of motion 4 has been withdrawn - Mike Heckinger

Motion 5. John Dwyer moved, and Bart Mooyman-Beck seconded 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. Passed – 6/0

Motion 6. Pat Gulick moved, and Betsy Coddington seconded to close the Cape George office on Monday, July 3, 2023 in addition to Tuesday, the July 4th National Holiday. Passed – 6/0

Motion 7. Fayla Schwartz moved, and John Dwyer seconded to accept the 2022 Audit (with revised Internal Control report) submitted by Newman, CPA in June 2023. Passed – 6/0

Motion 8. Betsy Coddington moved, and Bart Mooyman-Beck seconded to approve the construction bid of \$24,178. recommended by the Building Committee for the Village Kiosk. Passed -6/0

Open Board Discussion: Results of the Executive Session held on June 26, 2023 will be incorporated into today's minutes.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 29, 2023
via ZOOM
Draft

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.

Adjournment: Mike Heckinger moved, and Fayla Schwartz seconded to adjourn the regular meeting at 3:54 pm. Passed -6/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES

July 15, 2023

Immediately following the Annual Membership Meeting via ZOOM

DRAFT

The meeting was called to order by Secretary, Pat Gulick, at 2:46 pm, following the Annual Membership Meeting.

Welcome

The purpose of the meeting is to elect new board officers, approve the board calendar and assign committee liaisons.

Trustees In Attendance: Pat Gulick, Betsy Coddington, Bart Mooyman-Beck, and new trustees Nancy Charpentier, Mike Heckinger and Stephen McFarland. Absent - Ray Pierson

Election of Board Officers:

Bart Mooyman-Beck moved, and Mike Heckinger seconded to elect Betsy Coddington as President. Passed -5/0

Pat Gulick moved, and Betsy Coddington seconded to elect Bart Mooyman-Beck as Vice President. Passed- 5/0

Betsy Coddington moved, and Mike Heckinger seconded to re-elect Pat Gulick as Secretary. Passed -5/0

Mike Heckinger moved, and Bart Mooyman-Beck seconded to elect Nancy Charpentier as Treasurer. Passed- 5/0

Note* The FIN10 Conflict of Interest Policy and Trustee Code of Conduct Forms in your packets shall be signed and returned to the office by July 24th.

An on-boarding session for all trustees is tentatively scheduled for August 19th 10 am to noon. The chosen date to be confirmed.

Motion 1: Pat Gulick moved, and Mike Heckinger seconded to approve the Board calendar as submitted. Passed - 5/0

Motion 2: Nancy Charpentier moved, and Bart Mooyman-Beck seconded to approve the blackout dates for the Clubhouse. Passed – 5/0

Ray Pierson joined the meeting.

Committee Trustee Liaisons were appointed. see attached.

We will need a motion at the next Board meeting to approve the list of Banking Signatories with the addition of the newly elected officers and the General Manager and the removal of past officers' names.

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
July 15, 2023

Immediately following the Annual Membership Meeting via ZOOM

DRAFT

Adjournment: Mike Heckinger moved, and Bart Mooyman-Beck seconded to adjourn the Special Board Meeting at 3:16pm. Passed - 6/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Betsy Coddington, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
July 15, 2023
Immediately following the Annual Membership Meeting via ZOOM
DRAFT

**Cape George Colony Club
Committee Chairs for 2023/2024 and Board Liaisons**

Name of Committee	Chairperson	Telephone #	E-mail address	Board Liaison
Building & Roads	George Martin	509-336-9914	george.w.martin@gmail.com	Betsy Coddington Ray Pierson
	Dave Baker	301-215-6776	davewbaker@hotmail.com	
Emergency Preparedness	Thad Bickling	360-531-2421	trbickling@msn.com	Bart Mooyman-Beck
Election	Dianne Tamblyn	425-417-5300	dianne@i-ocom.com	Pat Gulick
Environmental	Chris Buzzard	918-497-0864	cabuzzard@gmail.com	Pat Gulick
Fitness	Judy Chambliss	360.379.1244	allan@allanbrucezee.com	Betsy Coddington
	Allan Zee		jacbliss@olympus.net	
Finance	Nancy Charpentier	206-480-9342	ndcharpentier@gmail.com	Nancy Charpentier
Harbormaster	Penny Jensen	360-385-0242	poodlerower@gmail.com	Mike Heckinger
Marina	Craig Muma	209-604-6305	craig2up@gmail.com	Mike Heckinger
Nominating	Ross Anderson	360-302-1154	ross_inkstainedwretch@hotmail.com	Pat Gulick
Pool	Kriss Edwards	206.295.6944	kriss_edwards@hotmail.com	Ray Pierson
Water	Marty Gilmore	360-301-3111	fairview10@yahoo.com	Bart Mooyman-Beck
Workshop	Mike Lapointe	503-977-1893	Mikel.geo@yahoo.com	Mike Heckinger

Cape George Colony Club

Manager's Report

July 2023



Two Thank Yous!



♥ My humble thank you to the outgoing Board of Trustees. The time and energy expended by that group of Trustees was remarkable. They were positive, respectful, engaged, diligent, open, and genuinely concerned about every member, every problem, every issue that had an impact on the community.

♥ Many thanks to the new Board of Trustees for jumping into the mix as existing Board Members, veteran board members, and brand-new Board Members. This Board will face a different set of challenges, at a different moment in time, with a different perspective. I look forward to the new dynamic and am excited to work with these individuals who bring such a high-level mix of skills and talents to the table.

Ballot Results

The Cape George Annual Meeting was held last Saturday. The results of the Board of Trustees election and the vote on the proposed change to Bylaw Article III B 1 were announced. The bylaw change passed with 187 votes in favor of increasing the assessment for general operations to a maximum of eight percent above the actual assessment of the previous year. There were 91 no votes.

Welcome to the new trustees Nancy Charpentier and Steve McFarland. Thank you to Mike Heckinger who was appointed to the board to fill a position last year and was elected to the Board in the July election. Ray Pierson, a BOT veteran was appointed to the Board to fill John Dwyer's remaining year when he stepped down from the Board.

The Nominating and Election Committees managed the nominating and election process transparently and seamlessly. Thank you for your diligence and efforts!

Summer Fun!

The Salmon BBQ, sponsored by the workshop committee and many volunteers. The tickets sold out early in the week before the BBQ! Thank you to all of the volunteers and food brought by members!

We look forward to the Waterfront Festival on Saturday, August 12, sponsored by the Marina Committee!



Maintenance News

- **A Jefferson County Burn Ban is in effect.** For details: <https://www.co.jefferson.wa.us/DocumentCenter/View/16709/2023-Declaration-of-Burn-Ban---final>
- Jefferson County Health Department inspected the pool for the first time since Covid ended. The water quality test results were excellent. There are two building violations that will be resolved in the next week. And one handrail required tightening. Bravo to Donnie for his daily attention to the pool facility.

- Pool Notice: The pool will be closed for a few weeks in October for resurfacing and the installation of a new boiler, which will cut down on the cold-weather maintenance issues of the last few years. Both projects are approved reserve maintenance projects and will be paid for from the reserve account and through pool committee's most excellent fundraising efforts.
- Eric and Donnie are mowing the last bits of grass and weeds in the common areas and culverts.
- Landscape clean-up in the Highlands is ongoing.
- The Fitness Room doors were painted, and the new Welcome and Rules signs are beautifully mounted. Thank you, Donnie and Eric!
- A member who is a retired professional plumber fixed the dish sanitizer in the Clubhouse! Thank you George!

Violations: Violations for illegal parking, noise in neighbor-to-neighbor situations, driveway apron building violations, un-mowed lot warnings and hedge violations have been issued this month. Several of the violations have been removed when members met regulations and/or worked issues through with neighbors.

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

Marnie W. Levy,
manager@capegeorge.org
360-385-2208

TREASURER'S REPORT - JUNE 2023

We are now 6 months into our fiscal year, and it's time to begin preparation for the 2024 budgeting cycle. Marina and Water committees will be receiving budget worksheets containing the 6 month actuals, remaining budget figures for the rest of the year, and the total annual budget for 2023. This can be used as a worksheet to provide any information that will impact the 2nd half of the year that may not be in the budget, and from that a projection for 2023 will be made. It is then time for all three cost centers to begin deliberations for the new budgeting cycle, so plan on being approached to participate in meetings to gather information regarding 2024 expectations.

The Reserve Studies have been received, and the Financial review is beginning by the Finance Committee. In that effort I'll also be working with members of our various committees to complete a financial analysis of the studies as presented by the consultants. As we know from the past, they employ algorithms and standard tables to derive their conclusions for timing and cost of repair or replacement of our assets. Members expertise in the various areas review their data and offer recommendations for revising the timing and costs of the assets listed. From this, we will provide a 5 year projection that will be presented alongside the Reserve Study for acceptance by the Board in its August meeting, and they will be used to assist in the budgeting process.

A summarized YTD Financial report is presented, and detailed statements are available in the Study Session packet mailed out to the membership.

This month we addressed the issue of members receiving invoices for their quarterly assessments, but not having them visible when they logged into their accounts on the Community Financial website. We had the invoices posted to member accounts, so they should now be visible to everyone when issued. The next step will be to work with them to permit automatic payments on the 1st, rather than having to wait for the 4th of the month in which the payment is due. Your patience is appreciated as we work out the posting issues with Community Financials.

Balance Sheet

All bank statements have been received, reconciled and reviewed, and quarterly reconciliations have occurred for Balance sheet accounts. Out of balance issues have been identified and recorded and will be resolved in July.

Income Statement

A) General Operations:

The same issues exist which have been reported before. Great care is being exercised in spending decisions in order not to bring about a negative result in our financial progress.

Vehicle Repair and Maintenance as well as Grounds Maintenance have exceeded budgeted numbers by over \$5,000

Janitorial work is over budget owing primarily to a change brought about when the former caretaker assistant ceased janitorial tasks. These were then assumed by the janitorial service. We'll be examining the service and its cost to achieve a closer budget projection for next year, but meanwhile it is a cost overrun that needs to be accounted for by minimizing other spending.

The favorable variance in Salaries remains, mitigating somewhat for the overruns in other areas.

B) Water Operations

Extra funds were budgeted throughout the year in order to increase our standing inventory of parts, however those purchases have not yet been made to the pace that was budgeted. It is likely the funds will be needed and we therefore are not predicting net results that exceed the original budget.

C) Marina Operations

Repairs and Maintenance has a favorable variance of \$9,000 owing to a budgeted expense of \$10,500 for the annual dredging that was initially projected for June but has not yet occurred.

CAPE GEORGE COLONY CLUB

As of JUN 30, 2023

Balance Sheet as of June 30, 2023 and 2022 - Preliminary Subject to Audit

Assets	2023		2022		%	Liabilities and Fund Balances	2023		2022		%
Cash and Cash Equivalents:						Current Liabilities:					
Operations Checking & Petty Cash	\$	300,692	\$	300,990	0%	Accounts Payable & Other Liabilities	\$	28,219	\$	69,596	-59%
Operating Savings & ICS		250,523		150,291	67%	Prepaid Income		213,457		98,430	117%
Reserves - General, Water & Marina		1,434,089		1,301,333	10%	Unearned Income, Marina Wait List		3,850		900	328%
Total Cash & Equivalents		1,985,304		1,752,614	13%	Total Current Liabilities		245,526		168,927	45%
Net Accounts Receivable	\$	118,369	\$	4,601	2473%	FUND BALANCES:					
Total Net Fixed Assets		1,627,270		1,669,384	-3%	Fund Balances & Equity (Combined)		3,379,548		3,152,213	7%
Total Prepaid & Other Assets		14,976		24,028	-38%	Modified Cash Basis Income		120,846		129,486	-7%
TOTAL ASSETS		\$3,745,920		\$3,450,626	9%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,745,920		\$ 3,450,625	9%

*Summary Revenue and Expense Statements for the periods ended June 30, 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						
General						General									
General Assessment	\$	172,756	\$	172,760	(4)	0%	General Assessment	\$	172,756	\$	163,033	\$	9,723	6%	
Revenue - All Other Sources		9,707		6,174	3,533	57%	Revenue - All Other Sources		9,707		7,471		2,235	30%	
Total General Revenue		182,462		178,934	3,529		Total General Revenue		182,462		170,504		11,958		
Expenses:							Expenses:								
Salaries, Benefits, PR Tax		68,473		76,566	8,093	11%	Salaries, Benefits, PR Tax		68,473		53,230		(15,243)	-29%	
Repairs & Maintenance		15,130		6,658	(8,472)	-127%	Repairs & Maintenance		15,130		8,594		(6,536)	-76%	
Contracted Services		36,383		34,111	(2,272)	-7%	Contracted Services		36,383		46,484		10,101	22%	
Pool Expense & Utilities		13,383		17,450	4,067	23%	Pool Expense & Utilities		13,383		12,282		(1,101)	-9%	
Utilities & Insurance		18,568		19,278	710	4%	Utilities & Insurance		18,568		16,792		(1,777)	-11%	
Other Expenses (incl taxes)		13,276		13,596	322	2%	Other Expenses (incl taxes)		13,276		16,975		3,699	22%	
Total General Expenses		165,212		167,661	2,448		Total General Expenses		165,212		154,356		(11,678)		
General Net Income	\$	17,250	\$	11,273	\$	5,977	-53%	General Net Income	\$	17,250	\$	16,148	\$	1,102	>-100%
Water							Water								
Revenue - Water Use Fees	\$	117,609	\$	121,738	\$	(4,130)	-3%	Revenue - Water Use Fees	\$	117,609	\$	112,586	\$	5,022	4%
Revenue - All Other Sources		-		-		#DIV/0!		Revenue - All Other Sources		-		3,300		(3,300)	-100%
Total Water Revenue		117,609		121,738		(4,130)		Total Water Revenue		117,609		115,886		1,722	
Expenses:								Expenses:							
Salaries, Benefits, PR Tax		33,909		38,283	4,374	11%	Salaries, Benefits, PR Tax		33,909		25,067		(8,842)	-35%	
Repairs & Maintenance		536		3,025	2,489	82%	Repairs & Maintenance		536		-		(536)	#DIV/0!	
Contracted Services		14,075		17,643	3,568	20%	Contracted Services		14,075		13,045		(1,031)	-8%	
Utilities & Insurance		13,700		15,342	1,641	11%	Utilities & Insurance		13,700		11,190		(2,510)	-22%	
Other Expenses (incl taxes)		10,467		14,971	4,505	30%	Other Expenses (incl taxes)		10,467		16,906		6,439	38%	
Total Water Expenses		72,687		89,264	16,576		Total Water Expenses		72,687		66,208		(6,480)		
Water Net Income	\$	44,921	\$	32,474	\$	12,447	38%	Water Net Income	\$	44,921	\$	49,679	\$	(4,757)	-10%
Marina								Marina							
Revenue - Moorage/Parking	\$	75,264	\$	74,489	\$	775	1%	Revenue - Moorage/Parking	\$	75,264	\$	74,489	\$	775	1%
Revenue - All Other Sources		17,686		18,129		(443)	-2%	Revenue - All Other Sources		17,686		17,738		(52)	0%
Total Marina Revenue		92,950		92,618		332		Total Marina Revenue		92,950		92,227		723	
Expenses:								Expenses:							
Salaries, Benefits, PR Tax		11,549		12,761	1,212	9%	Salaries, Benefits, PR Tax		11,549		9,706		(1,843)	-19%	
Repairs & Maintenance		4,641		13,550	8,909	66%	Repairs & Maintenance		4,641		15,297		10,657	0%	
Contracted Services		3,439		5,433	1,994	37%	Contracted Services		3,439		4,780		1,341	28%	
Utilities & Insurance		10,589		9,270	(1,318)	-14%	Utilities & Insurance		10,589		9,697		(891)	-9%	
Other Expenses (incl taxes)		3,960		3,288	(672)	-20%	Other Expenses (incl taxes)		3,960		1,967		(1,993)	-101%	
Total Marina Expenses		34,178		44,302	10,124		Total Marina Expenses		34,178		41,448		7,270		
Marina Net Income	\$	58,772	\$	48,316	\$	10,456	22%	Marina Net Income	\$	58,772	\$	50,779	\$	7,993	16%
Net Income/Loss from Combined Operations, No Reserve Activity	\$	120,944	\$	92,064	\$	28,880	31%	Net Income/Loss from Combined Operations, No Reserve Activity	\$	120,944	\$	116,606	\$	4,338	4%
Reserve Activity								**Reserve Activity							
Routine Reserve Assessment		99,962		99,962		-	0%	Routine Reserve Revenue		99,962		96,223		(3,739)	4%
Reserve Interest - all **		-		1,048		(1,048)	-100%	Reserve Interest - all		-		-		>100%	
Less: Reserve Offset***		(99,962)		(99,962)		-		Less: Reserve Offset		(99,962)		(96,333)		3,629	
Net Reserve Activity	\$	-	\$	1,048	\$	(1,048)	-100%	Gross Reserve Activity	\$	-	\$	(110)	\$	(110)	-100%

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

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office@capegeorge.org

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

New Members for July Meeting

Jeremy Lala & Sarah McHugh purchased 320 Sunset Blvd from Linda Schwartz & Julie Gertler
Robert Osann & Mary Fasching purchased lot 23 Sunset Blvd from Michelle Garside
Laura Koepke purchased lot 79-3 Ridge Dr from James Quinn III

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, June 13, 2023, 9:15 am

Online on Zoom

IN ATTENDANCE: Varn Brooks, Chris Buzzard, Sue Dunning, Marnie Levy, Steve McDevitt, Ruth Ross, Gina Webber

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

II. APPROVAL OF MAY MINUTES: Gina moved and Varn seconded that the minutes from the May meeting be approved as submitted, and the motion passed unanimously.

III. FISCAL REPORT \$2218.45 (no change)

IV. NEW BUSINESS

- A. Low Tide Beach Walk:** Gina moved & Ruth seconded a motion that passed unanimously to approve funding to cover the cost of having docents from PTMSC serve as guides for a low tide beach walk. Ruth will contact Gabrielle about dates in early August. The committee will provide snacks as usual and we will put out a tip jar to help defray costs as the price from PTMSC has gone up.
- B. Booth at Waterfront Festival:** The committee plans to have a table at the festival on Aug 12 to sell copies of the mountain map and flower booklet, to hand out environmental information, and allow people to sign up for more information about the environmental committee.
- C. Work Parties for Rain Garden and Clubhouse:** Steve McDevitt would like to schedule additional work parties at the rain garden. Patty Dunmire would like to schedule another landscaping party at the clubhouse. She needs gravel and mulch for this stage of the project. Marnie indicated that Cape George can help with this and that Patty should contact Marnie directly to make arrangements. Steve and Patty will let Ruth know when to send out notices about work parties. The committee also discussed another work party to clean up the pétanque court.
- D. Burn ban:** Ban on land clearing burning began June 4, 2023, and will continue through September 30, 2023, or until further notice. Does not affect recreation burning (outdoor barbecues) at this point. We will ask the office to notify the community.

V. OLD BUSINESS

- A. Environmental Shelf for Clubhouse Library:** Ruth has received recommendations from Varn and Steve and added some of her own. She is assembling a wish list to be sent to Fayla for suggestions. The plan is then to buy copies for the Clubhouse library to be used at the clubhouse. Dianne Tamblin and Tom Ramsay, the librarians, will need to know how much space we'll need.
- B. Intertidal Monitoring:** Ruth reported that the intertidal monitoring was done on June 7 and went very well.
- C. Scotch Broom Article:** Varn and Steve have cut down a number of Scotch Broom plants in the community.

- D. Berm Committee Update:** The Berm committee would like help from the Environmental Committee in creating wording for educational signage about the berm.
- E. Volunteer list:** Dianna and Bob Denny added to the list for work maintaining Cedar Park. Lori Cameron will follow-up to see if the listed volunteers are still doing the jobs.
- F. Plaque for the bell.** Lori VanDeMark notified the committee that the plaque is still delayed
- G. Memorial Park plaque/restoration:** Chris will contact Robin to discuss options.
- H. Hemlock Control.** The committee noted that, despite Peninsula Environmental spraying twice, some areas of hemlock remain. They asked Marnie to follow-up with John Bornsworth to see if seed head removal is planned for later this summer.
- I. Halloween Party and Fundraiser.** The members in attendance strongly supported the plan to again hold this traditional party in October.

The meeting was adjourned at 10:03 am.

