



Cape George Colony Club

**BOARD of TRUSTEES
MEETING**

Thursday, October 26, 2023

3:00 p.m.

In Person and Zoom Meeting



**Cape George Colony Club
Regular Board of Trustees Meeting Agenda**

Thursday, October 26, 2023

3:00 p.m. Via Zoom and In-Person at the Clubhouse

A. President's Comments and Announcements – Betsy Coddington

An Executive Session was held on October 25.

B. Letters from Members – See attached letters.

C. Action on Minutes – Pat Gulick. Approve minutes of the regular Board of Trustees meeting held September 28, 2023.

D. Manager's Report – Marnie Levy.

E. Treasurer's Report – Nancy Charpentier. (To be sent under separate cover.)

F. New Members – Pat Gulick. See attached.

G. Information items or documents submitted to the Trustees at, or after the Study Session.

1. The Budget Ballot will be mailed Friday October 27. Please vote and return your budget in person in the office or by mail by November 27 at 2 p.m.– Betsy Coddington.

2. Welcome to Cape George: new cover and welcome letter – 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. Motion to approve the 2024 Reserve Study items listed in the Budget packet – Nancy Charpentier.

Motion 2. Motion to approve the 2024 approve the rate increase as endorsed by the Marina Committee during the October 2, 2023, meeting – Mike Heckinger.

Motion 3. Motion to approve the adoption of the Marina Service Program form as created and to include it in the 2024, and subsequent, Marina Registration Packets – Mike Heckinger. See attached.

Motion 4. Motion to approve the purchase of the replacement gantry using Marina Memorial Fund money. I further move to donate the gantry to the community – Mike Heckinger.

Motion 5. I would like to put forth a motion to change rule PP01 to add Colman/Memorial Park as an off-leash area for dogs for 1 hour a day – Ray Pierson. See attached.

J. Open Board Discussion – Trustee Discussion Only

K. Committee Meeting Notes/Minutes:

Building and Roads Committee Minutes, October 6

Environmental Committee Minutes, September 12

Fitness Committee Meeting Minutes, October 2

Water Advisory Committee Meeting Minutes; August 8, September 12, and October 3

L. Announcements

- Fri., Oct. 27, the Ballot to ratify the 2024 Budget and Reserve Item funding will be mailed.
- Sat., October 28, Halloween Party, Clubhouse- sponsored by the Environmental Committee.
- Mon., November 13, 3:00 p.m., Board of Trustees Study Session.
- Thurs., November 16, 3:00 p.m., Board Meeting.
- Mon., November 27, Budget and Reserve Ballots due in the office by 2:00 p.m.

N. Adjournment of the Board of Trustees Meeting.

To: Cape George Board of Trustees

We want to express our complete support for increased fees & assessments for the Cape George HOA for its long-term viability as a livable community. We request that the Cape George Board of Trustees keep the financial health of our HOA foremost in its upcoming decision though it may be difficult to focus due to the loud & accusatory complainers - funds are needed to maintain and improve our neighborhood and its assets. The harsh reality is everything is more expensive than it used to be, and if residents aren't able or willing to contribute to the community with their increased HOA fees, then they should sell their property to somebody who can and will. Emotional appeals along the lines of "We've been here for X# of years..." "It's just fine the way it is..." or "We're on a fixed income..." are irrelevant and don't change the undeniable fact that if we as a community continue on this trajectory of under-funding Cape George, the HOA will be unable to respond to or recover from future pressures that will inevitably arise - the end result likely being the crippling or complete dissolution of the Cape George community. We don't want to see that happen, and are willing to pony up to keep Cape George the special place it is now by investing in its infrastructure. We're certain that many residents feel the same as we do, but in public meetings it's mostly the naysayers who show up hoping to sway the decision-makers. Please keep your eyes on the prize - Cape George.