Respectfully submitted
Ruth Ross, Secretary
Cape George Environmental Committee

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, July 11, 2023, 9:15 am

IN ATTENDANCE: Jo Blair, Chris Buzzard, Pat Gulick, Anne Jimenez, Marnie Levy, Ruth Ross, Kitty Rucker, Robin Scherting, Bob Sullivan, Lori VanDeMark, Richard VanDeMark

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

II. APPROVAL OF JUNE MINUTES: Anne moved and Kitty seconded that the minutes from the June meeting be approved as submitted, and the motion passed unanimously.

III. FISCAL REPORT \$2218.45 (no change)

IV. OLD BUSINESS

- A. Low Tide Beach Walk:** The walk is scheduled for August 2 from 10 am to 12 pm, with docents from PTMSC. Chris has given the \$300 invoice from PTMSC to Patty to process. Chris will arrange for email blasts and notices on bulletin boards to alert the community, and it will also be in the August newsletter which comes out the last week in July. Chris is organizing refreshments and members have offered to bring baked goods to supplement what Chris purchases. A tip jar will be put out to help defray the \$300 fees from PTMSC.
- B. Booth at Waterfront Festival:** The committee will have a table at the festival on Aug 12 to sell copies of the mountain map and flower booklet, to hand out environmental information, and allow people to sign up for more information about the environmental committee. Chris will get change (\$5 bills) to facilitate sales. The table will probably be set up from 2 pm to 5 pm, and Chris, Jo, Ruth, Pat, and Steve have volunteered to help with the table.
- C. Work Parties for Rain Garden and Clubhouse:** Steve McDevitt would like to schedule additional work parties at the rain garden. He will notify Ruth when he wants to schedule a work party. Patty Dunmire will hold a landscaping work party tentatively set for July 26 at 9 am at the clubhouse. Ruth will notify the committee once the date is finalized.
- D. Environmental Shelf for Clubhouse Library:** Ruth will pull together the book recommendations from Varn and Steve and add her own and then send the list to Fayla for additional suggestions. The committee will see if members of the community would like to donate books from the list for the shelf, as well as other environmental books (field guides, etc.), which may be included on the clubhouse shelf or else offered free of charge to the community. Ruth will work with Dianne Tamblyn and Tom Ramsay, the librarians, to see how much space we can have.
- E. Berm Committee Update:** The committee all agreed that we need to give the Ad Hoc Committee a big thank you for all their work on this important project.
- F. Volunteer List:** Ruth and Lori Cameron are continuing to clean up the list so that it can be posted in the Newsletter to encourage new volunteers to sign up. Vacant spots will be highlighted in red.
- G. Plaque for the Bell:** Richard reported that the plaque is still not ready. He will give the shop one more chance and then he may just make a plaque in his shop.
- H. Memorial Park plaque restoration or replacement.** The consensus is that it will be very difficult/not possible to restore the existing plaque and that we may need to replace it with something else. Robin and Jack have been maintaining it for years but can no longer do so alone and would like the committee to take over the project. Richard will take a look at the existing plaque and make suggestions.

V. NEW BUSINESS

A. Proposed change in dog off-leash play area. The committee discussed the proposed changes to the Cape George Rule PP01 Livestock and Pets to allow the off-leash dog play group to use Cape George Memorial Park from 2:00 to 4:00 pm every day in addition to the off-leash area around the clubhouse and marina. Kitty Rucker and Robin Scherting shared the history of Memorial Park. Members raised funds in 1999 to create the park, which were matched by the Board. The park, which was created in 2000, was designed to memorialize members who had passed away as indicated by the poem on the plaque and a wooden sign that has since had to be taken down due to deterioration that listed the names of some of those so memorialized. The Environmental Committee and its members have been maintaining the park for 23 years, including making and caring for the plantings. Kitty Rucker, Robin Scherting, and Jo Blair shared the comments they are sending to the Board opposing the rule change. Kitty and Robin focused on the need to maintain the park as a peaceful place in keeping with its original purpose. Jo Blair shared information about the negative environmental impact of dog parks in locations on the shoreline. The committee discussed the issue at length and eventually 2 motions were proposed and approved. The issue of whether opposing the change would place limits on individuals walking their dogs in the park or on the beach was discussed and the committee stressed that the motion would have no effect on what individuals do. Motion 1 was made by Ruth (who had taken down and collated the suggestions of the members in attendance) and seconded by Kitty Rucker. That motion passed with 8 Ayes and 1 Nay. Motion 2 was again made by Ruth (who had taken down and collated the suggestions of the members in attendance) and was seconded by Robin Scherting. Motion 2 passed unanimously. The wording of the approved Motions which are being submitted to the CG Board are listed below.

Motion 1

To preserve the original intended use of Cape George Memorial Park and to reduce the risk of adverse environmental impacts, we recommend maintaining the Cape George Rule PP01 Livestock & Pets as it stands, with organized off-leash dog playtime reverting to the grounds around the clubhouse as allowed in the current Rule PP01.

Motion 2

We encourage the dog group to investigate other options for a fenced-in dog park away from the beach because of both safety and environmental concerns.

The meeting was adjourned at 10:40 am.

Respectfully submitted,
Ruth Ross, Secretary
Cape George Environmental Committee

**TO: Pat Gulick
Cape George Board Liaison to the Cape George Environmental Committee**

RE: Motions Adopted at the July 11, 2023 Meeting of the Cape George Environmental Committee

The following two motions were adopted at the July 11, 2023 meeting of the Cape George Environmental Committee.

Motion 1

To preserve the original intended use of Cape George Memorial Park and to reduce the risk of adverse environmental impacts, we recommend maintaining the Cape George Rule PP01 Livestock & Pets as it stands, with organized off-leash dog playtime reverting to the grounds around the clubhouse as allowed in the current Rule PP01.

Motion 2

We encourage the dog group to investigate other options for a fenced-in dog park away from the beach because of both safety and environmental concerns.

Respectfully submitted July 12, 2023,
Ruth Ross
Secretary
Cape George Environmental Committee

Fitness Committee Minutes 6/19/23

Meeting: Opened by Judith and Allan: They welcomed the group and new member, Maria Ramsey

Members: Allan Zee, Judith Chambliss (Co-Chairs), Betsy Coddington (Board Liaison), Marnie Levy (CG Manager), Phyllis Ballough, Jon Karpilow, Linda Mollino, Tom Ramsey, Robin Scherting, Bill Sery and Maria Ramsey. Absent: Fred Miercort, Mardella Rowland, Don Rogers, Michael Hinojos

1. **Budget / Finances:**

- Current balance \$9163.88 + \$1028.50 from the Fabric Sale = 10,191.88.
- We have not yet been billed for equipment that has been serviced. -

2. **Equipment**

- Mark Harder finally responded to our messages and will now be coming on 6/29/23 for a routine maintenance visit and evaluation of bicycle #2
- -Discussion about if #2 recumbent bike is repairable, what would be our max amount to spend for a repair. **Decision made to not make any decision about the max amount to spend until we know if it is fixable.**
- Recumbent bike research: **Phyllis presented her research about a replacement recumbent bike- Precor 635-total cost \$3,310.00 with a five-year warranty. Phyllis plans on doing some more research into other options.**
- Rowing machine research: **Robin did research on purchasing a second rowing machine. The cost for a Concept 2 is \$1691.04**
Received an email from Cindy Wallace, a Cape George Member who is willing to donate a relatively new Concept 2 Rower. Robin to follow-up about age, whether there is a warranty etc. Linda and Allan agreed to go and check out the rower if it becomes an option. We will then have to decide where it will be placed in the fitness center. (Note: Since this meeting, the Rowing Machine has been acquired and placed in the FC.)
- Any feedback/use about Bosu Ball poster: **Allan question if there has been any feedback on the Bosu Ball - everyone agreed that the poster is great but no one on the committee has heard any comments about the use of the Bosu Ball.**

3. **Supplies**

- How is the job working for Phyllis: **No concerns expressed by Phyllis at this time regarding her job responsibilities.**

- Water: clarification on ordering: ***Marnie orders the water and Jon replaces the water into the stand as needed. Jon and Marnie will continue to communicate about usage and need.***
 - DermaSept Dispensers: Discussed the likes and dislikes of the dispensers. ***Overall vote was that the system is not working for a variety of reasons. Discussion about the possible options. Maria Ramsey will look into options.***
4. **Signs**
 - Doorway signs update: ***Marnie to follow-up on signs, both for welcome and rules. The door needs to be painted and Marnie put in for a request for volunteers once paint is ordered. Committee members said they would help.***
 5. **Suggestion Box:**
 - Lid for the trashcan outside the door: ***Marnie is still trying to resolve the problem***
 - Window-washing: ***according to Marnie the current cleaning service does the windows on a regular basis.***
 - Concern about equipment not being cleaned by all users on a consistent basis: ***a new sign has been created by Judith and it is placed inside the front door.***
 - Positioning of the Stair Master: ***Committee agreed to return to original position. Will look into options to protect the cord.***
 6. **Supply Cabinet Security: *Replace the key on the side of the cabinet after it is used***
 7. **Additional concerns, suggestions, ideas: *Robin suggested that we create a thank you note to be used at the next fund-raiser for all donors. Robin showed the card that was used by the Pool Committee during their fundraiser. Robin to follow up with Kriss Edwards, Pool Committee Chair regarding the cost.***
 8. **Next meeting: Monday, August 7, 2023; 11:00 a.m.**

Marina Minutes July 11, 2023

The Marina Committee met at the clubhouse. About 25 members attended.

Chair Craig Muma called the meeting to order at 11 am.

Harbor master Penny Jensen briefed the committee on several projects, including the status of the seawall anodes, which are checked yearly.

Phil Grate reported that he has researched options for replacing the gantry/hoist, which was removed recently due to corrosion. He explained two options: a 1500 pound capacity hoist priced at \$4147, or a two-ton unit priced at \$11,848. Gary Rossow moved to adopt the less-costly option. The committee voted 15-2 in favor.

Dick Poole reported that work is proceeding on the crab shack at the south end ramp, which is expected to be usable by August.

Penny reported that dredging of the marina entrance will take place during low tides July 31-August 2.

Geoff reported on progress on obtaining new permits for dredging. The process will take at least a year.

Craig Muma reported that the Board of Trustees approved new kayak storage fees to support adding a kayak rack alongside the north marina ramp, but he still needs commitments from kayakers to raise the funds necessary for the project, which is expected to cost about \$13,000.

Trustee Mike Heckinger reported that Cape George is exploring options for a new security gate on Marina Drive. After some discussion, the committee voted to recommend the installation.

The meeting was adjourned at 11:50 am.

CAPE GEORGE SOCIAL CLUB MEETING

FRIDAY, MARCH 15, 2023

Leadership Team Members Present: Bianca Thayer, Dianne Tamblyn, Cassie Reeves, Nina Dortch, Lori VanDeMark, Susan Keller

FINANCIALS:

Total \$29,658.26. Drill team \$200 and Revue \$3786.36 now part of general Social Club funds. Sports Court balance \$790.79.

Per bookkeeper: Consider asking the Social Club to move the Revue and the Drill Team money into General just so they don't have to keep being tracked separately. Agreed and done.

Bianca to discuss newsletter advertising. Discussed classified ads and for sale ads for members. No decision was made.

EVENTS:

Memorial Day BBQ 5/29 5:30-8:30 pm

Granny's Attic 6/9-10 (collecting items Mon-Thu 6/5-6/8 - already items stored in barn)

Marina Sale 6/16-18

Independence Day BBQ 7/4

Band on the Beach 7/12 Bad Dog Blues- Robin Scherling lead on this. Social Club agreed to pay \$700 for band.

Salmon BBQ 7/23 – Workshop is lead for this event.

Waterfront Festival 8/12 - Marina is the lead on this event but has asked for Social Club help in planning Carnival type event.

Labor Day BBQ may be skipped so lawn can be hydro seeded.

USE OF FUNDS:

Decisions made via email to Leadership Team:

Art Walk is held quarterly when new art wall goes up. Social club providing \$100 per quarter for food/drink for the event.

Christmas Music event. Social club provided \$100 towards eggnog.

PROJECTS:

Update on Picnic Shelter. Plans are drawn up, budget is \$15,000-\$20,000.

GRANNY'S ATTIC:

Clothes: Norma Lupkes and Marilee Martin have agreed to manage the clothing part of the sale. We can use the back area where rugs are for that like last year. We will scale back on clothing and pass along BEFORE the sale, so we're not overwhelmed during and after the sale.

We will need people and trucks to transport items from the barn to the clubhouse the week of the sale. Furniture will have to be outside for the most part due to space limitations. Will ask for the CG tents again like last year. We will also need people and trucks to transport surplus items to charity after the event.

Need volunteers to update and set up A-Frame signs.

Need volunteers for set up week to receive items from 10 am - 2 pm Mon-Thu, also for pricing and organizing.

OTHER BUSINESS:

Kriss Edwards regarding request for funds for Pool Committee to help cover shortfall for pool and kiddie pool resurfacing in August 2023. Voted to match \$4,000 in fundraising funds for pool.

Cape George Water Advisory Committee Meeting Report July 11, 2023

The meeting was held at 4 PM July 11, 2023, in the clubhouse. Present: Cape George Manager Marnie Levy, Board Liaison Bart Mooyman-Beck, Stew Pugh, Thad Bickling, Mark Costanti, Finance Committee Chair Nancy Charpentier, guest Susan Sanford, 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 has not been released.

Water Manager Jose Escalera has resigned, effective at the end of July. He has been contacted to obtain handover information on outstanding tasks and work in progress. A search for a new Water Manager has started.

The annual Consumer Confidence Report was completed and distributed to the community as part of the Annual Meeting information.

Filter backwash valve solenoids have been replaced. We are waiting for the valve rebuild kits from the vendor Atek.

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 and reported to the State in 2024. The exact requirements that the State has for this survey are not yet known. We are obtaining rough estimates of likely costs for planning purposes.

A proposal is being developed for a water rate increase. Several fee structures are being considered. All fee structures being considered include monthly charges for overuse of water.

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. We are not aware of any actions that the Board has taken to obtain complete and accurate contact information.

The next scheduled meeting is scheduled for August 8, 2023, at 4 PM in the clubhouse.



Cape George Colony Club

**BOARD OF TRUSTEES
and
MEMBER
BOARD PACKET**

Board of Trustees Meeting
Thursday, August 24, 2023
3:00 p.m.
Via Zoom



Cape George Colony Club
Regular Board of Trustees Meeting Agenda

Thursday, August 24, 2023

3:00 p.m. Via Zoom

- A. President's Comments and Announcements – Betsy Coddington
- B. Letters from Members – See attached letters. Please note that additional letters have been received since the study session.
- C. Action on Minutes – Pat Gulick. Approve minutes of the regular Board of Trustees meeting held July 27, 2023. See attached.
- D. Manager's Report – Marnie Levy. See attached.
- E. Treasurer's Report – Nancy Charpentier. See the attached summary of the Financial Report.
- F. New Members – Pat Gulick. See attached.
- G. Information items or documents submitted to the Trustees at, or after the Study Session.
1. There will be a Reserve Study meeting scheduled in September for a Board review of the 2023 Reserve Studies – Betsy Coddington.
 2. Update on our water system management – Marnie Levy.
 3. Members who would like to have estimates from Lakeside Industries to install their (required) driveway aprons, please give your contact information to the office by September 1. The cost of the driveway apron will be charged directly to the member – Marnie Levy.
 4. Pat Gulick has been named the Board Liaison to the Shoreline Stewardship Committee – Marnie Levy
 5. Due to the recent fire in the Memorial Park Gazebo, no fires, candles, lanterns, barbecues, or campfires are allowed at Memorial Park. A burn ban is also in effect for ALL common areas of Cape George, so no open flames are allowed – Marnie Levy. See attached.
- 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 adopt the proposed Shoreline Stewardship Committee charter – Pat Gulick. See attached.

Motion 2. I move to approve Steve McDevitt as the chair for the Shoreline Stewardship Committee – Pat Gulick.

Motion 3. I move that a courtesy be designated near the propane tank at the south end of the fitness center entrance – Betsy Coddington. See attached.

Motion 4. I move to approve Mike Volkman as chair of the Ad Hoc Technology and Security Committee – Mike Heckinger.

J. Open Board Discussion – Trustee Discussion Only

K. Committee Meeting Notes/Minutes:

Environmental Committee, July 11, 2023

Fitness Committee, August 7, 2023

L. Announcements

- Monday, September 4, the office will be closed in observance of the Labor Day Holiday.
- Monday, September 4, the Social Club is sponsoring a barbecue/potluck. Details to follow.
- Saturday, September 9, 10:00 a.m. to 2:00 p.m., Board of Trustees On-Boarding Meeting
- Monday, September 25, 3:00 p.m., Board of Trustees Study Session, via Zoom Meeting
- Thursday, September 28, 3:00 p.m., Board Meeting, via Zoom Meeting

N. Adjournment of the Board of Trustees Meeting.

Dear Board Members,

I was surprised to see in the August Newsletter (sorry, I did not read it in a timely manner) that an Ad-Hoc Committee would be started on the Dog Park question. I have been a member here since 1994, and have found it a truism that everything old becomes new again. On May 11, 2006, the Board appointed me the chairman of the Cape George Dog Park Committee. Nine members of the community participated in our meetings, and seven were able to go as a group to do on-site evaluations. We established evaluation criteria, identified potential sites, rated each site (each member filled out a score sheet for each site), discussed design elements, and I wrote up our conclusions in a Report to the Board of the Cape George Dog Park Committee submitted June 13, 2006. I would strongly recommend that you go into the Board files (I have a personal hard copy of it) and read that report. It is 15 pages in length (12 pages of text, and 3 pages of color charts). That summer the Board voted to approve the committee's recommendation of using the Clubhouse drainfield for a fenced dog area, and we were given the go-ahead to raise needed funds.

As a side note, that area has changed in the intervening years. Some kind of small ground game was allowed to be placed on the north end (sorry, I don't remember what it is called; I only know I have never seen anyone use it). A foot or two may have been whittled off the south end for kayak storage, but more significantly, it seems to me that the hillside vegetation has been allowed to creep down the hillside on the long length, and it looks to me to be a lot narrower now on the long length by five or more feet. My interest in having a fenced area at that time was that I had an elderly Cavalier spaniel who was going deaf, and although well-trained, was no longer under voice control. Unfenced areas I considered too risky in that situation.

So why is it that we didn't get a fenced dog area at that time? After the Board's approval, one dissenting member of the Board started a petition against it, and organized many community members to speak their disapproval at following board meetings. That was the political reality at that time, and it may or may not still be the same. I never understood their objections, or they were never explained well to me. I had a sense (perhaps wrong) that many felt their dogs would not be able to run free within a fence, and that they might be required to no longer use the beachfront. That was not our intention at the time, but now I think the Board would need to prohibit dogs' unleashed use of the beachfront (such a prohibition would not be acceptable to many) in order to make a fenced area acceptable. So, this is your can of worms.

In sympathy,
Linda Hiatt
20 Sequim Place
360-385-0137

Hi, Folks on the Cape George Board and in the office.

This is Julie Hotard, just weighing in again about some of the dog park issues.

I don't even have a dog. But the dogs bring so much to our community, I think it's important to support them and their owners. Humans are kinder, more natural and more fun, when we include dogs in our communities. So I think dogs and their needs are important.

Most dogs need to be socialized by being around other dogs and people. They also need exercise. The dog park outings we now have, are providing that.

Of course the needs of the people in the community are important too, including the needs of people who don't have dogs--although most of them haven't weighed in on this yet, so we don't know where they stand.

Also, the needs of people who have some objections to the current situation, are important too. We have the best community on the Peninsula here, and have so much to offer one another. I hope things can be worked out so that we can keep the peace and all get along.

Regarding the possibility of fencing in a dog park, I don't see it being necessary, especially as it would be an extra expense. We've gone for a lot of years without having a fenced in dog park. There are also drawbacks, such as possible accidents caused by one or more dogs running at high speed into the fence. I understand that the dog park in Port Townsend has had some dogs severely injured somehow at their park.

The Memorial Park and the clubhouse green area are already preserved for meditation, dog free picnics, happy hours, etc. for 12 hours of our current 14 hour days. It's hard for me to see why people would feel it necessary to take those last 2 hours of each day back, by depriving the dogs of the Memorial Park dog park hours.

I walk every day, once or twice, at all hours of the day, on the Sunset/Palmer loop. I pass by the Memorial Park all the time. I almost never see anyone in it. So, from the looks of it to me, the current situation is working out fine.