Mike Lapointe & Terri Stafford
11 Fir Place

I wanted to give my opinion that I think we should not change the Pet rules; that Memorial Park should remain a park that others can have access to use in the afternoons. I also think that from an environmental standpoint the park will be affected by the dogs. Although we no longer have a dog, when we did, we had to section off a part of our yard, because our golden retriever was such a digger. If the rule is changed, the park will get torn up. Lastly although everyone says their dogs are nice, attacks happen when dogs are off leash. Our community needs to feel safe to walk (with and without dogs) in our public places.

I think the long term solution is to create a fenced in dog park. Maybe a new Dog Club could be created to figure out where this can be and fundraise to build a fence to enclose it.

In the short term, my understanding is that the Cape George Pet rules allow off leash dogs near the club house.

Thank you,

Lori Cameron

10-17-23

Cape George Colony

63 Cape George Road

Port Townsend, WA 98368

Attn: Board of Trustees

RE: Proposal for "Off Leash Dog Parks"

To Whom it May Concern,

I have been reading of the proposed change to our leash law that is outlined in the newsletter regarding Memorial/Coleman Park.

This has me greatly concerned and I wholeheartedly object to the changes.

I have owned a home here since 1991. My sister, Nancy Farrelly, owns our late uncle's house, which is right next to Memorial Park, at 510 Sunset. Our family has been fortunate to be a part of Cape George since the 70's and have spent countless hours at Memorial Park.

My late husband, James Hill, was very active in the dog meet up groups and the community at large. We've had many dogs and he enjoyed the meet up down at the Marina/Clubhouse area. I, on the other hand, very rarely joined in. Although I am a dog lover, I am also quite intimidated by large dogs jumping and barking and running at me. But at least Marina Park is large enough to offer me lots of other options away from the unleashed dogs; I could go to the pool or clubhouse, swings or beach. This is not the case with Memorial Park which is much smaller, has way less parking and has only one way in and one way out; offering no way around the untethered dogs.

Over the past decade, I have become disabled and am no longer able to take walks on the beach but still enjoy being able to pull up and go and sit on the logs at the more peaceful Memorial Park. But with the addition of the dog meet ups here as well, I can no longer do this. In addition, the barking and commotion is way louder at the small park versus the larger.

If there is to be unleashed dogs at both parks, this removes any option for non-dog owners, other older folks with handicaps or even the age old blessing of a serene and quiet park. This is why I strongly believe that leaving only the Marina Park as an option for off-leash dogs is the equitable way for all members of Cape George, there is no need for two. We will lose too much with this change.

As a side note, I would think that for a change this monumental, perhaps a flyer in mailboxes would assure that most members would be aware since newsletters and emails often get overlooked. If not for word of mouth, I would not have known about this proposal that significantly impacts my life here. It is also unclear to me if this will be voted on by the board only or by all members as well?

Thank you for considering my respectful objection to making Memorial/Coleman Park another off leash" park.

Sincerely,



Jane Hill

231 S. Palmer Drive

360-301-3401

Dear Trustees and Fellow Members,

I completely support changing PPO1 (5) to allow members of the dog group to continue meeting at Memorial Park for a limited time in the afternoon. *If it ain't broke...* This group of members have been meeting daily for 17 +/- years at the Clubhouse beach and for more than a year at Memorial Park. They are one of the pillars of Cape George social life, have conscientiously kept the parks clean and done so for YEARS with very minimal problems. Let's get on with it and spend the Board's time on bigger challenges!

Thank you,

Ann Candioto

10/21/23

To the Cape George BOT
Cape George Manager

10/24/2023

Greetings,

I was actually quite surprised that the members of the Gantry Committee advocating for its purchase didn't present a written package of guidelines/rules etc., for its use yesterday. What a great opportunity to show leadership and demonstrate to Members the Marina's commitment to a legally correct way to operate our Marina, and show good stewardship of our waters and environment. I have given our Manager a copy of the Rules of Marina operation for your perusal.