Do people just want to have Memorial Park always empty of other people and dogs, just in case they might one day want to use it? At least with one dog park outing each day, there will be people using the park daily, who can notice and take action to remedy the situation if the park is Memorial Park gazebo catches on fire again.

Thank you for your consideration on this issue.

Sincerely,

Julie Hotard
32 Dungeness Place

Dear Board of Trustees:

> As one of the people who helped create the children's playground I resent people being so short sighted. There was absolutely nothing for grandparents or young parents in this community to do outside except the beach which can only hold a little ones interest for so long or things for grandparents to take them to do, if the grandparents are unstable on their feet. So the anti dog group feels "just tear it down and fence in the dogs. There has been no problems with doggy playtime until a group of people living near the park made known it's "their park". Last I looked everyone pays dues for equal access to all common areas. I volunteered at that park for years until my husband passed away and I suddenly had to much on my plate. I have put in as much volunteer time in here in Cape George as anyone and I will tell you I will use any areas that are common areas as I wish. How dare one small group think they have the right to dictate their wishes and be unwilling to even consider compromise. Their refrain of dogs pollute, if they are down on that beach, well what makes that more true, than it would be at Marina Park in an even smaller condensed area. Dogs polluted a whole lot more before doggy playtime existed. I could go on and on because this is unnecessary and I have been through this before, in 2009 and was ready to move out of here after that. In fact I had bought down on Bainbridge and put my house up with Linda Tilley. I did not want to live around such narrow minded people. Luckily people realized the enemies this was making and the vote of the community realized spending thousands of dollars on a dog park we did not need, or want was foolish. I hope this does not get to that point again.

> Phyllis Ballough

8.23.2023

To the Board of Trustees

I have been following some of the back and forth about a proposal to schedule regular time for our members to socialize with themselves and their dogs at Memorial Park. I am surprised and disappointed at the conflict this seems to be raising in our community.

Having been a home owning member of Cape George Colony Club for 36 years, I hope my voice will be considered.

I appreciate and cherish the many common area amenities of our community. I have watched these areas, from the pool to the marina to the children's play area to the pickleball court, the workshop and community center, trails, evolve and expand over my time here. They provide a venue for our members to get to know each other, participate in common projects, exercise and drink in the fresh air, and enjoy watching their friends and neighbors of all ages and interests living out their best lives. There is truly something for everyone here in Cape George. The free and open spirit that has always been part of Cape George incites, I believe, many of us to get out and enjoy our common areas and our neighbors.

One of my favorite things about our community here in Cape George is how open our common areas are. We are not encumbered by fences or the message they send. Our areas are open to all of our people, as they should be.

The push to fence in some of our space for a dog park seems to me to run against the spirit and sense of open community that sets Cape George apart from so many other areas. I see no need to spend the money to build and maintain a fence that will set artificial boundaries up in our community and confine our members who want to socialize with their neighbors and their dogs. We have plenty of space here that goes largely unused most of the time.

Memorial Park is a wonderful resource, and I am grateful to those who helped develop it. Sitting more or less isolated at the bottom of a little used drive and has ample parking for anyone who wants to enjoy it. The beach out in front of it is tranquil and clean and opens up to the stunning views of the Olympics and sunsets. I have been repeatedly amazed over the years that I have walked by it, ridden my bicycle by it, paddle boarded or kayaked out in front of it and traveled by it in my boat on shrimp and crabbing runs, at how underused it seems to be. I have never seen more than a couple of cars parked there and most of the time when I go by there I see no one there at all.

I understand that some of our members want to carve out a regularly scheduled gathering time there where they can let their dogs run off leash to exercise and entertain them and to socialize with each other while these furry creatures simply romp and sniff and play. To me, it is not like these people are trying to impede other activities at the park or exclude anyone. I understand

that they just want to organize a non-impactful social activity on space they co own and maintain that people can look forward to and plan around.

I hear of concerns about dog poop harmfully impacting our grounds and shoreline waters and vegetation destruction and degradation of the spirit of our "Memorial Park". Come on, folks! The people wanting to organize a social setting for their dogs are likely to be the most responsible and loving of dog owners who can be counted on to clean up after their dogs and help their other dog owning friends exercise and maintain their dogs. Coming to Memorial Park to socialize and enjoy to serene space there pays more tribute to those that have gone before us than to let the place sit vacant and quiet. I have had a boat in the marina for over 30 years and am grateful for that place. I doubt, however, that anyone would want to argue that the boats there do not create more pollution in a month with the gas, oil and refuse we marina users create, and harmful dredging impact, than an hour or two of off leash dogs accompanied by their doting poop bag carrying owners would create in years.

I hope that our board and community members will demonstrate a neighborly and friendly spirit by coming together to share our resources equitably and reasonably among ourselves. I am sure we can find some time blocks where our people can romp with their dogs in a respectful and free way without trying to segregate them into fenced off areas that will exclude and separate us. That is not who we are, is it?

James A. Doros

Walking in the Colony=Health or Hazard?
Opinion of Marion Clair
Colony Resident

Walking in a peaceful, scenic and safe neighborhood was such a welcome contrast and change from navigating the crowded streets of Seattle fourteen years ago. Breathing in fresh air while marveling at breathtaking views of the Olympic mountains looming above Discovery Bay never failed to thrill me. Even on the greyest of days, walking around the Colony neighborhood was at once soothing and invigorating. Walking kept me fit and healthy and grateful to live in such an idyllic environment—until NOW.

Currently, walking in the Cape George Colony has become a stressful challenge physically and mentally. Instead of a practical and pleasant form of exercise, a daily walk in the Colony requires constant vigilance to avoid the many cars, vans, RV's, pickup trucks, dump trucks, delivery trucks as well as extra large construction vehicles. There are more hazards to pedestrians here than there are in Seattle, thanks to that city's sidewalks. There are even some residents—at least one that I see frequently—that just drive around the neighborhood several times a day with no particular destination in mind.

On any day, morning or afternoon, walkers have nowhere to go to avoid the stream of cars. Instead of sidewalks our roads have a collection of uneven borders, deep drainage ditches, shrubs that line the edge of the roads, intermittent paved or graveled driveways and rocky parking areas in front of

some houses. There are no shoulders. When two cars or trucks are traveling the road in opposite directions, there is no reliably safe alternative but to “ditch dive” or completely stop walking after moving as far to a side of the road as possible until the cars pass. Woe be to those of us with mobility issues that make moving quickly even more problematic.

Times have changed in Cape George Colony. There are more residents, more pedestrians, more vehicles and more dogs than when The Colony was established about 40 years ago. Yet the 20 mph speed limit has remained unchanged. Only the signage has been replaced, not the speed limit. Clearly, the roadways will not be widened. Sidewalks will not be added. However, we all need to share the road with our neighbors, visitors and a myriad of workers. At this point, Colony residents who walk are like second class citizens with virtually no right to a safe path to walk. Modifications such as filling in drainage ditches and culverts with turf that could be walked upon would be a major improvement for those of us who like and need walking for their health maintenance as well as enjoyment. Lowering the speed limit might also help since even 20 mph is often ignored despite the presence of people and their dogs walking along the road. Some drivers actually glare at walkers as if we were annoying obstacles in *their* street. I don't know the solution to this problem, but I hope that the Board will address this issue in the coming weeks, since all community residents have a right to *safely* walk around their own neighborhood.

From: Judy Caruso
Sent: Sunday, August 13, 2023 4:40 PM
Subject: reserve assessment

This submission is rather lengthy but I have tried to give some thought to the community's reserve assessment.

Our 2023 reserve assessment per lot is \$302 (\$25.17/month).

For 2024, without a vote of community members, the Board of Directors may set a reserve assessment up to 2.5% greater than the 2023 reserve assessment. (CGCC - Cape George Colony Club Bylaws Article III, B, 1 paragraph 3).

\$309.55 (\$25.80/month) is a 2.5% increase of the 2023 reserve assessment of \$302.

The reserve assessment is allocated on a pro-rata basis using the reserve studies for the marina, water facilities and general operations.

Reviewing the three 2023 reserve studies and recognizing that each study's fully funded amount is a figure that will change with time and asset circumstances, the percent that each reserve account currently is funded is:

Marina - 16% fully funded
Water facilities - 24% fully funded
General operations - 12% fully funded.

As an owner who is interested in maintaining community assets without special assessments, I reviewed the three funding approaches outlined in the reserve studies (threshold, baseline and full funding plans). The full funding plan's goal is for each reserve account to be 100% funded by year 30 which sounds sensible to me. Under a full funding plan, the 2024 contribution from all members for each reserve account would be:

Marina - \$199,200
Water facilities - \$316,100
General operations - 183,700

\$699,000 is the total for the three reserve accounts that would be collected under the full funding plan. With the reserve studies based on there being 662 privately owned equivalent lots, the annual reserve contribution per lot would be \$1,055.89 (\$87.99/month).

The reserve full funding plan's 2024 \$1,055.89 lot contribution would be \$746.34 greater than \$309.55 or a 2.5% increase of this year's reserve assessment.

Of course, the reserve assessment is in addition to the general assessment which is \$521.92 per lot for this year. For 2024, our recent vote of approval for up to an 8% increase in the general assessment over the general assessment of the previous year could result in a 2024 general assessment of \$563.67. Water delivery is a separate fee.

2024: \$563.67 (general assessment) + \$1,055.89 (full funding reserve assessment) = \$1,619.56 (\$134.96/month).

A benchmark, then, for a lot owner to financially support the community's general and projected reserve account needs, while seeking to avoid special assessments, may approximate \$135 in 2024. That total would increase with inflation over time and other adjustments may occur. \$68.66 per month is what we are paying for 2023 general and reserve assessments.

In the Treasurer's Report in the CGCC August 2023 newsletter, Nancy Charpentier explained that in addition to a financial review of the reserve studies, a financial analysis of these studies will be completed

To: Cape George BOD
From: Scott & Collette Carpenter
RE: Airbnb at 210 Dennis Blvd

August 17, 2023

We live at the top of the Ravine Trail that leads to Memorial Park, behind Coleman on Marine View Pl.

This letter concerns the increasingly high volume of unchaperoned Airbnb guests utilizing Cape George amenities/property that stay at an Airbnb on Dennis Blvd.

For the past 2 years, this Airbnb has been operating as a very popular, owner-unoccupied vacation rental known as “Cottage in Port Townsend”.

The owners bought it in 2021, upgraded it and listed it on Airbnb. They live in the Seattle area.

Our observations/concerns are:

1. High volume use of the Ravine Trail by the revolving guests that walk and drive there from Dennis Blvd.
 - a. There is a sign at the trailhead clearly stating “Cape George Members Only” that is sometimes pointed to and ignored.
2. Parking at the trailhead/end of Marine View Pl making vehicle navigation difficult (small, narrow cul-de-sac) when they drive.
 - a. The sign at the trailhead/end of cul-de-sac also states, “No Parking”. Also ignored. Trash man was not happy on at least one day we observed...his usual 3-point turn was a 7-point turn. I’m not a lip reader, but the word he barked started with foxtrot.
3. Guests returning from Memorial Park with bundles of driftwood and/or buckets of (???) after a low tide.
4. Sometimes small children on bikes, dogs not always leashed.
5. It seems each guest is made aware of “how to get to the beach” as a perk of the property.
6. Cape George liability (?) if a guest is injured on the community property trail and/or new steps.

It is our understanding that to utilize Cape George community property, one needs to be a member, family of a member or accompanied by a member.

At the very least, directions to the beach should be omitted from guest information sheets.

Thank you for the opportunity to bring this to your attention.

Scott & Collette Carpenter



REQUEST FOR THERAPY ANIMAL VARIANCE by Marie Muma (mariemuma@gmail.com)

I will start this request by saying that this variance may not even be used for months or even more than a year. I am just thinking ahead. Alpacas measure only 36" at the shoulders.

I am requesting that there be a variance to allow Therapy Animals (only one at a time) to visit ONLY that very small stretch of beach just beyond the boat trailer parking lot. I have no intention of visiting the area by the clubhouse or Memorial Beach.

In this instance, the Therapy Animal happens to be an alpaca who is known for having a sweet disposition and are classified as a "prey" species (dogs and cats are "predators). They generally survive by being afraid. The only alpacas that have been known to attack people have what is called "Aberrant Behavior Syndrome," previously known as "Berserk Male Llama Syndrome." I can attest that my alpacas are sweet natured and have been "meeting and greeting" many visitors to our 3.5 acre home in the Highlands since they came home to us on June 14th of this year. They are geldings (have been castrated).

Alpacas are widely known to have about the same or less impact to trail systems as people. Their feet are like dog's feet with one "fleshy pad" and two toenails. They tread very lightly and are very sure-footed.

They are animals that establish one "potty area." I will be training them to use an "auxiliary porta-potty." In the event that they do drop a few beans on the beach, I am a very responsible owner and will be picking up any poop that they leave. By the way, their poop is being shared with the many Food Bank gardens here in Port Townsend as well as contributing to our own award-winning garden!!

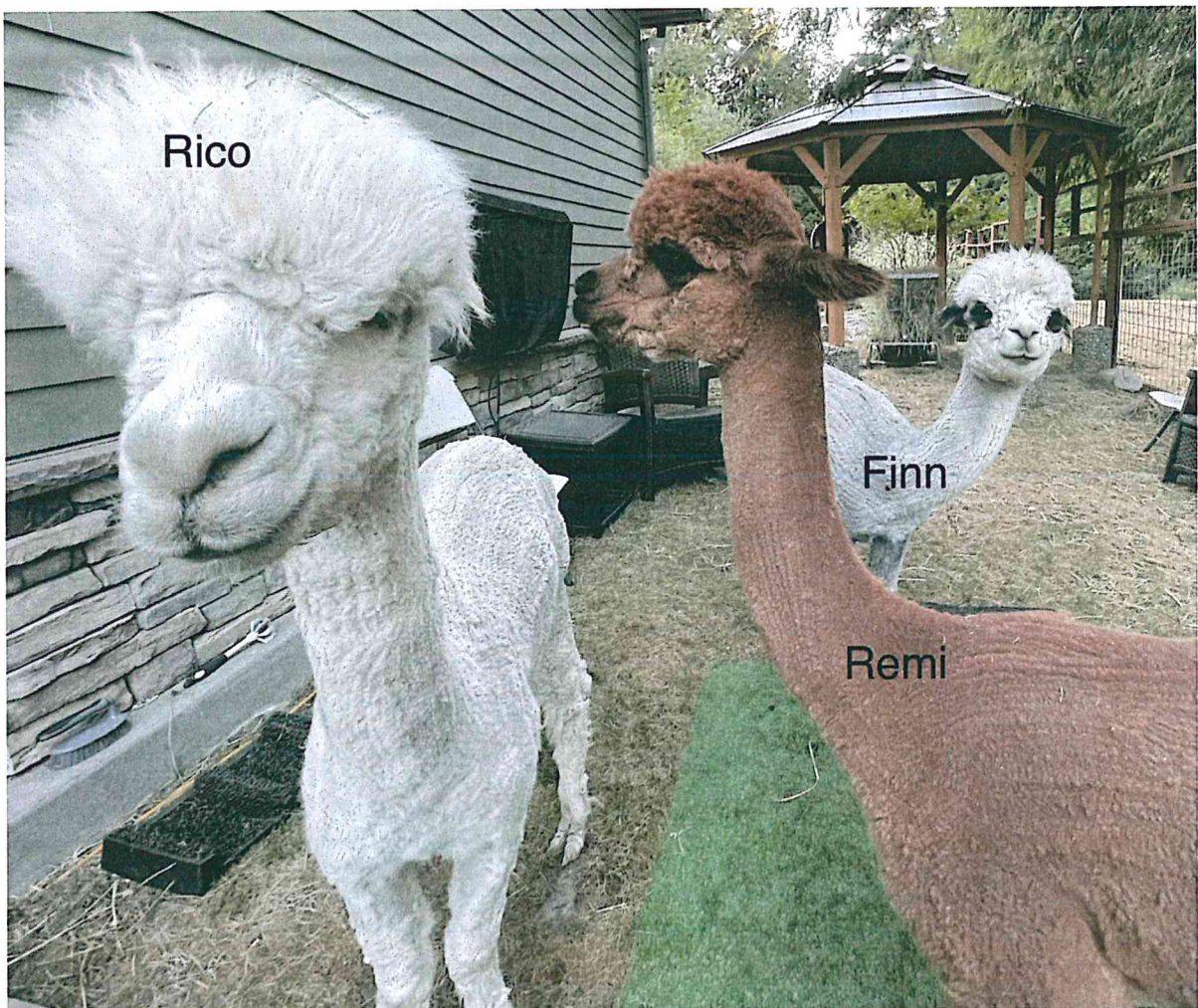
My alpacas are trained to be haltered with a lead (leash) that I use to take them on walks throughout our forested trails and even across the street. Because there is the possibility that they will be "spooked," I will be using a 10 foot lead with a tight hold on the end and the lead which will be "bunched up" such that my hand is just a few inches below their chin. Should they "spook," then having this long lead will allow me to be able to get them settled down without going "off-lead." I am well adept at leading them and am a student of a famous camelid trainer named, Marty McGee Bennet (author of "The Camelid Companion). I take their training quite seriously and actually have a master's degree in Educational Psychology as well as having trained dogs and parrots in my past. This kind of training focuses on building trust and therefore does take much longer than the "industry standard" of cornering/grabbing and jamming on the halter!!!

The end result of this kind of training is far superior, especially since one of my goals is to have them become therapy animals. My dog Jack is a therapy animal and prior to Covid was a weekly visitor the Life Care Center here in Port Townsend. I have spoken to them about utilizing their outdoor courtyard (with an entrance into the parking lot) for therapy visits with their

residents who are able to come out and greet a sweet haltered alpaca with a pet on the neck. They have already been doing this at our home. They even enter our garage on cue!!

Before any therapy work can be started (and before any beach visitation at Cape George), they need to be trained to load into my van which I will use for transport. Remi has already made the first step (no pun intended) by jumping into one of the side doors of my van and then immediately coming out the other side. The next steps will very gradually get him to stay in the van and go on a ride. Remi is the alpha of the three. My focus is on him before the others are asked to load. How long this process will take is anyone's guess. I take my direction from the alpacas regarding this training. I am a very patient person and this might happen in a couple of months or even a year!!! Needless to say, I am totally enjoying this process and do have an open invitation for our community to email me and meet the boys.

I would welcome that this request be given on the condition that it be reevaluated after a short period of time just to make sure that things are going well. Thank you very much.



CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 27, 2023

via ZOOM

DRAFT

The Board Meeting was called to order by President, Betsy Coddington at 3:00 pm

There will be an Executive Session at the end of this meeting for a hearing, a building violation and late fee issues. I will be starting an Ad-Hoc Committee on the dog park question. Those interested in participating please let me know.

In Attendance: Besty Coddington, Nancy Charpentier, Pat Gulick, Bart Mooyman-Beck, Mike Heckinger, Steve McFarland, and Ray Pierson.

Action on Minutes: Pat Gulick moved, and Mike Heckinger seconded to approve minutes of the regular Board of Trustees meeting held June 29, 2023. Passed – 6/0

Pat Gulick moved, and Ray Pierson seconded to approve the minutes of the Special Trustee meeting held July 15, 2023. Passed – 6/0

Manager's Report: Marnie Levy

Two Thank Yous!

My humble thank you to the outgoing Board of Trustees. The time and energy expended by that group of Trustees was remarkable. They were positive, respectful, engaged, diligent, open, and genuinely concerned about every member, every problem, every issue that had an impact on the community.

Many thanks to the new Board of Trustees for jumping into the mix as existing Board Members, veteran board members, and brand-new Board Members. This Board will face a different set of challenges, at a different moment in time, with a different perspective. I look forward to the new dynamic and am excited to work with these individuals who bring such a high-level mix of skills and talents to the table.

Ballot Results

The Cape George Annual Meeting was held last Saturday. The results of the Board of Trustees election and the vote on the proposed change to Bylaw Article III B 1 were announced. The bylaw change passed with 187 votes in favor of increasing the assessment for general operations to a maximum of eight percent above the actual assessment of the previous year. There were 91 no votes.

Welcome to the new trustees Nancy Charpentier and Steve McFarland. Thank you to Mike Heckinger who was appointed to the board to fill a position last year and was elected to the Board in the July election. Ray Pierson, a BOT veteran was appointed to the Board to fill John Dwyer's remaining year when he stepped down from the Board.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 27, 2023

via ZOOM

DRAFT

The Nominating and Election Committees managed the nominating and election process transparently and seamlessly. Thank you for your diligence and efforts!

Summer Fun!

The Salmon BBQ, sponsored by the workshop committee and many volunteers. The tickets sold out early in the week before the BBQ! Thank you to all of the volunteers and food brought by members!

We look forward to the Waterfront Festival on Saturday, August 12, sponsored by the Marina Committee!

Maintenance News

- **A Jefferson County Burn Ban is in effect.** For details:
<https://www.co.jefferson.wa.us/DocumentCenter/View/16709/2023-Declaration-of-Burn-Ban---final>
- Jefferson County Health Department inspected the pool for the first time since Covid ended. The water quality test results were excellent. There are two building violations that will be resolved in the next week. And one handrail required tightening. Bravo to Donnie for his daily attention to the pool facility.
- Pool Notice: The pool will be closed for a few weeks in October for resurfacing and the installation of a new boiler, which will cut down on the cold-weather maintenance issues of the last few years. Both projects are approved reserve maintenance projects and will be paid for from the reserve account and through pool committee's most excellent fundraising efforts.
- Eric and Donnie are mowing the last bits of grass and weeds in the common areas and culverts.
- Landscape clean-up in the Highlands is ongoing.
- The Fitness Room doors were painted, and the new Welcome and Rules signs are beautifully mounted. Thank you, Donnie and Eric!
- A member who is a retired professional plumber fixed the dish sanitizer in the Clubhouse! Thank you George!

Violations: Violations for illegal parking, noise in neighbor-to-neighbor situations, driveway apron building violations, un-mowed lot warnings and hedge violations have been issued this month. Several of the violations have been removed when members met regulations and/or worked issues through with neighbors.

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

Marnie W. Levy,
manager@capegeorge.org
360-385-2208

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 27, 2023

via ZOOM

DRAFT

Treasurer's Report – Nancy Charpentier - JUNE 2023

We are now 6 months into our fiscal year, and it's time to being preparation for the 2024 budgeting cycle. Marina and Water committees will be receiving budget worksheets containing the 6-month actuals, remaining budget figures for the rest of the year, and the total annual budget for 2023. This can be used as a worksheet to provide any information that will impact the 2nd half of the year that may not be in the budget, and from that a projection for 2023 will be made. It is then time for all three cost centers to begin deliberations for the new budgeting cycle, so plan on being approached to participate in meetings to gather information regarding 2024 expectations.

The Reserve Studies have been received, and the Financial review is beginning with the Finance Committee. In that effort I'll also be working with members of our various committees to complete a financial analysis of the studies as presented by the consultants. As we know from the past, they employ algorithms and standard tables to derive their conclusions for timing and cost of repair or replacement of our assets. Members expertise in the various areas review their data and offer recommendations for revising the timing and costs of the assets listed. From this, we will provide a 5 year projection that will be presented alongside the Reserve Study for acceptance by the Board in its August meeting, and they will be used to assist in the budgeting process.

A summarized YTD Financial report is presented, and detailed statements are available in the Study Session packet mailed out to the membership.

This month we addressed the issue of members receiving invoices for their quarterly assessments, but not having them visible when they logged into their accounts on the Community Financial website. We had the invoices posted to member accounts, so they should now be visible to everyone when issued. The next step will be to work with them to permit automatic payments on the 1st, rather than having to wait for the 4th of the month in which the payment is due. Your patience is appreciated as we work out the posting issues with Community Financials.

Balance Sheet

All bank statements have been received, reconciled and reviewed, and quarterly reconciliations have occurred for Balance sheet accounts. Out of balance issues have been identified and recorded and will be resolved in July.

Income Statement

A) General Operations:

The same issues exist which have been reported before. Great care is being exercised in spending decisions in order not to bring about a negative result in our financial progress.

Vehicle Repair and Maintenance as well as Grounds Maintenance have exceeded budgeted numbers by over \$5,000.

Minutes

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES**

July 27, 2023

via ZOOM

DRAFT

Janitorial work is over budget owing primarily to a change brought about when the former caretaker assistant ceased janitorial tasks. These were then assumed by the janitorial service. We'll be examining the service and its cost to achieve a closer budget projection for next year, but meanwhile it is a cost overrun that needs to be accounted for by minimizing other spending.

The favorable variance in Salaries remains, mitigating somewhat for the overruns in other areas.

B) Water Operations

Extra funds were budgeted throughout the year in order to increase our standing inventory of parts, however those purchases have not yet been made to the pace that was budgeted. It is likely the funds will be needed and we therefore are not predicting net results that exceed the original budget.

C) Marina Operations

Repairs and Maintenance has a favorable variance of \$9,000 owing to a budgeted expense of \$10,500 for the annual dredging that was initially projected for June but has not yet occurred.

CAPE GEORGE COLONY CLUB									
As of JUN 30, 2023									
Balance Sheet as of June 30, 2023 and 2022 - Preliminary Subject to Audit									
Assets				Liabilities and Fund Balances					
	2023	2022			2023	2022			
Cash and Cash Equivalents:				Current Liabilities:					
Operations Checking & Petty Cash	\$ 300,692	\$ 300,990	0%	Accounts Payable & Other Liabilities	\$ 28,219	\$ 69,596	-59%		
Operating Savings & ICS	250,523	150,291	67%	Prepaid Income	213,457	98,430	117%		
Reserves - General, Water & Marina	1,434,089	1,301,333	10%	Unearned Income, Marina Wait List	3,850	900	328%		
Total Cash & Equivalents	1,985,304	1,752,614	13%	Total Current Liabilities	245,526	168,927	45%		
Net Accounts Receivable	\$ 118,369	\$ 4,601	2473%	FUND BALANCES:					
Total Net Fixed Assets	1,627,270	1,669,384	-3%	Fund Balances & Equity (Combined)	3,379,548	3,152,213	7%		
Total Prepaid & Other Assets	14,976	24,028	-38%	Modified Cash Basis Income	120,846	129,486	-7%		
TOTAL ASSETS	\$3,745,920	\$3,450,626	9%	TOTAL LIABILITIES & FUND BALANCE	\$3,745,920	\$ 3,450,625	9%		
Summary Revenue and Expense Statements for the periods ended June 30, 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	%
General					General				
General Assessment	\$ 172,756	\$ 172,760	(4)	0%	General Assessment	\$ 172,756	\$ 163,033	\$ 9,723	6%
Revenue - All Other Sources	9,707	6,174	3,533	57%	Revenue - All Other Sources	9,707	7,471	2,235	30%
Total General Revenue	182,462	178,934	3,529		Total General Revenue	182,462	170,504	11,958	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	68,473	76,566	8,093	11%	Salaries, Benefits, PR Tax	68,473	53,230	(15,243)	-29%
Repairs & Maintenance	15,130	6,658	(8,472)	-127%	Repairs & Maintenance	15,130	8,594	(6,536)	-76%
Contracted Services	36,383	34,111	(2,272)	-7%	Contracted Services	36,383	46,484	10,101	22%
Pool Expense & Utilities	13,383	17,450	4,067	23%	Pool Expense & Utilities	13,383	12,282	(1,101)	-9%
Utilities & Insurance	18,568	19,278	710	4%	Utilities & Insurance	18,568	16,792	(1,777)	-11%
Other Expenses (incl taxes)	13,276	13,598	322	2%	Other Expenses (incl taxes)	13,276	16,975	3,699	22%
Total General Expenses	165,212	167,661	2,448		Total General Expenses	165,212	154,356	(11,678)	
General Net Income	\$ 17,250	\$ 11,273	\$ 5,977	-53%	General Net Income	\$ 17,250	\$ 16,148	\$ 1,102	>-100%

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES**

July 27, 2023

via ZOOM

DRAFT

Water					Water				
Revenue - Water Use Fees	\$ 117,609	\$ 121,738	\$ (4,130)	-3%	Revenue - Water Use Fees	\$ 117,609	\$ 112,586	\$ 5,022	4%
Revenue - All Other Sources	-	-	-	#DIV/0!	Revenue - All Other Sources	-	3,300	(3,300)	-100%
Total Water Revenue	117,609	121,738	(4,130)		Total Water Revenue	117,609	115,886	1,722	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	33,909	38,283	4,374	11%	Salaries, Benefits, PR Tax	33,909	25,067	(8,842)	-35%
Repairs & Maintenance	536	3,025	2,489	82%	Repairs & Maintenance	536	-	(536)	#DIV/0!
Contracted Services	14,075	17,643	3,568	20%	Contracted Services	14,075	13,045	(1,031)	-8%
Utilities & Insurance	13,700	15,342	1,641	11%	Utilities & Insurance	13,700	11,190	(2,510)	-22%
Other Expenses (incl taxes)	10,467	14,971	4,505	30%	Other Expenses(incl taxes)	10,467	16,905	6,439	38%
Total Water Expenses	72,687	89,264	16,576		Total Water Expenses	72,687	66,208	(6,480)	
Water Net Income	\$ 44,921	\$ 32,474	\$ 12,447	38%	Water Net Income	\$ 44,921	\$ 49,679	\$ (4,757)	-10%
Marina					Marina				
Revenue - Moorage/Parking	\$ 75,264	\$ 74,489	\$ 775	1%	Revenue - Moorage/Parking	\$ 75,264	\$ 74,489	\$ 775	1%
Revenue - All Other Sources	17,686	18,129	(443)	-2%	Revenue - All Other Sources	17,686	17,738	(52)	0%
Total Marina Revenue	92,950	92,618	332		Total Marina Revenue	92,950	92,227	723	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	11,549	12,761	1,212	9%	Salaries, Benefits, PR Tax	11,549	9,706	(1,843)	-19%
Repairs & Maintenance	4,641	13,550	8,909	65%	Repairs & Maintenance	4,641	15,297	10,657	0%
Contracted Services	3,439	5,433	1,994	37%	Contracted Services	3,439	4,780	1,341	28%
Utilities & Insurance	10,589	9,270	(1,318)	-14%	Utilities & Insurance	10,589	9,697	(891)	-9%
Other Expenses (incl taxes)	3,960	3,288	(672)	-20%	Other Expenses(incl taxes)	3,960	1,967	(1,993)	-101%
Total Marina Expenses	34,178	44,302	10,124		Total Marina Expenses	34,178	41,448	7,270	
Marina Net Income	\$ 58,772	\$ 48,316	\$ 10,456	22%	Marina Net Income	\$ 58,772	\$ 50,779	\$ 7,993	16%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 120,944	\$ 92,064	\$ 28,880	31%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 120,944	\$ 116,606	\$ 4,338	4%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	99,962	99,962	-	0%	Routine Reserve Revenue	99,962	96,223	(3,739)	4%
Reserve Interest - all **	-	1,048	(1,048)	-100%	Reserve Interest - all	-	-	-	>100%
Less: Reserve Offset***	(99,962)	(99,962)	-		Less: Reserve Offset	(99,962)	(96,333)	3,629	
Net Reserve Activity	\$ -	\$ 1,048	\$ (1,048)	-100%	Gross Reserve Activity	\$ -	\$ (110)	\$ (110)	-100%

New Members: Welcome

Jeremy Lala & Sarah McHugh purchased 320 Sunset Blvd from Linda Schwartz & Julie Gertler

Robert Osann & Mary Fasching purchased lot 23 Sunset Blvd from Michelle Garside

Laura Koepke purchased lot 79-3 Ridge Dr from James Quinn III

Information items or documents submitted to the Trustees at Study Session

1. Update on our water system management – Marnie Levy.
2. The office and members of the technology and finance committees are working to transition to a new usage reporting system. The timeline for this change is unknown – Marnie Levy.
3. Please note that in the August Study Session member participation will be invited for each study session topic, following Board Member discussion.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental x 2, Fitness, Marina, Social Club and Water. The reports are attached and incorporated by reference.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 27, 2023

via ZOOM

DRAFT

Member participation: none

New Business Action Items:

Motion 1. Nancy Charpentier moved, and Pay Gulick seconded, to make the following changes regarding signers on all bank accounts held at Kitsap Bank, Chase Bank and Pacific Premier Bank:

- a) Remove Jane Ludwig, John Dwyer and Fayla Schwartz, outgoing Trustees, as signers.
- b) Add Betsy Coddington, Bart Mooyman-Beck and Nancy Charpentier, incoming Trustees, as signers.
- c) Retain Pat Gulick, Trustee, and Marnie Levy (Martha Woodward), General Manager, as signers. Passed – 6/0

Motion 2. Nancy Charpentier moved, and Ray Pierson seconded to transfer 2022 audited Net Cash for each Cost Center from the Operations accounts to their respective Reserve Fund accounts in the amounts of:

- \$20,348** – General Operations Reserve Fund
- \$86,726** – Water Reserve Fund
- \$22,212** – Marina Reserve Fund Passed – 6/0

Motion 3. Nancy Charpentier moved, and Mike Heckinger seconded, to accept Nancy Charpentier's resignation as Chair and name Mark Kochendorfer Chair of the Finance Committee and also add Fayla Schwartz as a Member of the Committee. Passed – 6/0

Motion 4. Nancy Charpentier moved, and Mike Heckinger seconded, that the Board acknowledges that Reserve Consultants, LLC, has satisfied their contractual obligations in preparing the 2023 Reserve Studies. Passed – 6/0

Note: The 2023 Reserve Studies will be posted on the Cape George web site.

Motion 5. Bart Mooyman-Beck moved and Pat Gulick seconded, that all members and residents must provide emergency contact information to Cape George management, and ensure the information is current at all times. Passed – 6/0

Motion 6. Motion withdrawn.

Motion 7. Ray Pierson moved, and Pat Gulick seconded, to allow, with prior notice to Cape George Management, the daytime use of hired goats, to clear brush on private property of Cape George Colony Club members. Passed – 6/0

Open Board Discussion: none

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

July 27, 2023

via ZOOM

DRAFT

Announcements:

- Wednesday, August 2, 10:00 a.m., meet at the Clubhouse for the low tide beach walk with naturalists from Port Townsend Marine Science Center.
- Saturday, August 12, Waterfront Festival. Check the schedule in the August Cape George Newsletter.
- Monday, August 21, 3:00 p.m., Board of Trustees Study Session, via Zoom Meeting
- Thursday, August 24, 3 p.m., Board Meeting, via Zoom Meeting
- Thank you to all involved for a wonderful Salmon BBQ

Adjournment. Mike Heckinger moved, and Ray Pierson seconded, to adjourn to Executive session at 4:05 pm. Passed-6/0

Ray Pierson moved, and Bart Mooyman-Beck seconded, to adjourn the Executive session and return to the regular board meeting at 4:53 pm. Passed – 6/0

Mike Heckinger left the meeting at this time.

Motion 8. Nancy Charpentier moved, and Ray Pierson seconded, to deny the appeal regarding a hedge complaint. Passed – 4/0/1

Motion 9. Ray Pierson moved, and Bart Mooyman-Beck seconded to a waive late fee for one member of Cape George. Passed – 5/0

Adjournment. Pat Gulick moved, and Nancy Charpentier seconded to adjourn the board meeting at 4:58 pm. Passed -5/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Betsy Coddington, President



Cape George Colony Club
August 2023
Manager's Report

Emergencies

Cape George is abnormally dry. Smoke from the forest fires in Washington and far away often paint the sunrise and sunset a glorious red-orange at this time of year. This is a great time to review your plan in case of evacuation or shelter-in-place emergencies and take steps to prepare for both. Reading through many lists of suggestions can be overwhelming, but it is easy to pick a few top things on the lists to get your plan and supplies ready.

What is your plan if you cannot leave Cape George? What do you have packed and ready or always in your car if you need to leave your home at a moment's notice? The Department of Health link below is a good way place to start.

The Cape George Emergency Preparedness Committee will have a meeting in September. I encourage your attendance because, as such a tight and cooperative community, Cape George is in a good position to combine efforts to prepare for any emergency. But individual planning IS a must. Check the link below. It is a good place to start.

<https://doh.wa.gov/emergencies/be-prepared-be-safe/severe-weather-and-natural-disasters/wildfires#:~:text=Put%20together%20a%2072%2Dhour,easy%2Dto%2Dcarry%20packs.>

Thank You!

♥ A round of applause goes to the marvelous Miss Kiss (a.k.a. Harbor Master Penny Jensen) and every single volunteer for prepping and putting on the most joyous Waterfront Festival, on August 12! From managing the parking, to serving snow cones and popcorn all day, to participating in the synchronized swimming and the regatta and kayak events, potty toss, and dog parade, etc., everybody gave their all!

♥ Thank you to Brad Taylor, Richard Van De Mark, and Ric Carlson who poured the concrete counters in both the picnic shelter and south marina crab shack.

Maintenance

Water. On August 1, we hired Kenneth Loomis as our new Water System Manager. He is a Washington State Certified Water Distribution Manager #1, and Cross Connection Control Specialist. Ken is now working with Cape George, as an independent contractor. With input from the Water Advisory Committee and Donnie he is managing some non-urgent water maintenance issues, getting up to speed on some long-term projects, and routine processes. He is a veteran water manager and is knowledgeable about maintenance of small water systems such as ours, and compliance with County and State regulations.

Note: The Cape George water system continues has a current State of Washington Public Water System Operating Permit, valid through May 2024, permit category GREEN, the top category, that means the "system is substantially in compliance with applicable drinking water requirements."

We are happy to welcome Ken and will work with him to keep our system in good order.

Grounds. Donnie and Eric cleared 15 trucks full of brush and fallen trees from the common areas of the Colony, Huckleberry, the Village, and the Highlands. There was a dying Madrona tree next to the firehouse, that Donnie and Eric felled yesterday. Thank you to Donnie and Eric for your diligence and non-stop weed whacking.

Electrical. Double D Electric replaced some circuit wiring in the clubhouse and replaced a switch in the pool room. They are working on an estimate to repair an exhaust fan in the fitness room.

Internet switch. Thank you to the Ad Hoc Tech Team for helping us switch internet systems to provide a better Wi-Fi connection in the clubhouse and marina.

Keypads. New electronic keypads were installed at the clubhouse, fitness room and workshop (a new electronic keypad was installed at the pool in 2022). We are working to get the fobs to work in all areas. The new keypad system is an approved 2023 reserve expenditure.

Reminders

- ❖ **Please clean up after your dog.** In the park areas, on the streets, in the Marina, on the beach, and everywhere else. Even if you think no one is looking.
- ❖ **Cape George is private property.** Door-to-door construction and landscape solicitors are trespassing. Visitors in any common area parking lot, or at the ravine trailheads on Huckleberry Place and Marine View Place, without a Cape George parking sticker on their windshield, or a guest pass (from the Cape George Office) on their dashboard are trespassing. Please report trespassers and vehicle license plates to the office.
- ❖ **Cross connection and backflow testing.** The inspection letters will be mailed in early September.
- ❖ **Mowing.** The final vacant lot mowing take place in the week after Labor Day.

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

Marnie W. Levy, CMCA®, AMS®,
manager@capegeorge.org
360.385.2208

COMMENTS ON JULY 2023 FINANCIALS

General

It is BUDGET time! Water and Marina committees will soon receive templates and we'll be in touch to set up meetings to review 2024 budget needs. However there are many people involved in activities in the General Operations budget, and Marnie will be reaching out for your input for your areas of expenses you anticipate in the next year. This means the Pool committee, Emergency Preparedness, Environmental, Fitness, and any other areas that generate expense. Please include both Marnie and me in email correspondence regarding the budget.

Reserves will be a separate meeting, date and time to be announced, where we will review the current status of our funding levels and needs. Look for an email blast regarding the schedule soon.

Balance Sheet

The Reserve balance jumped this month as a result of booking the transfer of \$129,286 from Operating to Reserves by vote of the Board on July 27th, reflecting the net cash from the audited balances of 2022 for each of our three funds.

All accounts have been reconciled, cash balanced to statements and aging reports verified.

Income Statement

A) General Operations:

General Operations is performing well to budget, however there are some expenses that have exceeded budgeted levels and caution is still the watchword of the day.

Grounds (tree removal) and vehicle repairs have exceeded budget for a combined total of \$11.5k. There are more dead trees to be removed, and Marnie is in the process of getting quotes. It's a safety issue before the winter storms come, so it's important to get them done this year.

This is offset somewhat by payroll which is underbudget by \$9k. However those savings are mostly in the Benefits category since staff have not yet used their entire allotments for healthcare reimbursement. This may yet occur and the expenses could catch up to budget.