Since we've seen in the past that the old gantry was used for engine work and bottom paint of boats, how to do them legally, safely, and environmentally appropriately needs to be addressed. Some examples: How will toxic materials be handled and disposed of? Will signs be posted "no pressure washing of hulls" since we don't have a catch basin and water treatment capability. How has dust been addressed since it's illegal for paint dust to enter the water? It's a great time for this Gantry Committee to lead the Marina towards a cleaner Marina operation in all respects.

I think it's premature for the BOT to accept a donation of the Gantry should the Marina proceed with its purchase. The question of liability, potential for hefty fines from agencies such as Fish and Wildlife, Army Corp of Engineers, Ecology and others are a viable possibility. If this purchase is going to happen, let's do it right the first time.

Thanks very much. Penny Jensen, Harbormaster Cape George Marina

Marnie Levy

From: kriss edwards <kriss_edwards@hotmail.com>
Sent: Monday, October 23, 2023 8:39 PM
To: Marnie Levy; Betsy Coddington; Mike Heckinger; Nancy; Bart Mooyman-Beck; Pat Gulick; Ray Pierson; Steve McFarland
Cc: Marie Muma; Craig Muma; gsemick@yahoo.com
Subject: Alpacas

Hello Marnie and Cape George Board!

I'm not one to feel comfortable expressing my opinions in front of the community. I'm reaching out now because I support Marie's request to allow her to bring her alpacas to the north beach beyond the marina. It will not disrupt anything.

Georgette showed me a video of Marie leading her, Gary, Craig, and their sweet alpacas through their property. It was the most therapeutic moment I have ever had, and it was a video! Looking forward to doing it in person.

I had to leave the meeting early...5:10? but you were discussing changing a rule or something to make it compliant to the "rules" 🐾. How about make it simple, an exception to the rule? There is already an exception to the rule down there.

I support to allow Marie to take her alpacas to the beach north of the Marina.

Kriss Edwards
Sent from my)

Marnie Levy

From: Andrea Feight <dreafe8@yahoo.com>
Sent: Monday, October 23, 2023 5:38 PM
To: Marnie Levy; Terri Brown
Subject: Re: dog rule

I had put this short statement in Chat during the Study Session just after the last comment was accepted. I wanted to also send this statement on by email for consideration by the BOT, along with the email I sent to you both just before the meeting. Thank you.

Counting up the number of letters for and against the unleashed dog proposal is not a valid means to make decisions on a matter of importance to the community. Those with dogs and who are "for" see each other regularly and have mounted a strong campaign. Those who don't have dogs and/or are "against" have not had equal voice.

Andrea Feight

Marnie Levy

From: Andrea Feight <dreafe8@yahoo.com>
Sent: Monday, October 23, 2023 3:01 PM
To: Terri Brown; Marnie Levy
Subject: Livestock and Pets rule

Regarding Proposed Rule Change PP01 - Livestock and Pets rule

In preparing for the Study Session for 10/23, I see the board will be discussing and possibly voting on the proposed rule change.

I believe that many members are not aware of the potential rule change to allow dogs off-leash use of the two areas for two hours every day of the week. I do like dogs but don't have one. I walk most days and my walk almost always takes me down to the marina or up Sunset, down Palmer, and a pop-over visit to Memorial Park, where I stand to look at the shoreline and the amazing vista before I head back up Sunset.

As winter approaches, I will note that the hours of 2-4 are often the warmest part of the day and thus the most enjoyable for a walk. Whenever I walk by Memorial Park and see the dog gathering, I avoid the area. I see the dogs freely bounding vigorously back and across the (once) beautiful lawn area and I don't want to risk being knocked down. That happened a few months back to a resident's father-in-law visiting (for the first time) from a distance away, and the remainder of his visit was hampered by lower leg swelling and pain.

The area across from the clubhouse worked well before and it is the best venue for reasons that other members have already articulated, as they have articulated the many reasons why Memorial Park is not an appropriate venue.