These cost overruns will need to be taken into account for next year's budgeting as we have experienced not just cost increases but aging equipment and grounds will likely settle into higher expense levels to maintain.

Note that we have not yet done our annual road maintenance, and since that is budgeted at a level similar to last year (\$10k) it may be hard to take care of needed small repairs within that budget.

All this adds up to the urgent necessity to withhold spending at every opportunity. If it is not critical, we shouldn't do it. However we will need to take it into account for the 2024 budget. It will help that the community has voted to increase the assessment up to 8%, as that will help mitigate for the extreme inflation of the last couple of years that have settled our costs at higher levels.

B) Water Operations

Water is running comfortably ahead of budget currently. Part of the reason has been lack of planned spending to increase our inventory of parts on hand. It is needed to enhance our ability to respond quickly to needed repairs. There are also some maintenance expenses that have not yet been initiated and we will see a shrinking of the actual/budget gap with those. Still to do is installing dedicated sample sites and maintenance on the backwash system, however those should fall within the existing budget.

C) Marina Operations

Marina is currently \$12k ahead of budget, however the expense budgeted at \$10.5k for dredging the channel has come in at \$13k owing to the need to add a 3rd day to complete the project. They will likely still be in the black, but it can cut into the amount available at the end of the year to add to their reserves fund.

CAPE GEORGE COLONY CLUB

As of Jul 31, 2023

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

Assets	2023		2022			Liabilities and Fund Balances		2023		2022		
Cash and Cash Equivalents:						Current Liabilities:						
Operations Checking & Petty Cash	\$	119,435	\$	226,467	-47%	Accounts Payable & Other Liabilities	\$	14,974	\$	168,039	-91%	
Operating Savings & ICS		250,551		297,814	-16%	Prepaid Income		24,958		26,902	-7%	
Reserves - General, Water & Marina		1,613,741		1,251,175	29%	Unearned Income, Marina Wait List		3,850		1,325	191%	
Total Cash & Equivalents		1,983,727		1,775,456	12%	Total Current Liabilities		43,782		196,266	-78%	
Net Accounts Receivable	\$	23,019	\$	18,440	25%	FUND BALANCES:						
Total Net Fixed Assets		1,637,226		1,669,384	-2%	Fund Balances & Equity (Combined)		3,422,493		3,182,134	8%	
Total Prepaid & Other Assets		50,158		44,188	14%	Modified Cash Basis Income		227,857		129,068	77%	
TOTAL ASSETS		\$3,694,131		\$3,507,468	5%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,694,131		\$ 3,507,468	5%	

Summary Revenue and Expense Statements for the periods ended July 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	%						
General															
General Assessment	\$	259,133	\$	259,140	(7)	0%	General Assessment	\$	259,133	\$	190,610	\$	68,523	36%	
Revenue - All Other Sources		14,494		9,696	4,799	49%	Revenue - All Other Sources		14,494		12,659		1,835	14%	
Total General Revenue		273,627		268,836	4,792		Total General Revenue		273,627		203,269		70,358		
Expenses:															
Salaries, Benefits, PR Tax		79,460		88,564	9,104	10%	Salaries, Benefits, PR Tax		79,460		59,936		(19,524)	-33%	
Repairs & Maintenance		21,875		9,670	(12,205)	-126%	Repairs & Maintenance		21,875		13,608		(8,267)	-61%	
Contracted Services		45,324		43,675	(1,649)	-4%	Contracted Services		45,324		50,795		5,471	11%	
Pool Expense & Utilities		15,071		21,425	6,354	30%	Pool Expense & Utilities		15,071		13,474		(1,597)	-12%	
Utilities & Insurance		18,736		18,736	-	0%	Utilities & Insurance		18,736		19,499		763	4%	
Other Expenses (incl taxes)		15,385		19,787	4,401	22%	Other Expenses (incl taxes)		15,385		23,040		7,655	33%	
Total General Expenses		195,850		201,857	6,006		Total General Expenses		195,850		180,352		(22,319)		
General Net Income	\$	77,777	\$	66,979	\$	10,798	-16%	General Net Income	\$	77,777	\$	22,917	\$	54,860	>-100%
Water															
Revenue - Water Use Fees	\$	172,198	\$	173,607	\$	(1,409)	-1%	Revenue - Water Use Fees	\$	172,198	\$	126,084	\$	46,114	37%
Revenue - All Other Sources		2,857		6,000	(3,144)	-52%	Revenue - All Other Sources		2,857		9,840		(6,984)	-71%	
Total Water Revenue		175,055		179,607	(4,552)		Total Water Revenue		175,055		135,924		39,131		
Expenses:															
Salaries, Benefits, PR Tax		39,389		44,282	4,893	11%	Salaries, Benefits, PR Tax		39,389		34,837		(4,552)	-13%	
Repairs & Maintenance		536		7,529	6,993	93%	Repairs & Maintenance		536		369		(167)	-45%	
Contracted Services		14,681		20,313	5,631	28%	Contracted Services		14,681		15,277		596	4%	
Utilities & Insurance		15,172		17,898	2,727	15%	Utilities & Insurance		15,172		13,284		(1,888)	-14%	
Other Expenses (incl taxes)		10,477		19,270	8,793	46%	Other Expenses (incl taxes)		10,477		12,847		2,370	18%	
Total Water Expenses		80,255		109,292	29,037		Total Water Expenses		80,255		76,614		(3,641)		
Water Net Income	\$	94,800	\$	70,315	\$	24,485	35%	Water Net Income	\$	94,800	\$	59,310	\$	35,490	60%
Marina															
Revenue - Moorage/Parking	\$	75,264	\$	74,489	\$	775	1%	Revenue - Moorage/Parking	\$	75,264	\$	74,489	\$	775	1%
Revenue - All Other Sources		18,370		18,150	\$	220	1%	Revenue - All Other Sources		18,370		18,102		268	1%
Total Marina Revenue		93,634		92,639		995		Total Marina Revenue		93,634		92,591		1,043	
Expenses:															
Salaries, Benefits, PR Tax		13,388		14,761	1,373	9%	Salaries, Benefits, PR Tax		13,388		11,650		(1,738)	-15%	
Repairs & Maintenance		4,660		13,642	8,982	66%	Repairs & Maintenance		4,660		15,489		10,829	0%	
Contracted Services		4,053		6,230	2,177	35%	Contracted Services		4,053		5,434		1,381	25%	
Utilities & Insurance		12,055		10,816	(1,239)	-11%	Utilities & Insurance		12,055		10,993		(1,062)	-10%	
Other Expenses (incl taxes)		4,089		3,944	(145)	-4%	Other Expenses (incl taxes)		4,089		1,991		(2,098)	-105%	
Total Marina Expenses		38,245		49,393	11,148		Total Marina Expenses		38,245		45,557		7,312		
Marina Net Income	\$	55,389	\$	43,246	\$	12,143	28%	Marina Net Income	\$	55,389	\$	47,034	\$	8,355	18%
Net Income/Loss from Combined Operations, No Reserve Activity															
	\$	227,966	\$	180,540	\$	47,427	26%		\$	227,966	\$	129,261	\$	98,705	76%
Reserve Activity															
Routine Reserve Assessment		149,943		149,943	-	0%	**Reserve Activity		149,943		112,476		(37,467)	33%	
Reserve Interest - all **		-		1,572	(1,572)	-100%	Reserve Interest - all		-		-		-	>100%	
Less: Reserve Offset***		(149,943)		(149,973)	30		Less: Reserve Offset		(149,943)		(112,586)		37,357		
Net Reserve Activity	\$	-	\$	1,542	\$	(1,542)	-100%	Gross Reserve Activity	\$	-	\$	(110)	\$	(110)	-100%

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

www.capegeorge.org
office@capegeorge.org

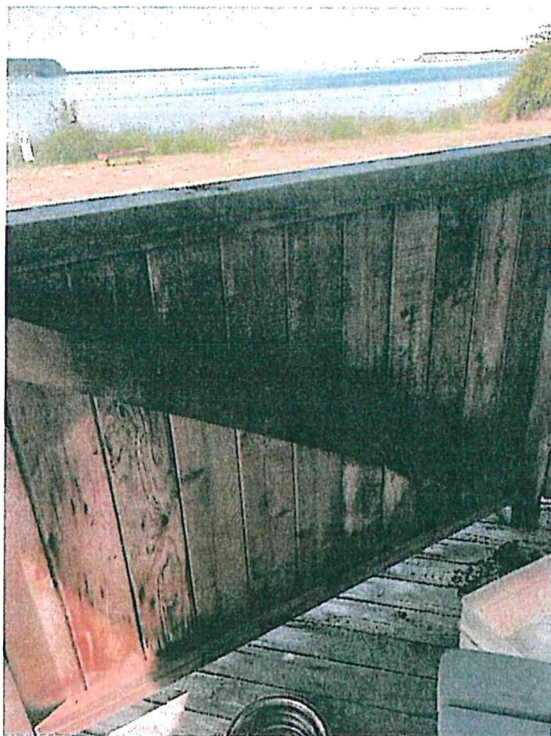
PHONE: (360) 385-1177
FAX: (360) 385-3038

New Members for August Meeting

Lisa Palermo & Jeanette Wagner purchased 361 S Palmer from John & Jo Dwyer
Brendon & Kaitlynn Townshend purchased 560 Sunset from Max & Debbie Sonandre
Lori & Jenine Grey purchased 301 Dennis Blvd from Marilyn Hulslander

MEMORIAL PARK GAZEBO- ARSON

Approx. August 12-13, 2023



Please report suspicious activity witnessed at or in the vicinity of Memorial Park of August 12 – 14 to Manager at 360.385.2208.

Charter for the Shoreline Stewardship Committee

1. Shoreline Stewardship Committee:

The name of this committee shall be the "Shoreline Stewardship Committee" (SSC). The purpose of the Shoreline Stewardship Committee is to ensure the preservation, conservation, and sustainable management of the coastal areas within the Cape George Colony jurisdiction. The committee shall work towards safeguarding the shoreline environment, promoting responsible coastal development, and mitigating the impact of natural and human-induced threats on coastal ecosystems.

2. Mission:

The mission of the Shoreline Stewardship Committee is to protect, enhance, and restore the ecological integrity of our coastal areas while supporting the socioeconomic interests of local communities. The committee shall strive to strike a balance between environmental conservation, coastal resilience, and sustainable use of coastal resources.

3. Objectives:

a. Identify Vulnerable Areas: The committee will conduct comprehensive assessments to identify and map vulnerable shoreline areas that are at risk of erosion, flooding, or other environmental threats.

b. Implement Conservation Strategies: Develop and implement strategies to conserve and restore the natural habitats, biodiversity, and ecosystem services provided by the shoreline environment.

c. Shoreline Management Planning: Collaborate with relevant members to formulate and execute shoreline management plans that incorporate principles of sustainable coastal development and climate change adaptation.

d. Member Awareness and Education: Promote member awareness and education programs to foster understanding and appreciation for the importance of shoreline stewardship and conservation.

e. Regulation and Compliance: Recommend and support the adoption of policies, regulations, and best practices that ensure responsible coastal development and compliance with environmental protection laws, and keeping permits current.

f. Research and Monitoring: Facilitate and support scientific research and monitoring efforts to assess the health of shoreline ecosystems, understand threats, and evaluate the effectiveness of conservation measures. Monitor, maintain and repair the berm. Perform regularly scheduled on-site inspections and report any concerns and document problems or future issues through the SSC.

4. Membership:

a. Composition: The Shoreline Stewardship Committee shall consist of members of the Cape George Community, representatives from relevant committees, to include those with expertise

and interest in coastal protection. Cape George management and liaison members will be needed to represent and communicate with the board.

b. Appointment: Members will serve voluntarily.

c. Chairperson: The committee shall elect a Chairperson from among its members who will preside over meetings and represent the committee in official communications. The Chairperson is approved by the Cape George Board and will serve for a two year time period beginning after the August Board Meeting.

5. Meetings:

a. Frequency: The committee shall meet regularly, at least once every month, and as needed for urgent matters.

b. Quorum: A minimum of two-thirds of the committee members shall constitute a quorum for conducting official business. Zoom sessions may be utilized when a vote is needed.

c. Decision Making: Decisions shall be made through a democratic process, and the Chairperson shall cast a deciding vote in the event of a tie.

6. Reporting:

The Shoreline Stewardship Committee shall submit periodic reports on its activities, progress, and recommendations to the relevant governing body and members. Pre-Storm notification and Post-Storm report will be provided.

Funding:

The committee shall seek funding from government grants, private donations, sponsorships, and other lawful means to support its operations, research, conservation projects, and member outreach efforts.

8. Amendments:

Amendments to this charter may be proposed by committee members and shall be subject to approval through a majority vote during an official meeting. The amendments will then be submitted to the Board for approval.

9. Dissolution:

The Shoreline Stewardship Committee may be dissolved if deemed necessary by a two-thirds majority vote of its members or if the relevant governing body decides to disband the committee.

10. Adoption:

This charter shall be adopted upon approval by a majority vote of the committee members and Cape George Board. It shall remain in effect until duly amended or dissolved.

Approved and adopted by the Shoreline Stewardship Committee on August 11, 2023.

Memo

To: Cape George Board of Trustees
From: Robin C. Scherting\
Date: August 3, 2023
Re: Handicapped Parking

I would like to request that the CG Board of Trustees have a handicapped sign placed south of the Fitness Room, just beyond the propane tank and close to the sidewalk and entry into the Fitness Room. I was told today no one was allowed to park behind the shop by or near the area I am referring to except marina members.

The Fitness Room has only one accessible entry and it is very difficult to get to if you have any kind of mobility issues. There are several other members who come on a regular basis who use the Fitness Room and it is difficult for them also to get into the Fitness Room.

My husband and I are perfect examples of members that use the Fitness Room on a regular basis and have mobility issues. Jack is almost 89 years old but still is able to make it to the Fitness Room quite regularly. If any of you know Jack, you know it is very difficult for him to get into the Fitness Room, and it takes a lot will on his part. But the Fitness Room is a saving grace for him and gives him something to look forward to. But parking as close as he can to the door is imperative to him--parking in the back close to the shop allows him to get in and out of the Fitness Room more easily.

There is only one handicapped sign, and it is in front of the swimming pool area and it is well used on a regular basis. Another handicapped parking sign would help not only us, but many others who use the Fitness Room. I think there used to be a handicapped sign in front of the shop a while ago, but it has been removed.

The area behind the marina shop is not posted and nowhere does it say that it is for marina members only. That is absurd anyway. I know others have been told they cannot park back there. Parking behind the marina shop area should not be an issue for members using the Fitness Room

We are a community for all members, and we all expect to be treated in a fair a just manner.

Thank you for considering my request.

Robin C. Scherting



ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, July 11, 2023, 9:15 am

IN ATTENDANCE: Jo Blair, Chris Buzzard, Pat Gulick, Anne Jimenez, Marnie Levy, Ruth Ross, Kitty Rucker, Robin Scherting, Bob Sullivan, Lori VanDeMark, Richard VanDeMark

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

II. APPROVAL OF JUNE MINUTES: Anne moved and Kitty seconded that the minutes from the June meeting be approved as submitted, and the motion passed unanimously.

III. FISCAL REPORT \$2218.45 (no change)

IV. OLD BUSINESS

- A. Low Tide Beach Walk:** The walk is scheduled for August 2 from 10 am to 12 pm, with docents from PTMSC. Chris has given the \$300 invoice from PTMSC to Patty to process. Chris will arrange for email blasts and notices on bulletin boards to alert the community, and it will also be in the August newsletter which comes out the last week in July. Chris is organizing refreshments and members have offered to bring baked goods to supplement what Chris purchases. A tip jar will be put out to help defray the \$300 fees from PTMSC.
- B. Booth at Waterfront Festival:** The committee will have a table at the festival on Aug 12 to sell copies of the mountain map and flower booklet, to hand out environmental information, and allow people to sign up for more information about the environmental committee. Chris will get change (\$5 bills) to facilitate sales. The table will probably be set up from 2 pm to 5 pm, and Chris, Jo, Ruth, Pat, and Steve have volunteered to help with the table.
- C. Work Parties for Rain Garden and Clubhouse:** Steve McDevitt would like to schedule additional work parties at the rain garden. He will notify Ruth when he wants to schedule a work party. Patty Dunmire will hold a landscaping work party tentatively set for July 26 at 9 am at the clubhouse. Ruth will notify the committee once the date is finalized.
- D. Environmental Shelf for Clubhouse Library:** Ruth will pull together the book recommendations from Varn and Steve and add her own and then send the list to Fayla for additional suggestions. The committee will see if members of the community would like to donate books from the list for the shelf, as well as other environmental books (field guides, etc.), which may be included on the clubhouse shelf or else offered free of charge to the community. Ruth will work with Dianne Tamblyn and Tom Ramsay, the librarians, to see how much space we can have.
- E. Berm Committee Update:** The committee all agreed that we need to give the Ad Hoc Committee a big thank you for all their work on this important project.
- F. Volunteer List:** Ruth and Lori Cameron are continuing to clean up the list so that it can be posted in the Newsletter to encourage new volunteers to sign up. Vacant spots will be highlighted in red.
- G. Plaque for the Bell:** Richard reported that the plaque is still not ready. He will give the shop one more chance and then he may just make a plaque in his shop.
- H. Memorial Park plaque restoration or replacement.** The consensus is that it will be very difficult/not possible to restore the existing plaque and that we may need to replace it with something else. Robin and Jack have been maintaining it for years but can no longer do so alone and would like the committee to take over the project. Richard will take a look at the existing plaque and make suggestions.

V. NEW BUSINESS

A. Proposed change in dog off-leash play area. The committee discussed the proposed changes to the Cape George Rule PP01 Livestock and Pets to allow the off-leash dog play group to use Cape George Memorial Park from 2:00 to 4:00 pm every day in addition to the off-leash area around the clubhouse and marina. Kitty Rucker and Robin Scherting shared the history of Memorial Park. Members raised funds in 1999 to create the park, which were matched by the Board. The park, which was created in 2000, was designed to memorialize members who had passed away as indicated by the poem on the plaque and a wooden sign that has since had to be taken down due to deterioration that listed the names of some of those so memorialized. The Environmental Committee and its members have been maintaining the park for 23 years, including making and caring for the plantings. Kitty Rucker, Robin Scherting, and Jo Blair shared the comments they are sending to the Board opposing the rule change. Kitty and Robin focused on the need to maintain the park as a peaceful place in keeping with its original purpose. Jo Blair shared information about the negative environmental impact of dog parks in locations on the shoreline. The committee discussed the issue at length and eventually 2 motions were proposed and approved. The issue of whether opposing the change would place limits on individuals walking their dogs in the park or on the beach was discussed and the committee stressed that the motion would have no effect on what individuals do. Motion 1 was made by Ruth (who had taken down and collated the suggestions of the members in attendance) and seconded by Kitty Rucker. That motion passed with 8 Ayes and 1 Nay. Motion 2 was again made by Ruth (who had taken down and collated the suggestions of the members in attendance) and was seconded by Robin Scherting. Motion 2 passed unanimously. The wording of the approved Motions which are being submitted to the CG Board are listed below.

Motion 1

To preserve the original intended use of Cape George Memorial Park and to reduce the risk of adverse environmental impacts, we recommend maintaining the Cape George Rule PP01 Livestock & Pets as it stands, with organized off-leash dog playtime reverting to the grounds around the clubhouse as allowed in the current Rule PP01.

Motion 2

We encourage the dog group to investigate other options for a fenced-in dog park away from the beach because of both safety and environmental concerns.

The meeting was adjourned at 10:40 am.

Respectfully submitted,
Ruth Ross, Secretary
Cape George Environmental Committee

Fitness Committee Minutes 8/7/2023

Meeting: Opened by Judith and Allan welcoming the group and introducing Gordon Bair, a new member to the Committee.

Members: Allan Zee, Judith Chambliss (Co-Chairs) Betsy Coddington (Board President and Liaison to Fitness Committee), Gordon Bair, Phyllis Ballough, Marnie Levy (CG Manager), Fred Miercort, Linda Mollino, Maria Ramsey, Tom Ramsey, and Bill Sery. Absent: Jon Karpilow; Mardella Rowland; Robin Scherting

1. **Budget / Finances:**

- Current balance \$10,141.88
- The office has been billed for the recent maintenance by Mark Harder, for the amount of \$605.03.

2. **Equipment:**

- Mark Harder completed a thorough routine maintenance; repaired the cable on the leg press; began repair on the recumbent bike and will conclude it when the necessary part arrives. .

Mark recommended a 6-month routine maintenance schedule (at a cost around \$521 per visit). This service would be for the entire gym. Committee members agreed that this was a necessary service. Marnie and Betsy to bring it to the Board of Trustees as Cape George would be responsible for the cost every six months.

- A Rowing machine was donated and delivered by Cape George members Cindy and Deb Wallace. A \$50 gift certificate at Henery's Hardware was given to them as a thank-you.

-Discussion centered around the next piece of equipment to consider purchasing with the current funds. The decision was made to look into a replacement of the elliptical stepper without arms. The committee is inclined to replace it with one with arms like our current Precor. Phyllis agreed to research on both and to present options and costs to the group.

3. **Supplies:**

- Sanitizers: Thanks to Maria for her research, which was helpful in proceeding forward to replace the Dermasept Dispensers. Mark Harder, our equipment maintenance specialist, recommended Simple Green as the best cleaning product. Marnie brought to the Committee part of the order that has been placed for an introductory quantity of Simple Green, new dry wipes, and two dry wipe dispensers. Decision made to finish out Dermasept product that we have been using and then switch to the new protocol. Bill and Maria will take the responsibility for diluting the simple green for use with the spray bottles.

4. **Signs**
 - Thank you to Marnie for arranging it and Donnie & Eric for doing the excellent painting of the door and installation of the two new signs on the doors.

5. **Thank you notes for donors**
 - Maria presented examples of thank you notes that she has created as examples that would be specific to the Fitness Center. The group was very complimentary. Maria agreed to take on creating a draft thank you note and contacting the Printery/Star Printing and Corvus Crafts regarding production costs.

5. **Suggestion Box:**
 - Lid for the trashcan outside the Fitness Center door: Marnie is still trying to resolve the problem.
 - Request to open Fitness Center at 4am instead of 5am: Marnie stated that at this point we need to stay with current hours because of security issues.
 - Broken exhaust fan and window screen: according to Marnie, they are on Donnie's list and he will get to them as time allows.
 - AC: voted down.
 - Weed-wacking: Marnie will check with the Berm Committee to see advisability and possibility of trimming some plantings in front of the window in front of the NuSteps.

7. **Suggestion from Community Member**
 - To designate a handicapped zone in the backside parking lot outside the Fitness Center: Following discussion about options, the decision was made to have a sign designating the area as a courtesy parking space for those members with special needs. This will not be an "Official" handicapped space. This will be presented to the Board of Trustees at their next meeting.

8. **Next meeting:** Monday, October 2, 2023



Cape George Colony Club

**BOARD OF TRUSTEES
and
MEMBER
BOARD PACKET**

Board of Trustees Meeting
Thursday, September 28, 2023
3:00 p.m.
Via Zoom



Cape George Colony Club
Regular Board of Trustees Meeting Agenda
Thursday, September 28, 2023
3:00 p.m. Via Zoom

A. President's Comments and Announcements – Betsy Coddington

An Executive Session will be held at the conclusion of this meeting for a violation hearing, to review a contract, and to address requests for wage increases.

B. Letters from Members – See attached letters.

C. Action on Minutes – Pat Gulick. Approve minutes of the regular Board of Trustees meeting held August 24, 2023.

D. Manager's Report – Marnie Levy.

E. Treasurer's Report – Nancy Charpentier.

F. New Members – Pat Gulick.

G. Information items or documents submitted to the Trustees at, or after the Study Session.

1. There will be a Reserve Study meeting scheduled on October 12, for a Board review of the proposed 2024 Reserve Items and Assessment– Betsy Coddington.

2. 2022 Water Use Efficiency Report – Marnie Levy.

H. Member Participation:

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

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

Motion 1. I move to hold blended in person/Zoom meetings of the Board of Trustees as soon as possible – Mike Heckinger.

Motion 2. I would like to put forth a motion that we take the two options for a change in PP01:

1. Leave PPO1 as written.

2. Change the rule to add Colman/Memorial Park as an off-leash area for dogs for 2 hours a day from 2 p.m. to 4 p.m. – Ray Pierson. See attached.

J. Open Board Discussion – Trustee Discussion Only

K. Committee Meeting Notes/Minutes:

Ad Hoc Dog group Committee and Dog Group Committee’s Proposal, August 25, 2023

CG Building and Roads Committee Minutes, August 4, 2023

CG Building and Roads Committee Minutes, September 1, 2023

Environmental Committee Minutes, September 12, 2023

Environmental Committee Minutes, August 8, 2023

Shoreline Stewardship Committee Minutes, August 21, 2023

L. Announcements

- Wednesday, October 11 – Wednesday November 1, POOL CLOSED for resurfacing.
- Thursday, October 12, Reserve Study Meeting – time to be announced.
- Monday, October 16, Special Board Meeting to review approve the Operating Budget for the Ballot.
- Monday, October 23, 3:00 p.m., Board of Trustees Study Session.
- Thursday, October 26, 3:00 p.m., Board Meeting.
- Saturday, October 28, Halloween Party, Clubhouse- sponsored by the Environmental Committee.

M. Adjourn to Executive Session Meeting.

N. Adjournment of the Board of Trustees Meeting.

Marnie Levy

From: Sharon Schlentner <sschlentner@olyphen.com>
Sent: Wednesday, September 13, 2023 8:03 AM
To: Marnie Levy
Subject: Thanks for the note on pet waste pickup.

After reading and hearing about possibly expanding more dog area places I am in favor of leaving the PP01 Livestock and pets rule as it is; no expansion. Thank you. Sharon Schlentner Saddle Drive,

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 24, 2023
via ZOOM
DRAFT

The Board Meeting was called to order by President, Betsy Coddington at 3:00 pm

In Attendance: Besty Coddington, Nancy Charpentier, Pat Gulick, Bart Mooyman-Beck, Mike Heckinger, Steve McFarland, and Ray Pierson. (Mike Heckinger did not vote as his video was not working to see his raised hand.)

Action on Minutes: Pat Gulick moved, and Ray Pierson seconded to approve minutes of the regular Board of Trustees meeting held July 27, 2023. Passed – 5/0

Manager's Report: Marnie Levy

August 2023

Emergency Planning

Cape George is abnormally dry. Smoke from forest fires often paint the sunrise and sunset a glorious red-orange at this time of year. This is a good reminder to create or update your evacuation or shelter-in-place emergency plan. We should all be prepared for both scenarios. Reading through many lists of suggestions can be overwhelming, but it is an easy place to start.

What is your plan if you cannot leave Cape George? What do you have packed and ready, or already in your car if you need to leave your home at a moment's notice?

The Cape George Emergency Preparedness Committee will have a meeting in September. I encourage your attendance because, as such a tight and cooperative community, Cape George is in a good position to combine efforts to prepare for any emergency. But individual planning IS a must. The Department of Health link below is a good way place to start. Click the link below and make your plan!

<https://doh.wa.gov/emergencies/be-prepared-be-safe/severe-weather-and-natural-disasters/wildfires#:~:text=Put%20together%20a%2072%2Dhour,easy%2Dto%2Dcarry%20packs.>

Thank Yous!

♥ A round of applause goes to the marvelous Miss Kiss (a.k.a. Harbor Master Penny Jensen) and every single volunteer for prepping and putting on the most joyous Waterfront Festival, on August 12! From managing the parking, to serving snow cones and popcorn all day, to participating in the synchronized swimming and the regatta and kayak events, potty toss, and dog parade, etc., everybody gave their all!

♥ Thank you to Brad Taylor, Richard Van De Mark, and Ric Carlson who poured the concrete counters in both the picnic shelter and south marina crab shack.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 24, 2023
via ZOOM
DRAFT

Maintenance

Water. On August 1, we hired Kenneth Loomis as our new Water System Manager. He is a Washington State Certified Water Distribution Manager #1, and Cross Connection Control Specialist. Ken is now working with Cape George, as an independent contractor. With input from the Water Advisory Committee and Donnie he is managing some non-urgent water maintenance issues, getting up to speed on some long-term projects, and routine processes. He is a veteran water manager and is knowledgeable about maintenance of small water systems such as ours, and compliance with County and State regulations.

Note: The Cape George water system continues has a current State of Washington Public Water System Operating Permit, valid through May 2024, permit category GREEN, the top category, that means the “system is substantially in compliance with applicable drinking water requirements.”

We are happy to welcome Ken and will work with him to keep our system in good order.

Grounds. Donnie and Eric cleared 15 trucks full of brush and fallen trees from the common areas of the Colony, Huckleberry, the Village, and the Highlands. There was a dying Madrona tree next to the firehouse, that Donnie and Eric felled yesterday. Thank you to Donnie and Eric for your diligence and non-stop weed whacking.

Electrical. Double D Electric replaced some circuit wiring in the clubhouse and replaced a switch in the pool room. They are working on an estimate to repair an exhaust fan in the fitness room.

Internet switch. Thank you to the Ad Hoc Tech Team for helping us switch internet systems to provide a better Wi-Fi connection in the clubhouse and marina.

Keypads. New electronic keypads were installed at the clubhouse, fitness room and workshop (a new electronic keypad was installed at the pool in 2022). We are working to get the fobs to work in all areas. The new keypad system is an approved 2023 reserve expenditure.

Reminders

- ❖ **Please clean up after your dog.** In the park areas, on the streets, in the Marina, on the beach, and everywhere else. Even if you think no one is looking.
- ❖ **Cape George is private property.** Door-to-door construction and landscape solicitors are trespassing. Visitors in any common area parking lot, or at the ravine trailheads on Huckleberry Place and Marine View Place, without a Cape George parking sticker on their windshield, or a guest pass (from the Cape George Office) on their dashboard are trespassing. Please report trespassers and vehicle license plates to the office.
- ❖ **Cross connection and backflow testing.** The inspection letters will be mailed in early September.
- ❖ **Mowing.** The final vacant lot mowing take place in the week after Labor Day.

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

Marnie W. Levy, CMCA®, AMS®,
manager@capegeorge.org
360.385.2208

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 24, 2023
via ZOOM
DRAFT

Treasurer's Report – Nancy Charpentier - JUNE 2023

COMMENTS ON JULY 2023 FINANCIALS

General

It is BUDGET time! Water and Marina committees will soon receive templates and we'll be in touch to set up meetings to review 2024 budget needs. However, there are many people involved in activities in the General Operations budget, and Marnie will be reaching out for your input for your areas of expenses you anticipate in the next year. This means the Pool committee, Emergency Preparedness, Environmental, Fitness, and any other areas that generate expense. Please include both Marnie and me in email correspondence regarding the budget.

Reserves will be a separate meeting, date and time to be announced, where we will review the current status of our funding levels and needs. Look for an email blast regarding the schedule soon.

Balance Sheet

The Reserve balance jumped this month as a result of booking the transfer of \$129,286 from Operating to Reserves by vote of the Board on July 27th, reflecting the net cash from the audited balances of 2022 for each of our three funds.

All accounts have been reconciled, cash balanced to statements and aging reports verified.

Income Statement

A) General Operations:

General Operations is performing well to budget, however there are some expenses that have exceeded budgeted levels and caution is still the watchword of the day.

Grounds (tree removal) and vehicle repairs have exceeded budget for a combined total of \$11.5k. There are more dead trees to be removed, and Marnie is in the process of getting quotes. It's a safety issue before the winter storms come, so it's important to get them done this year.

This is offset somewhat by payroll which is underbudget by \$9k. However, those savings are mostly in the Benefits category since staff have not yet used their entire allotments for healthcare reimbursement. This may yet occur, and the expenses could catch up to budget.

These cost overruns will need to be taken into account for next year's budgeting as we have experienced not just cost increases, but aging equipment and grounds will likely settle into higher expense levels to maintain.

Note that we have not yet done our annual road maintenance, and since that is budgeted at a level similar to last year (\$10k) it may be hard to take care of needed small repairs within that budget.

**CAPE GEORGE COLONY CLUB
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All this adds up to the urgent necessity to withhold spending at every opportunity. If it is not critical, we shouldn't do it. However we will need to take it into account for the 2024 budget. It will help that the community has voted to increase the assessment up to 8%, as that will help mitigate for the extreme inflation of the last couple of years that have settled our costs at higher levels.

B) Water Operations

Water is running comfortably ahead of budget currently. Part of the reason has been lack of planned spending to increase our inventory of parts on hand. It is needed to enhance our ability to respond quickly to needed repairs. There are also some maintenance expenses that have not yet been initiated and we will see a shrinking of the actual/budget gap with those. Still to do is installing dedicated sample sites and maintenance on the backwash system, however those should fall within the existing budget.

C) Marina Operations

Marina is currently \$12k ahead of budget, however the expense budgeted at \$10.5k for dredging the channel has come in at \$13k owing to the need to add a 3rd day to complete the project. They will likely still be in the black, but it can cut into the amount available at the end of the year to add to their reserves fund.

CAPE GEORGE COLONY CLUB												
As of Jul 31, 2023												
<i>Balance Sheet as of July 31, 2023 and 2022 - Preliminary Subject to Audit</i>												
Assets	2023		2022				Liabilities and Fund Balances		2023		2022	
Cash and Cash Equivalents:									Current Liabilities:			
Operations Checking & Petty Cash	\$	119,435	\$	226,467		-47%	Accounts Payable & Other Liabilities	\$	14,974	\$	168,039	-91%
Operating Savings & ICS		250,551		297,814		-16%	Prepaid Income		24,958		26,902	-7%
Reserves - General, Water & Marina		1,813,741		1,251,175		29%	Unearned Income, Marina Wait List		3,850		1,325	191%
Total Cash & Equivalents		1,983,727		1,775,456		12%	Total Current Liabilities		43,782		196,266	-78%
Net Accounts Receivable	\$	23,019	\$	18,440		25%	FUND BALANCES:					
Total Net Fixed Assets		1,637,226		1,669,384		-2%	Fund Balances & Equity (Combined)		3,422,493		3,182,134	8%
Total Prepaid & Other Assets		50,158		44,188		14%	Modified Cash Basis Income		227,857		129,068	77%
TOTAL ASSETS		\$3,694,131		\$3,507,468		5%	TOTAL LIABILITIES & FUND BALANCE		\$3,694,131		\$ 3,507,468	5%
<i>Summary Revenue and Expense Statements for the periods ended July 31, 2023 and 2022 (Modified cash basis, excludes depreciation)</i>												
<i>Preliminary Subject to Audit</i>												
2023 Year to Date - Unaudited					Comparative - Unaudited							
	Actual	Budget	Variance	%	2023 YTD		2022 YTD**		Variance	%		
General					General							
General Assessment	\$ 259,133	\$ 259,140	(7)	0%	General Assessment	\$ 259,133	\$ 190,610	\$ 68,523	36%			
Revenue - All Other Sources	14,494	9,696	4,799	49%	Revenue - All Other Sources	14,494	12,659	1,835	14%			
Total General Revenue	273,627	268,836	4,792		Total General Revenue	273,627	203,269	70,358				
Expenses:					Expenses:							
Salaries, Benefits, PR Tax	79,460	88,564	9,104	10%	Salaries, Benefits, PR Tax	79,460	59,936	(19,524)	-33%			
Repairs & Maintenance	21,875	9,670	(12,205)	-126%	Repairs & Maintenance	21,875	13,608	(8,267)	-61%			
Contracted Services	45,324	43,675	(1,649)	-4%	Contracted Services	45,324	50,795	5,471	11%			
Pool Expense & Utilities	15,071	21,425	6,354	30%	Pool Expense & Utilities	15,071	13,474	(1,597)	-12%			
Utilities & Insurance	18,736	18,736	-	0%	Utilities & Insurance	18,736	19,499	763	4%			
Other Expenses (incl taxes)	15,385	19,787	4,401	22%	Other Expenses (incl taxes)	15,385	23,040	7,655	33%			
Total General Expenses	195,850	201,857	6,006		Total General Expenses	195,850	180,352	(22,319)				
General Net Income	\$ 77,777	\$ 66,979	\$ 10,798	-16%	General Net Income	\$ 77,777	\$ 22,917	\$ 54,860	>-100%			

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 August 24, 2023
 via ZOOM
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	2023 Year to Date - Unaudited					Comparative - Unaudited			
	Actual	Budget	Variance	%		2023 YTD	2022 YTD**	Variance	%
General					General				
General Assessment	\$ 259,133	\$ 259,140	(7)	0%	General Assessment	\$ 259,133	\$ 190,610	\$ 68,523	36%
Revenue - All Other Sources	14,494	9,696	4,799	49%	Revenue - All Other Sources	14,494	12,659	1,835	14%
Total General Revenue	273,627	268,836	4,792		Total General Revenue	273,627	203,269	70,358	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	79,460	88,564	9,104	10%	Salaries, Benefits, PR Tax	79,460	59,936	(19,524)	-33%
Repairs & Maintenance	21,875	9,670	(12,205)	-126%	Repairs & Maintenance	21,875	13,608	(8,267)	-61%
Contracted Services	45,324	43,675	(1,649)	-4%	Contracted Services	45,324	50,795	5,471	11%
Pool Expense & Utilities	15,071	21,425	6,354	30%	Pool Expense & Utilities	15,071	13,474	(1,597)	-12%
Utilities & Insurance	18,736	18,736	-	0%	Utilities & Insurance	18,736	19,499	763	4%
Other Expenses (incl taxes)	15,385	19,787	4,401	22%	Other Expenses (incl taxes)	15,385	23,040	7,655	33%
Total General Expenses	195,850	201,857	6,006		Total General Expenses	195,850	180,352	(22,319)	
General Net Income	\$ 77,777	\$ 66,979	\$ 10,798	-16%	General Net Income	\$ 77,777	\$ 22,917	\$ 54,860	>-100%
Water					Water				
Revenue - Water Use Fees	\$ 172,198	\$ 173,607	\$ (1,409)	-1%	Revenue - Water Use Fees	\$ 172,198	\$ 126,084	\$ 46,114	37%
Revenue - All Other Sources	2,857	6,000	(3,144)	-52%	Revenue - All Other Sources	2,857	9,840	(6,984)	-71%
Total Water Revenue	175,055	179,607	(4,552)		Total Water Revenue	175,055	135,924	39,131	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	39,389	44,282	4,893	11%	Salaries, Benefits, PR Tax	39,389	34,837	(4,552)	-13%
Repairs & Maintenance	536	7,529	6,993	93%	Repairs & Maintenance	536	369	(167)	-45%
Contracted Services	14,681	20,313	5,631	28%	Contracted Services	14,681	15,277	596	4%
Utilities & Insurance	15,172	17,898	2,727	15%	Utilities & Insurance	15,172	13,284	(1,888)	-14%
Other Expenses (incl taxes)	10,477	19,270	8,793	46%	Other Expenses (incl taxes)	10,477	12,847	2,370	18%
Total Water Expenses	80,255	109,292	29,037		Total Water Expenses	80,255	76,614	(3,641)	
Water Net Income	\$ 94,800	\$ 70,315	\$ 24,485	35%	Water Net Income	\$ 94,800	\$ 59,310	\$ 35,490	60%
Marina					Marina				
Revenue - Moorage/Parking	\$ 75,264	\$ 74,489	\$ 775	1%	Revenue - Moorage/Parking	\$ 75,264	\$ 74,489	\$ 775	1%
Revenue - All Other Sources	18,370	18,150	\$ 220	1%	Revenue - All Other Sources	18,370	18,102	268	1%
Total Marina Revenue	93,634	92,639	995		Total Marina Revenue	93,634	92,591	1,043	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	13,388	14,761	1,373	9%	Salaries, Benefits, PR Tax	13,388	11,650	(1,738)	-15%
Repairs & Maintenance	4,660	13,642	8,982	66%	Repairs & Maintenance	4,660	15,489	10,829	0%
Contracted Services	4,053	6,230	2,177	35%	Contracted Services	4,053	5,434	1,381	25%
Utilities & Insurance	12,055	10,816	(1,239)	-11%	Utilities & Insurance	12,055	10,993	(1,062)	-10%
Other Expenses (incl taxes)	4,089	3,944	(145)	-4%	Other Expenses (incl taxes)	4,089	1,991	(2,098)	-105%
Total Marina Expenses	38,245	49,393	11,148		Total Marina Expenses	38,245	45,557	7,312	
Marina Net Income	\$ 55,389	\$ 43,246	\$ 12,143	28%	Marina Net Income	\$ 55,389	\$ 47,034	\$ 8,355	18%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 227,966	\$ 180,540	\$ 47,427	26%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 227,966	\$ 129,261	\$ 98,705	76%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	149,943	149,943	-	0%	Routine Reserve Revenue	149,943	112,476	(37,467)	33%
Reserve Interest - all **	-	1,572	(1,572)	-100%	Reserve Interest - all	-	-	-	>100%
Less: Reserve Offset***	(149,943)	(149,973)	30		Less: Reserve Offset	(149,943)	(112,586)	37,357	
Net Reserve Activity	\$ -	\$ 1,542	\$ (1,542)	-100%	Gross Reserve Activity	\$ -	\$ (110)	\$ (110)	-100%

New Members: Welcome

Lisa Palermo & Jeanette Wagner purchased 361 S Palmer from John & Jo Dwyer
 Brendon & Kaitlynn Townshend purchased 560 Sunset from Max & Debbie Sonandre
 Lori & Jenine Grey purchased 301 Dennis Blvd from Marilyn Hulslander

CAPE GEORGE COLONY CLUB
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Information items or documents submitted to the Trustees at Study Session

1. There will be a Reserve Study meeting scheduled in September for a Board review of the 2023 Reserve Studies – Besty Coddington.
2. Update on our water system management – Marnie Levy.
3. Members who would like to have estimates from Lakeside Industries to install their (required) driveway aprons, please give your contact information to the office by September 1. The cost of the driveway apron will be charged directly to the member – Marnie Levy.
4. Pat Gulick has been named the Board Liaison to the Shoreline Stewardship Committee – Marnie Levy
5. Due to the recent fire in the Memorial Park Gazebo, no fires, candles, lanterns, barbecues, or campfires are allowed at Memorial Park. A burn ban is also in effect for ALL common areas of Cape George, so no open flames are allowed – Marnie Levy. See attached.