Thank you,
Andrea Feight

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
October 19, 2023
via ZOOM
DRAFT

The Special Board meeting was called to order by President, Betsy Coddington, at 3:00 pm

The purpose of this meeting is to review the proposed 2024 Budget.

In Attendance: Besty Coddington, Ray Pierson, Steve McFarland Pat Gulick, Mike Heckinger and Nancy Charpentier

Absent: Bart Mooyman-Beck

New Business Items:

1. **Motion 1:** Ray Pierson moved, and Mike Heckinger seconded to accept the proposed 2024 budget as written with amendment. Passed – 5/0

Announcements:

- Study Session – Monday, October 23, 2023, 3 pm via Zoom
- Board Meeting - Thursday, October 26, 2023, 3 pm via Zoom

Adjournment: Pat Gulick moved, and Steve McFarland seconded to adjourn the meeting at 4:43 pm. Passed - 5/0

Pat Gulick, Secretary

Betsy Coddington, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 28, 2023
via ZOOM
DRAFT

The Board Meeting was called to order by President, Betsy Coddington at 3:02 pm

In Attendance: Besty Coddington, Mike Heckinger, Pat Gulick, Bart Mooyman-Beck, Nancy Charpentier, Steve McFarland, and Ray Pierson. (Nancy Charpentier did not vote as she was participating by phone)

Action on Minutes: Pat Gulick moved, and Ray Pierson seconded to approve minutes of the regular Board of Trustees meeting held August 24, 2023. Passed – 5/0

Manager's Report: Marnie Levy

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!

Additions to the Managers' Report

The office and the Emergency Preparedness Committee are working together to create a phone and/or email list of every resident in Cape George in case of an emergency where residents need to be contacted.

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.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

September 28, 2023

via ZOOM

DRAFT

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.
- 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.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 28, 2023
via ZOOM
DRAFT

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

Treasurer's Report – Nancy Charpentier - August

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.

CAPE GEORGE COLONY CLUB
 BOARD OF TRUSTEES MEETING MINUTES
 September 28, 2023
 via ZOOM
DRAFT

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 | | | | | | |
| <i>Balance Sheet as of August 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 | \$ 69,409 | \$ 107,695 | -36% | Accounts Payable & Other Liabilities | \$ 15,941 | \$ 81,916 |
| Operating Savings & ICS | 250,580 | 303,972 | -18% | Prepaid Income | 27,503 | 28,334 |
| Reserves - General, Water & Marina | 1,616,852 | 1,315,295 | 23% | Unearned Income, Marina Wait List | 3,650 | 528 |
| Total Cash & Equivalents | 1,936,841 | 1,726,962 | 12% | Total Current Liabilities | 47,094 | 110,778 |
| 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 |
| Total Prepaid & Other Assets | 45,458 | 40,339 | 13% | Modified Cash Basis Income | 172,201 | 141,491 |
| TOTAL ASSETS | \$3,644,899 | \$3,451,405 | 6% | TOTAL LIABILITIES & FUND BALANCE | \$3,644,899 | \$ 3,451,405 |

| <i>Summary Revenue and Expense Statements for the periods ended August 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 | \$ 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% |

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 28, 2023
via ZOOM
DRAFT

| <u>Water</u> | | | | | <u>Water</u> | | | | |
|--|-------------------|-------------------|------------------|------------|--|-------------------|-------------------|--------------------|-------------|
| 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 | |
| <u>Expenses:</u> | | | | | <u>Expenses:</u> | | | | |
| 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% |
| <u>Marina</u> | | | | | <u>Marina</u> | | | | |
| 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 | |
| <u>Expenses:</u> | | | | | <u>Expenses:</u> | | | | |
| 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% |
| <u>Net Income/Loss from Combined Operations, No Reserve Activity</u> | | | | | <u>Net Income/Loss from Combined Operations, No Reserve Activity</u> | | | | |
| | \$ 172,201 | \$ 133,276 | \$ 38,925 | 29% | | \$ 172,201 | \$ 141,532 | \$ 30,669 | 22% |
| <u>Reserve Activity</u> | | | | | <u>**Reserve Activity</u> | | | | |
| 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% |