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

Member participation:

Rich Hilfer urged the trustees to have a Reserves meeting with members ASAP and to remind them all meetings of the trustees should be open to the membership unless it is an Executive Session.

Phyllis Ballough was concerned about discussion of relocating the playground equipment to the area of the petanque court. That grassy area is the septic drainfield and children should not be playing on it.

Marie Muma had submitted a letter to the Board asking to allow therapy animals access to the beach between the marina and Memorial Park. She has three alpacas which are in training to be therapy animals. The trustees are considering the request and will have an answer for her in the coming months.

New Business Action Items:

Motion 1. Pat Gulick moved, and Ray Pierson seconded to adopt the proposed Shoreline Stewardship Committee Charter. Passed – 5/0

Motion 2. Pat Gulick moved, and Ray Pierson seconded to approve Steve McDevitt as the chair for the Shoreline Stewardship Committee. Passed – 5/0

Motion 3. Betsy Coddington moved, and Ray Pierson seconded to approve a courtesy parking sign be designated near the propane tank at the south end of the fitness center entrance. Passed – 5/0

Motion 4. Mike Heckinger moved, and Pat Gulick seconded to approve Mike Volkman as chair of the Ad Hoc Technology and Security Committee. Passed – 5/0

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Open Board Discussion:

Ray Pierson asked if the new internet service at the clubhouse will allow for hybrid meetings. Marnie says the Tech Committee will test the possibility in the next couple of weeks.

Bart Mooyman-Beck had a near miss with a car this week while walking his dog in the Colony. A reminder to drivers to share the road and slow down.

Nancy Charpentier suggested volunteers from Emergency Prep might help to collect member emergency contact phone numbers and renter contact information to use in case of an emergency. Bart Mooyman-Beck volunteered to help gather the information.

Announcements:

- Monday, September 4, the office will be closed in observance of the Labor Day Holiday.
- Monday, September 4, the Social Club is sponsoring a barbecue/potluck.
- Saturday, September 9, 10:00 a.m. to 2:00 p.m., Board of Trustees On-Boarding Meeting
- Monday, September 25, 3:00 p.m., Board of Trustees Study Session, via Zoom Meeting
- Thursday, September 28, 3:00 p.m., Board Meeting, via Zoom Meeting

Adjournment. Nancy Charpentier moved, and Ray Pierson seconded, to adjourn the meeting at 4:02 pm. Passed - 5/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Betsy Coddington, President

Note* The Environmental Committee July 11, 2023, meeting minutes in this month's Board information packet were published in the July Board Minutes. It will not be repeated here.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

August 24, 2023

via ZOOM

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Fitness Committee Minutes

8/7/2023

Meeting: Opened by Judith and Allan welcoming the group and introducing Gordon Bair, a new member to the Committee.

Members: Allan Zee, Judith Chambliss (Co-Chairs) Betsy Coddington (Board President and Liaison to Fitness Committee), Gordon Bair, Phyllis Ballough, Marnie Levy (CG Manager), Fred Miercort, Linda Mollino, Maria Ramsey, Tom Ramsey, and Bill Sery. Absent: Jon Karpilow; Mardella Rowland; Robin Scherting

1. **Budget / Finances:**

- Current balance \$10,141.88
- The office has been billed for the recent maintenance by Mark Harder, for the amount of \$605.03.

2. **Equipment:**

- Mark Harder completed a thorough routine maintenance; repaired the cable on the leg press; began repair on the recumbent bike and will conclude it when the necessary part arrives. .
Mark recommended a 6-month routine maintenance schedule (at a cost around \$521 per visit). This service would be for the entire gym. Committee members agreed that this was a necessary service. Marnie and Betsy to bring it to the Board of Trustees as Cape George would be responsible for the cost every six months.
- A Rowing machine was donated and delivered by Cape George members Cindy and Deb Wallace. A \$50 gift certificate at Henery's Hardware was given to them as a thank- you.
- Discussion centered around the next piece of equipment to consider purchasing with the current funds. The decision was made to look into a replacement of the elliptical stepper without arms. The committee is inclined to replace it with one with arms like our current Precor. Phyllis agreed to research on both and to present options and costs to the group.

3. **Supplies:**

- Sanitizers: Thanks to Maria for her research, which was helpful in proceeding forward to replace the Dermasept Dispensers. Mark Harder, our equipment maintenance specialist, recommended Simple Green as the best cleaning product. Marnie brought to the Committee part of the order that has been placed for an introductory quantity of Simple Green, new dry wipes, and two dry wipe dispensers. Decision made to finish out Dermasept product that we have been using and then switch to the new protocol. Bill and Maria will take the responsibility for diluting the simple green for use with the spray bottles.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

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4. **Signs**

- Thank you to Marnie for arranging it and Donnie & Eric for doing the excellent painting of the door and installation of the two new signs on the doors.

5. **Thank you notes for donors**

- Maria presented examples of thank you notes that she has created as examples that would be specific to the Fitness Center. The group was very complimentary. Maria agreed to take on creating a draft thank you note and contacting The Printery/Star Printing and Corvus Crafts regarding production costs.

5. **Suggestion Box:**

- Lid for the trashcan outside the Fitness Center door: Marnie is still trying to resolve the problem.
- Request to open Fitness Center at 4am instead of 5am: Marnie stated that at this point we need to stay with current hours because of security issues.
- Broken exhaust fan and window screen: according to Marnie, they are on Donnie's list and he will get to them as time allows.
- AC: voted down.
- Weed-wacking: Marnie will check with the Berm Committee to see the advisability and possibility of trimming some plantings in front of the window in front of the NuSteps.

7. **Suggestion from Community Member**

- To designate a handicapped zone in the backside parking lot outside the Fitness Center: Following discussion about options, the decision was made to have a sign designating the area as a courtesy parking space for those members with special needs. This will not be an "Official" handicapped space. This will be presented to the Board of Trustees at their next meeting.

8. **Next meeting:** Monday, October 2, 2023



Cape George Colony Club
September 2023
Manager's Report

RUMOR

Consider contacting the General Manager to confirm or deny rumors. 360.385.2208.
Manager@CapeGeorge.org.

PROCESS

You elected a diligent, hardworking Board of Trustees. They follow Cape George rules and regulations and abide by covenants and governing documents when making decisions.
<https://capegeorge.org/index.php?governing-documents>

♥ **Thank you to all committee Chairs!**

The task of chairing a committee is a challenge. Consistency, communication, and organization are key. The committees have a charter that the Chair is responsible to follow and abide by. A huge thank you to the twenty-three Committee Chairs who give so much of their time to help facilitate the hundreds of volunteers who, together, make Cape George a great place to live!

Assessments Due October 1, 2023.

Please make sure to pay your assessment, online or by bringing your check to the office.

Budget and Reserves

We are working on the proposed 2024 Budget and Reserve Assessment package to present to membership for approval. Thank you to the board and members who attended the meeting held by Reserve Consultants, LLC. Their presentation was direct and succinct. At the membership meeting following RCL's presentation members shared opinions and ideas of how to go forward.

If you have not had a chance to look at the 2023 Reserve Studies, please go to the Cape George website where they are posted. The link to the page is <https://capegeorge.org/index.php?reserve-schedules>

Reserve Study Consultants, LLC, has included in each reserve study (General, Water, and Marina) recommendations for funding. I encourage every member to become familiar with the reserve studies.

The Board will meet to discuss the proposed budget and reserves on or around October 12. On October 16, there will be a Special Meeting of the Board to review and approve a proposed operating budget. Notice of those meetings will be posted and sent via eblast at least 48 hours in advance.

On October 19, ballots will be mailed to members. The Budget and Reserves ballot mailing will include other information, so please read through that packet carefully and respond by mailing or turning your ballot in at the office by the due date.

Office updates

Office Administrator Terri Brown is retiring at the end of October. We are advertising for an office administrator in local publications and on Zip Recruiter. We sent the advertisement for the position to members as an eblast, with the announcement of her retirement.

Terri has been the Office Administrator for eight years and will be missed by many. We will schedule a retirement get together for Terri in October.

Maintenance

- The swimming pool will be closed for resurfacing from October 11 to November 1. Please look for notices of the specific closure dates.
- Picnic area lawn hydroseeding. The last step of the berm repair is to hydroseed the lawn from the north end of the clubhouse to the north end of the berm. I will be receiving a proposal for the lawn hydroseeding that will probably be scheduled in mid-October. Our goal is to have a few weeks when we are getting some rain and before have any freezing weather.

Tech updates.

- As I write, I can say that we are very close to having the new locks, fobs and computer programs working together to make access to the Clubhouse, Workshop, Pool, and Fitness Room fobs and cards work consistently.
- The Tech Team is working on acquiring equipment for blended Zoom/in-person meetings at the Clubhouse to be utilized when approved by the Board.

Violations

Violation letters were sent for abandonment of property, one maintenance violation, a barking dog violation, unshaded exterior night lights, and a trash violation.

Reminders

- ❖ **Cape George is private property.** We have had reports of a team of door-to-door solar panel salespeople trespassing in Cape George. Please report any solicitors to the office.
- ❖ **Cross connection and backflow testing.** Inspection letters were mailed in early September. Three testing companies are listed on the second page of the letter you received.
- ❖ **Please clean up after your dog.** In the park areas, on the streets, in the Marina, on the beach, and everywhere else. Even if you think no one is looking.

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

Marnie W. Levy, CMCA® AMS®
General Manager
manager@capegeorge.org
360.385.2208

COMMENTS ON AUG 2023 FINANCIALS

General Comments

We used to publish the detailed financial statements in the Study Session packet, but we're going to have a different process in order to keep it off the public web site. Detailed financial information is still available, but I'll be creating a mailing list and sending them out every month to those who want to see the reports. Please email me at treasurer@capegeorge.org and let me know you want to be added to the list, and you'll receive them every month

Remember the Reserves meeting and show up! We need to discuss our options, our concerns, clarify any questions and be sure we are on track to a solid savings plan to build our fund balances after the devastation of the last couple of years' inflation impact. Look for an email blast to notify you when and please come to the meeting. At the last session we had on Reserves Laura Hamilton made an excellent suggestion that everyone should be talking with friends and neighbors who haven't been to the meetings, and possibly even getting together to discuss things outside the meetings. If you do get together with neighbors and friends to discuss the reserves, please feel free to invite me or any other board member to attend if you want our participation. If I can be there I will.

Balance Sheet

There isn't anything remarkable to report. We have completed the transfer of \$129k from Operations cash to Reserves, in compliance with the Board vote of July 27th to distribute 2022's net cash into their respective reserve funds. For those looking at the detail report, you'll see that the Kitsap money market account is over the FDIC limit of \$250k, but that was a temporary situation now rectified. We were waiting for the 113 week CD to mature the 2nd week of September, at which point it was reinvested plus \$130k transferred from the money market, taking it down to the insurable level. You'll see that reflected in September's balance sheet.

Income Statement

A) General Operations:

We're ahead of budget on PR expenses, but expect that gap to close as staff catch up to submissions for health care reimbursements, at which time we should be on budget.

The pool is coming in under budget, and with this year's purchase of a new, more efficient heat pump we anticipate continued improved results in expenses

We're investing an unbudgeted sum of \$1.5k for equipment to permit hybrid Board meetings, where in person and zoom can be held simultaneously. It's important for our community that we're able to accomplish that and will require delaying some expenditures in order to accommodate the expense.

B) Water Operations

We have so far stayed ahead of budget, some owing to a lack of excess (budgeted) spending to build our inventory, and so far a lack of costly repairs. We are performing comfortably to budget thus far.

C) Marina Operations

Marina is slightly ahead of budget, but we anticipate that expenditures will catch up to budgeted amounts as they address deferred maintenance issues such as safety ladders and dock repairs. We anticipate an electric repair that will be costly, but needed for safety for the south parking lot. The budget is being closely watched, and care is being taken in budgeting for next year in anticipation of maintaining a safe environment. Some items budgeted for next year may need to be completed this year.

CAPE GEORGE COLONY CLUB

As of AUG 31, 2023

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

Assets	2023		2022		%	Liabilities and Fund Balances	2023		2022		%
Cash and Cash Equivalents:						Current Liabilities:					
Operations Checking & Petty Cash	\$	69,409	\$	107,695	-36%	Accounts Payable & Other Liabilities	\$	15,941	\$	81,916	-81%
Operating Savings & ICS		250,580		303,972	-18%	Prepaid Income		27,503		28,334	-3%
Reserves - General, Water & Marina		1,616,852		1,315,295	23%	Unearned Income, Marina Wait List		3,650		528	591%
Total Cash & Equivalents		1,936,841		1,726,962	12%	Total Current Liabilities		47,094		110,778	-57%
Net Accounts Receivable	\$	10,716	\$	14,720	-27%	FUND BALANCES:					
Total Net Fixed Assets		1,651,883		1,669,384	-1%	Fund Balances & Equity (Combined)		3,425,604		3,199,136	7%
Total Prepaid & Other Assets		45,458		40,339	13%	Modified Cash Basis Income		172,201		141,491	22%
TOTAL ASSETS		\$3,644,899		\$3,451,405	6%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,644,899		\$ 3,451,405	6%

*Summary Revenue and Expense Statements for the periods ended August 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	%						
General															
General Assessment	\$	259,133	\$	259,140	(7)	0%	General Assessment	\$	259,133	\$	218,296	\$	40,837	19%	
Revenue - All Other Sources		16,164		13,217	2,947	22%	Revenue - All Other Sources		16,164		16,954		(790)	-5%	
Total General Revenue		275,298		272,357	2,940		Total General Revenue		275,298		235,250		40,048		
Expenses:							Expenses:								
Salaries, Benefits, PR Tax		90,735		100,562	9,827	10%	Salaries, Benefits, PR Tax		90,735		76,574		(14,161)	-18%	
Repairs & Maintenance		22,425		11,224	(11,201)	-100%	Repairs & Maintenance		22,425		13,360		(9,065)	-68%	
Contracted Services		49,573		50,739	1,166	2%	Contracted Services		49,573		56,848		7,275	13%	
Pool Expense & Utilities		15,192		25,400	10,208	40%	Pool Expense & Utilities		15,192		16,460		1,268	8%	
Utilities & Insurance		26,182		25,704	(478)	-2%	Utilities & Insurance		26,182		22,193		(3,989)	-18%	
Other Expenses (incl taxes)		18,933		18,465	(467)	-3%	Other Expenses (incl taxes)		18,933		20,834		1,901	9%	
Total General Expenses		223,039		232,095	9,056		Total General Expenses		223,039		206,269		(15,951)		
General Net Income	\$	52,259	\$	40,263	\$	11,996	-30%	General Net Income	\$	52,259	\$	28,981	\$	23,278	>-100%
Water							Water								
Revenue - Water Use Fees	\$	172,198	\$	173,607	\$	(1,409)	-1%	Revenue - Water Use Fees	\$	172,198	\$	144,763	\$	27,435	19%
Revenue - All Other Sources		2,857		6,000		(3,144)	-52%	Revenue - All Other Sources		2,857		12,040		(9,184)	-76%
Total Water Revenue		175,055		179,607		(4,552)		Total Water Revenue		175,055		156,803		18,252	
Expenses:								Expenses:							
Salaries, Benefits, PR Tax		45,014		50,281		5,267	10%	Salaries, Benefits, PR Tax		45,014		41,029		(3,985)	-10%
Repairs & Maintenance		566		8,033		7,468	93%	Repairs & Maintenance		566		605		39	6%
Contracted Services		16,816		22,982		6,167	27%	Contracted Services		16,816		17,592		776	4%
Utilities & Insurance		17,096		20,455		3,359	16%	Utilities & Insurance		17,096		15,874		(1,222)	-8%
Other Expenses (incl taxes)		15,185		20,682		5,497	27%	Other Expenses (incl taxes)		15,185		14,262		(923)	-6%
Total Water Expenses		94,676		122,434		27,758		Total Water Expenses		94,676		89,362		(5,314)	
Water Net Income	\$	80,379	\$	57,173	\$	23,206	41%	Water Net Income	\$	80,379	\$	67,441	\$	12,938	19%
Marina								Marina							
Revenue - Moorage/Parking	\$	75,656	\$	74,489	\$	1,167	2%	Revenue - Moorage/Parking	\$	75,656	\$	74,719	\$	937	1%
Revenue - All Other Sources		19,111		18,171		940	5%	Revenue - All Other Sources		19,111		19,242		(131)	-1%
Total Marina Revenue		94,767		92,660		2,107		Total Marina Revenue		94,767		93,961		806	
Expenses:								Expenses:							
Salaries, Benefits, PR Tax		15,276		16,760		1,485	9%	Salaries, Benefits, PR Tax		15,276		13,719		(1,557)	-11%
Repairs & Maintenance		17,643		16,233		(1,410)	-9%	Repairs & Maintenance		17,643		15,590		(2,053)	0%
Contracted Services		5,308		7,027		1,719	24%	Contracted Services		5,308		5,313		5	0%
Utilities & Insurance		12,306		12,361		55	0%	Utilities & Insurance		12,306		12,206		(100)	-1%
Other Expenses (incl taxes)		4,671		4,438		(233)	-5%	Other Expenses (incl taxes)		4,671		2,023		(2,648)	-131%
Total Marina Expenses		55,204		56,820		1,616		Total Marina Expenses		55,204		48,851		(6,353)	
Marina Net Income	\$	39,563	\$	35,840	\$	3,723	10%	Marina Net Income	\$	39,563	\$	45,110	\$	(5,547)	-12%
Net Income/Loss from Combined Operations, No Reserve Activity	\$	172,201	\$	133,276	\$	38,925	29%	Net Income/Loss from Combined Operations, No Reserve Activity	\$	172,201	\$	141,532	\$	30,669	22%
Reserve Activity								**Reserve Activity							
Routine Reserve Assessment		149,943		149,943		-	0%	Routine Reserve Revenue		149,943		128,840		(21,103)	16%
Reserve Interest - all **		-		-		-	#DIV/0!	Reserve Interest - all		-		-		>100%	
Less: Reserve Offset***		-		-		-		Less: Reserve Offset		-		-			
Net Reserve Activity	\$	149,943	\$	149,943	\$	-	0%	Gross Reserve Activity	\$	149,943	\$	128,840	\$	(21,103)	16%

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

www.capegeorge.org
office@capegeorge.org

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

New Members for September Meeting

Cima & Christian Andrews purchase lot 16-7 Saddle Dr from Mike Hale

Bonnie Handley purchased 370 Dennis Blvd from Christine Castigliano & Tim Beckström

Green Tara LLC purchased 101 Hemlock Dr from Talo Investments LLC

Jesse Bridges & Nattiya Phadkdee purchased 100 Johnson Ave from Dick & Kathleen Keenan

Matthew Diment & Anne Giesy purchased 161 S Rhododendron Dr from the Healey Estate



Date Submitted: 9/12/2023

Water Use Efficiency Annual Performance Report - 2022

WS Name: CAPE GEORGE COLONY CLUB INC

Water System ID#: 11050 WS County: JEFFERSON

Report submitted by: *Ken Loomis*

Meter Installation Information:

Estimate the percentage of metered connections: *100%*

If not 100% metered – Did you submit a meter installation plan to DOH? *No*

Within your meter installation plan, what date did you commit to completing meter installation?