New Members: Welcome

Cima & Christian Andrews purchase lot 16-7 Saddle Dr from Mike Hale

Bonnie Handley purchased 370 Dennis Blvd from Christine Castigliano & Tim Beckstrom

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

Information items or documents submitted to the Trustees at 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.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Ad Hoc Dog Group Committee, CG Building and Roads x2, Environmental Committee x2, and Shoreline Stewardship Committee. The reports are attached and incorporated by reference.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 28, 2023
via ZOOM
DRAFT

Member participation: None

New Business Action Items:

Motion 1. Mike Heckinger moved, and Ray Pierson seconded to hold blended in person/Zoom meetings of the Board of Trustees as soon as possible. Passed – 5/0

Motion 2. Ray Pierson moved, and Mike Heckinger seconded to publish in the newsletter the option for a change in Regulation PP01 to solicit member comment.
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. Passed – 5/0

Open Board Discussion: None

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.

Adjournment. Ray Pierson moved, and Mike Heckinger seconded, to adjourn the regular meeting and moved to executive session at 3:32 pm. Passed - 5/0

4:25 - Steve McFarland left the meeting.

4:45 - Nancy Charpentier left the meeting.

Ray Pierson moved, and Bart Mooyman-Beck seconded to adjourn the executive session and move to the regular board meeting at 5:13. Passed-4/0

Pat Gulick reported that there were no findings of violations by the board and no actions were taken on the other issues.

Pat Gulick moved, and Mike Heckinger seconded to adjourn the board meeting at 5:16. Passed-4/0.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 28, 2023
via ZOOM
DRAFT

Submitted by:

Approved by:

Pat Gulick, Secretary

Betsy Coddington, President



Cape George Colony Club
October 26, 2023
Manager's Report

Thank you!

♥ Thank you so much Ms. Terri Brown for being you. You have helped me so much, with patience and generosity, to learn about Cape George over the last 18 months! The members of Cape George and I so appreciate how you work with people every day. Saying thank you just begins to express the level of our gratitude. I will miss your laughter!

♥ Thank you to George Martin, retired plumber, and extraordinary citizen! George repaired the leaking spigot near the picnic shelter. Wohoo!

♥ A HUGE thank you to Michael Volkman, Mark Kochendorfer, Mary Larson, Dimne Cote, Susie Feller and everyone who helped assemble a system for blended hybrid in person/Zoom meetings. They have dedicated a lot of time Zooming in and being in the Clubhouse to test and practice with the new system. Since the last board meeting, we will have had three in person/Zoom blended meetings. We will continue to work to improve our technique and technology with the meetings.

♥ Thank you Eric Kolbe, our maintenance assistant, for keeping Cape George tidy from the culverts to fallen trees, to the office parking and entry! Thank you for initiating projects that make the grounds beautiful!

♥ Thank you to the members who have visited me to question rumors, my actions at times, and make suggestions to improve the process of running Cape George.

Please Vote!

The 2024 Budget and Reserves Ballot will arrive in the mail. Please review the information in the packet and return your completed ballot by mail or in the office by November 27, 2023, by 2 p.m.

Reserve Funding

The 2023 Reserve Study reports demonstrate that our reserves are underfunded. This is an issue that every member should be aware of as we end 2023 and move into 2024. In the new year the Board will propose a plan to help ensure that reserve funding levels are adequate to cover common area assets in the coming years. This is YOUR association. Please watch for the proposal and participate in the support of maintaining the community!

Mail Carrier Protection

Ernie, our mail carrier, was struck by a vehicle a few months ago while he was delivering mail in Cape George. To prevent that from happening again he uses traffic cones in the mail areas when he is working. **Please be careful and respect his safety zones.**

Picnic Area Lawn and Doggie Playtime

With the fall storms finally rolling through Cape George the picnic area is green again. Reseeding the picnic area lawn is being postponed for the time being. That means that the picnic area is open again for doggie playtime.

Pool Resurface

At long last the Cape George pool is being resurfaced. We can't wait to see the sparkling new pool and look forward to resurfacing the deck next year! Kriss Edwards, Michael Volkman, and Donnie Weathersby have been working with Eric Anderson and the Spray-Tec Company to prep and coat the community pool! Thank you all!

Dog Noise Complaints

People complain to me about dogs barking. Cape George Rules and Regulations PP01 Livestock and Pets states: "Pet owners must comply with all applicable State and Jefferson County statutes and regulations dealing with pet ownership." Those rules are not easy to find! The web address is:

<https://www.codepublishing.com/WA/JeffersonCounty/#!/JeffersonCounty06/JeffersonCounty0607.html#6.07>

I spoke with the officer who handles Jefferson County animal complaints. He offered to come discuss animal complaints with the membership next year. Please let me know if you are interested.

Quarterly Assessments Were Due October 1, 2023.

Please make sure your assessment has been received. You can pay online or by bringing your check to the office.

Violations

One violation letter was sent for abandonment of property.

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

CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

www.capegeorge.org
office@capegeorge.org

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

New Members for October Meeting

Jenz & Caitlin Lund purchased 301 Sunset from Russell Johnson

Leah Layman & Antoine Courtemanche purchased lot 19 Quinault Loop from Sarah Heiner