Current status of meter installation:

Production, Authorized Consumption, and Distribution System Leakage Information:

12-Month WUE Reporting Period *01/01/2022 To 12/31/2022*

Incomplete or missing data for the year? *No*

If yes, explain:

Total Water Produced & Purchased (TP) – Annual volume gallons	<i>23,692,245</i> gallons	
Authorized Consumption (AC) – Annual Volume in gallons	<i>22,968,380</i> gallons	
Distribution System Leakage – Annual Volume TP – AC	<i>723,865</i> gallons	
Distribution System Leakage – DSL = [(TP – AC) / TP] x 100 %	<i>3.1 %</i>	
3-year annual average - %	<i>7.0 %</i>	<i>2020, 2021, 2022</i>

Goal-Setting Information:

Enter the date of most recent public forum to establish WUE goal: *12/03/2013*

Has goal been changed since last performance report? *No*

Note: Customer goal must be re-established every 6 years through a public process.

Customer WUE Goal (Demand Side):

Reduce water usage during the peak months of June through September by 2.2% from the usage the prior year. The savings will be by year, #1 218,821, #2 216,633, #3 214,466, #4 212,322, #5 210,198, #6 208,096. The total saved over 6 years 1,280,536.

Customer (Demand Side) Goal Progress:

Additional Information Regarding Supply and Demand Side WUE Efforts



Date Submitted: 8/30/2022

Water Use Efficiency Annual Performance Report - 2021

WS Name: CAPE GEORGE COLONY CLUB INC

Water System ID# : 11050 WS County: JEFFERSON

Report submitted by: *Jose Escalera*

Meter Installation Information:

Estimate the percentage of metered connections: *100%*

If not 100% metered – Did you submit a meter installation plan to DOH? *No*

Within your meter installation plan, what date did you commit to completing meter installation?

Current status of meter installation:

Production, Authorized Consumption, and Distribution System Leakage Information:

12-Month WUE Reporting Period *01/04/2021 To 01/03/2022*

Incomplete or missing data for the year? *No*

If yes, explain:

Total Water Produced & Purchased (TP) – Annual volume gallons	<i>27,961,000</i> gallons	
Authorized Consumption (AC) – Annual Volume in gallons	<i>25,393,665</i> gallons	
Distribution System Leakage – Annual Volume TP – AC	<i>2,567,335</i> gallons	
Distribution System Leakage – DSL = [(TP – AC) / TP] x 100 %	<i>9.2 %</i>	
3-year annual average - %	<i>8.7 %</i>	<i>2019, 2020, 2021</i>

Goal-Setting Information:

Enter the date of most recent public forum to establish WUE goal: *12/03/2013*

Has goal been changed since last performance report? *No*

Note: Customer goal must be re-established every 6 years through a public process.

Customer WUE Goal (Demand Side):

Reduce water usage during the peak months of June through September by 2.2% from the usage the prior year. The savings will be by year, #1 218,821, #2 216,633, #3 214,466, #4 212,322, #5 210,198, #6 208,096. The total saved over 6 years 1,280,536.

Customer (Demand Side) Goal Progress:

Additional Information Regarding Supply and Demand Side WUE Efforts

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 from 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 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.

CAPE GEORGE COLONY CLUB
MINUTES - AD HOC DOG GROUP COMMITTEE
August 25, 2023

Members Present:

Marta Krissovich, Jo Blair, Patty Dunmire, Kim Wilding, Susi Feller (facilitator)

Members Absent:

Allan Zee, Molly Torres

- A. The final version of the minutes of the meeting on 8/21/23 were approved. The final version of these minutes from 8/25/23 were approved via email communication with the committee members.
- B. More letters from members were forwarded by the office to the members of this committee. No new information was gleaned from the letters.
- C. One of the representatives of the change-PP01 group reminded everyone of the strong desires to keep Memorial Park as a gathering and socialization place for people and an off-leash play area for dogs. At the same time there are deep concerns about containing dogs, especially with fencing at Marina Park.
- D. The new chair of the Shoreline Stewardship Committee, Steve McDevitt, has informed one of the no-change-PP01 members of the plan to "daylight" the creek that is presently contained in a culvert underneath Memorial Park. The culvert will be removed to create a meandering, curvy swale with rocks as the creek bed designed to manage water runoff, filter pollutants, and increase rainwater infiltration. Bioswales are swales that involve the inclusion of plants or vegetation in their construction. Restoring the stream will decrease the size of the grassy area.
- E. Richard VanDemark was not able to attend the meeting, however Susi met with him on 8/24 to review with him what had been discussed and considered so far by the committee and to get his overall input and suggestions. His comments were as follows:
1. The playground presently does not meet standard guidelines for playgrounds. There are several issues including incorrect set-backs and undesirable ground cover with the type of gravel that is presently there. Also, shade is desirable for playgrounds and presently there is none.
 - The playground should be rebuilt in a more suitable location.
 - 3 suitable locations have been identified:

- At the Marina, across the street. The brush can be cut back 10-20 feet. If this site is chosen then shade trees should be planted to provide shade.
- Grassy area North side of Firehouse. This area is already shaded.
- Near the pickleball court

Playgrounds should be fenced as appropriate to the site so that the children are safe. Richard may have access to significantly better equipment at lower than usual cost. The playground equipment is due for replacement and this is already in the budget for 2024.

2. The north end of Marina Park is a reasonable spot for a dog park. The grounds that were torn up by the Berm construction should be graded and stones/rocks removed. Then seeded with either some kind of traditional grass or dutch white clover. Grasses generally will require several weeks-months to take hold. If Dutch white clover were seeded then the grounds could be used very soon after seeding. Clover would assist in erosion control. However clover has flowers and attracts bees but if mowed regularly during flowering season then bees could be avoided.

3. Once this committee has decided on a final proposal, Richard would be happy to provide specific suggestions with drawings and photos. These could be used for an all membership forum at the clubhouse prior to finalizing the proposal to the Board.

F. **Summary:**

The change-PP01 group's primary reason for requesting permanent off-leash use of Memorial Park was to provide safety for the dogs away from motorized vehicles and to allow for socialization of both the dogs and their owners and that this be accomplished without a fully fenced in dog park. The committee members worked together in collaboration and ultimately came to the conclusion that Marina Park could be converted into a safe and social place for dogs and their owners without building a fully fenced in dog park.

Dog Group Committee's Proposal:

The committee members propose that Memorial Park may be used for dogs off leash from 2:30-3:30pm daily up until but no later than 4/30/2024. This will have given the dog owners 1.5 years of use of Memorial Park since berm construction. Dog owners will avoid clustering repeatedly in the same spot (e.g. the middle of the park) to avoid excess wear and tear of one area.

1. In order to provide a safe area for dogs that allows their owners to socialize, the northern tip of Marina Park will be prepared for safe off leash dog use as soon as possible. This will include a partial fence. A permanent esthetically pleasing partial fence could be installed starting at the southern end of the brush along Marina Drive curving along the bollards and large chain that are presently in place to the garbage can (close to the opening in the chain), designating about 10,000 square feet from the northern tip heading South (Memorial Park is approximately 11,000 square feet). At that point the distance between the fence and the berm is about 40 feet. The fence

could be extended towards the berm for another 10-20 feet (or not). The remaining 20-30 feet between the fence and the berm would remain open. A "moveable" material/netting could be installed on a post at the berm and this could be dragged across and hooked to the fence as a safety barrier for those dog owners who would like to have an enclosed off leash area. This area has bathrooms, a gazebo for shade, potable water and beach access through the approved berm cross-overs.

2. Temporary fencing/netting should be installed along the berm until the vegetation has grown and matured and creates a barrier to prevent dogs from climbing over the berm. More planting of vegetation would help speed up this process.
3. Create a Dog Owner Committee. The Dog Owner Committee would oversee the design of the off leash area, engage in fundraising, help with dog waste stations and other issues as they arise.
4. Consider the options for relocating the playground:
 - a. Firehouse
 - b. Across the street from the Clubhouse.
 - c. Near the pickleball court.
5. Move Horse Shoe courts to Firehouse.
6. By moving certain recreational activities to the Firehouse, this would create some amenities in the Village which presently has no amenities.
7. Board review of all of the above.
8. If Board agrees then hold an all membership forum at Clubhouse for feedback and other suggestions. Send out a copy of the proposal to all membership for their review prior to the forum.
9. Send final proposal to the Board for review and approval/denial.

Respectfully submitted,

Susi Feller (facilitator)

CG Building and Roads Committee Minutes

August 4, 2023

Members in attendance: George Martin, Mike Hinojos, Jeff Cullum, Rich VanDeMark, David Baker, Ray Pierson, Betsy Coddington

Also Attending: Marnie Levy, Cape George Manager

- 1) Discussed not completed driveway connections on new builds. Four letters will be sent out by the manager including fines.
- 2) Discussed Roads. We need to have an engineering firm perform a study of Colman Drive near Memorial Park. The roadway is detreating due to Geotech slippage. It was recommended to set aside \$2500 from the Roads budget for that study. Also discussed the condition of Dennis Blvd, Hemlock where it was previously repaired and is dipping, Maple and Marine View.
- 3) Several Building permits need follow-up: Magnolia, Ridge occupancy permit, Hemlock driveway and occupancy permit, Victoria Loop expiring permits and Saddle Drive
- 4) The fines are continuing for the discontinued build on San Juan.
- 5) Update on S Rhododendron, building permit extended with timeline and living on property to complete build.
- 6) S Palmer stormwater issue is under advisement and subject to county regulations.
- 7) Discussed and approved building permit 41 Fir Place
- 8) Discussed and approved earthworks permit 61 Hemlock for filling in culvert.
- 9) Discussed new build 81 Maple, need earthworks permit for foundation.

CG Building and Roads Committee Minutes

September 1, 2023

Members in attendance: George Martin, Mike Hinojos, Jeff Cullum, David Baker, Betsy Coddington, Bob Holtz, Ray Pierson

Also Attending: Marnie Levy, Cape George Manager

- 1) Discussed and approved earthworks permit for parking pad 30 Dennis Blvd.
- 2) Discussed and approved the building permit for a new home 81 Maple Drive.
- 3) Discussed and approved the renewal of a driveway application permit for 69 Hemlock Drive.
- 4) Discussed and approves earthworks permit for a rain garden 61 Hemlock Drive.
- 5) Discussed and approved to request Cape George purchase the Moasure One and Moasure Stick along with an extension pole to enable the committee to easily determine prebuild property elevation high points. <https://www.moasure.com/products/moasure-one>
- 6) In open discussion, the question was raised about fences within the Cape George right-of-way and the distance to the road. Research of the question will be done and reported back to the committee next month.
- 7) In open discussion, approved the repairs of Hemlock and Dennis Blvd as previously discussed.

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, September 12, 9:15 am, CG Clubhouse

IN ATTENDANCE: Varn Brooks, Chris Buzzard, Lori Cameron, Patty Dunmire, Sue Dunning, Marnie Levy, Steve McDevitt, Ruth Ross, Robin Scherting

I. CALL TO ORDER: Chris Buzzard called the meeting to order at 9:20

II. APPROVAL OF AUGUST MINUTES: Lori moved and Robin seconded that the minutes from the August meeting be approved as submitted, and the motion passed unanimously. *[Addendum: these minutes from the 9/12/23 meeting were distributed by email to the attendees and approved.]*

III. FISCAL REPORT \$\$2687.67

IV. OLD BUSINESS

- A. Ad hoc committee re off-leash dog play area:** The committee discussed the need to try to ease the divisiveness this issue has created in the neighborhood. A statement to be submitted to the CG Board of Trustees from the committee was drafted and discussed. Varn moved and Sue seconded that the statement be approved and submitted to the Board. The statement (see attached) was approved unanimously. It will be sent in a letter to the board to be included in the study packet for the September Study Session and our committee liaison to the Board, Pat Gulick, will also present the statement to the Board at the Study Session.
- B. October Halloween party, October 28:** Sue Dunning, who is coordinating plans for the party, reported that a second planning meeting will be held 9/19 at 2:30 pm at the clubhouse and that volunteers are signed up for all jobs. There will be an educational table to spread the word about the committee's mission and a tip jar. Sue will put an article about the party in the October newsletter. COVID concerns were discussed and people may want to mask as part of their costumes.
- C. Updating volunteer list:** Chris reported that she and Marnie had reviewed the volunteer list and clarified which jobs should be the responsibility of the paid maintenance staff and which jobs should continue to be undertaken by volunteers from the CG Environmental Committee. The revised list will be circulated to the committee and then to the community in the near future to recruit additional volunteers for open tasks.
- D. Environmental Shelf for Clubhouse Library:** Ruth reported that she hopes to get the list of book recommendations finished very soon.
- E. Styrofoam recycling:** The committee noted the success of this program in Cape George and acknowledged Jo Blair for all her hard work on the project.

V. NEW BUSINESS

- A. Programs for the Fall:** Chris will talk with Steve King, a new member of our community who is currently building his house, about possibly doing a presentation in November about Port Townsend's strategies for dealing with rising sea levels and other environmental and climate related issues.

The meeting was adjourned at 10:40 am.

Respectfully submitted,
Ruth Ross, Secretary, Cape George Environmental Committee

Statement to be sent to the CG Board of Trustees from the CG Environmental Committee

On July 11, the Environmental Committee approved a recommendation to maintain Cape George Rule PP01 Livestock & Pets as written. The Committee serves only as an advisory body to the Board. We made our recommendation consistent with our committee's mission as stated in section 4 of the Preamble of the **Environmental Committee Charter**:

4. The Committee shall address environmental concerns including, but not limited to, (1) preservation of native plant, animal, bird, and sea life by fostering conditions that allow them to thrive, (2) development and protection of common areas, (3) gathering information and doing research regarding safety, quality of life, and good environmental policies, and (4) recommending best practice policies that will enhance environmental quality and advance community interest.

The committee commends the board for appointing an ad hoc committee to consider the issue of dog play areas in the community. We will support whatever decision the board makes on this issue. We have confidence that any decision the board makes will be one that is intended to promote harmony in the community.

ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, August 8, 2023, 9:15 am

IN ATTENDANCE: Jo Blair, Chris Buzzard, Sue Dunning, Pat Gulick, Anne Jimenez, Diane Kochendorfer, Marnie Levy, Steve McDevitt, Carol Muzik, Ruth Ross, Kitty Rucker, Robin Scherting

I. CALL TO ORDER: Chris Buzzard called the meeting to order at 9:17

II. APPROVAL OF JULY MINUTES: Kitty moved and Robin seconded that the minutes from the July meeting be approved as submitted, and the motion passed unanimously.

III. FISCAL REPORT \$2218.45 (no change)

IV. NEW BUSINESS

- A. Proposed change in dog off-leash play area.** The committee's two resolutions were shared with the Board in July and an ad hoc committee has been formed to work on proposed solutions. Several members of our committee are serving on this committee.
- B. Water Usage at Memorial Park.** The office informed the committee that water usage had increased tremendously at the park. Apparently someone who is not authorized has been turning on the sprinkler system. Kyanne Anderson and Diona Smith, the volunteers who maintain the plantings at the park, will start taking the tool that turns the sprinkler system on with them so that this does not occur.
- C. Plans for Halloween Party.** The committee will hold the usual Halloween party and fundraiser on October 28 starting at 5:30. Sue Dunning volunteered to take the lead on planning and organizing volunteers and will schedule a meeting very soon to make plans.

V. OLD BUSINESS

- A. Low Tide Beach Walk:** The walk took place on August 2 from 10 am to 12 pm, with docents from PTMSC. Over 45 people attended and the walk was very successful. The \$300 invoice from PTMSC for supplying guides has been processed. The tip jar raised \$37 which was enough to cover the cost of the snacks that Chris purchased. The committee thanked the members who kindly provided baked goods for the participants.
- B. Booth at Waterfront Festival:** The committee will have a table at the festival on Aug 12 to sell copies of the mountain map and flower booklet, to hand out environmental information, and allow people to sign up for more information about the environmental committee. The committee will also provide wine that has been donated to us to attendees who want to watch the start of the race from the gazebo to encourage people to stay off the berm. Chris, Jo, Ruth, Pat, and Steve have volunteered to help with the table and/or the wine serving. Steve will put up warning tape to help keep attendees off the berm.
- C. Work Parties for Rain Garden and Clubhouse:** Steve McDevitt would like to schedule additional work parties at the rain garden. He will notify Ruth when he wants to schedule them. Patty Dunmire held a work party at the clubhouse in late July and will be scheduling more later in the summer.
- D. Environmental Shelf for Clubhouse Library:** Ruth is working on pulling together the book recommendations from Varn and Steve. She will add her own and then send the list to Fayla for additional suggestions. Ruth reported that she has been very busy and has gotten behind on this project but will try to complete it soon.

- E. Shoreline Stewardship Committee:** a number of Environmental Committee members are also serving on this committee, which will be overseeing the monitoring and work needed on the berm and elsewhere on the shoreline. The members will keep our committee updated on what is happening and how we can help with volunteers.
- F. Volunteer List:** In looking at the list, Kitty Rucker remarked that it has grown to include many tasks that were not originally there and suggested that Chris and Marnie meet to discuss which tasks are appropriate for our committee and which should actually be the responsibility of the paid maintenance staff.
- G. Plaque for the Bell:** The plaque has been installed. The committee thanked Richard for all his efforts to get this done.
- H. Memorial Park plaque.** Richard will inspect and suggest possible ideas.

Carol moved and Robin seconded that the meeting be adjourned which was done at 10:40 am.

Respectfully submitted,
Ruth Ross, Secretary
Cape George Environmental Committee

Cape George Colony Club Shoreline Stewardship Committee Meeting Minutes

21 August 2023, 1230 – 1330 hrs.

IN ATTENDANCE: Bob Sullivan, Paul Bezilla, Richard VanDeMark, Geoff McMichael, Stephen McDevitt (Chairman).

1. **CALL TO ORDER:** Steve called the meeting to order at 1230 Hrs.
2. **OLD BUSINESS:**
 - A. The Chair asked committee members to adopt a Shoreline Section to monitor and inspect on a monthly cycle, annually, unless emergency situations arise.
 - B. The Chair suggested that the committee should research and create a list of Shoreline Stewardship related websites, and sources of information. It is already getting started.
 - C. The members looked at the needed repairs to berm and made proposals.
 - D. Discuss the berm walkover location and design.
 - E. It was suggested that Coastal Storm and potential hazards to shoreline property owners' alerts from the CGSC Chairperson to the Property Manager and Board of Trustees. If there are actions which need to be addressed immediately, Terri would then send a message to the Shoreline Property Owner or Owners. If there are more than one property along the bluff which could be impacted. An example would be an area along the North shoreline, where it is apparent that the threat of sliding or trees toppling is high, and there is an approaching Coastal Storm, an alert message would be a good practice. They could prepare ahead of time, by moving any large items like fencing, planters, etc. I'll clarify that a little later.

NEW BUSINESS:

- A. Discuss methods for Shoreline Monitoring and Inspections.
Field work procedures,
Drone, Boat
- B. How to anchor the dislodged logs from the berm.
- C. Continue to discuss the berm walkover location and design.
- D. File naming conventions for data collections of Sections.
- E. Data access and storage.
- F. Review the Permits Spread Sheet prepared by Geoff.
- G. Contact Terri about posting data (Maps, Reports, Photos, links).
- H. The Chair will contact Stephen Bell, WA Shoreline Community Program, Director.? regarding grant, partnership, and educational programs from the State for shoreline communities.
- I. Continue with discussion on construction of a berm walkover in the area near the picnic shelter. It was agreed to postpone that discussion until a future meeting.
- J. Meet prior to the September 2023 Board meeting. to discuss any new findings, plans or issues which should be brought to the Community and the Board's attention, by our liaison.

The meeting was adjourned at 1340.

Respectfully submitted,

Steve McDevitt. Chairman

Cape George Shoreline Stewardship Committee