Laila Ayyoub purchased 120 Maple Drive from Andrea Feight

Catherine Brown name transfer from TaraGreenLLC

Welcome to Cape George Colony Club

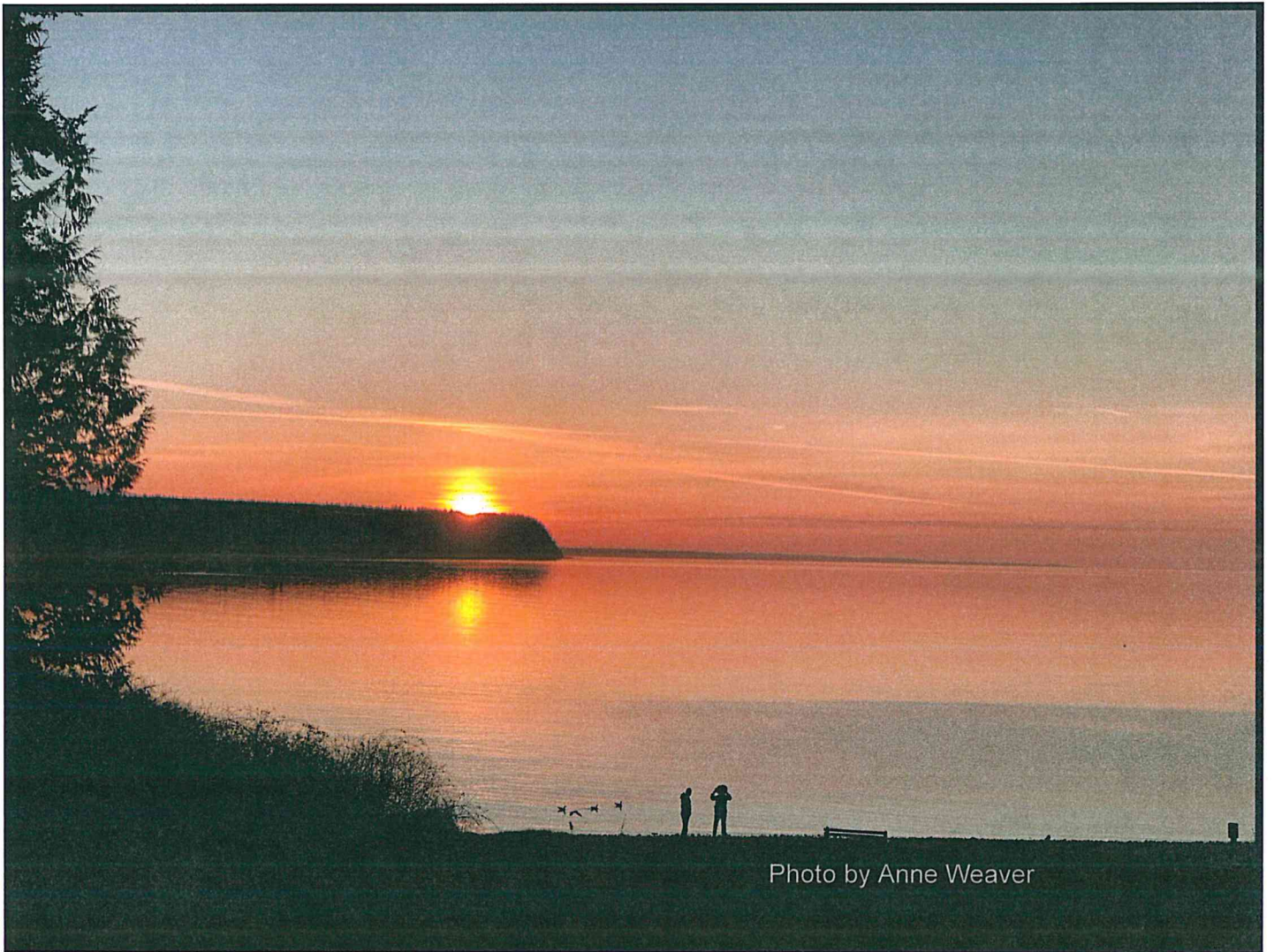


Photo by Anne Weaver

Hello and welcome to the Cape George Community!

We are so glad you have chosen Cape George for your new home. Whether you've come from a few miles away or from across the country—or even from around the world—we are excited you're our new neighbor(s).

Cape George is a great neighborhood. Located on the headlands overlooking beautiful Discovery Bay, you won't find a prettier place to call home in Jefferson County. Even more important than our neighborhood's stunning natural beauty is our unique community and we look forward to getting to know you.

It's likely one of the things that brought you to Cape George is our amenities. We offer a number of perks you won't find in most places. Homeowners in our three neighborhoods—the Colony, the Village, and the Highlands—can enjoy:

- our community parks
- our pickleball court
- the children's play area
- a pétanque court
- our private beaches
- a wood shop with some amazing equipment
- the clubhouse with a kitchen and library
- a large, indoor heated swimming pool and wading pool
- an outdoor fire pit, BBQ area, and three gazebos
- a gym stocked with some of the latest weightlifting and fitness equipment
- a marina with boat ramp, crab shacks, fish cleaning stations, kayak storage, and boat trailer parking.

Who lives in Cape George? All kinds of folks. Cape George is filled with people of all ages. At one time, Cape George was largely home to retirees, but increasingly young people, including families with young children, are discovering Cape George. In fact, we now have so many kids in the neighborhood that the school buses stop here—and so does the ice cream truck!

We are a friendly bunch. Don't be surprised if you see people you haven't met yet smiling and waving hello. It's our way of acknowledging one another and saying "Howdy neighbor." Please wave back. It creates an atmosphere of neighborliness we love.

Throughout the year, we have a number of social events such as BBQs, potlucks, Band on the Beach, the Waterfront Festival, St. Patrick's Day party, the Halloween party, block parties, and others, where you have a chance to meet and socialize with your neighbors. Please try to attend some of these events. They're fun and it's a way to get to know your community.

We're a community of volunteers who care about Cape George and work hard to keep it a great place to live. As you know, Cape George is governed by a Home Owner's Association (HOA). Like many other HOAs, we have a professional paid staff, including a Manager, an Office Administrator, a Maintenance Manager, and Grounds Staff responsible for the day-to-day operation of our neighborhoods.

But Cape George's HOA isn't just any old HOA. The Cape George HOA is *us*, not some corporate entity. Our HOA is run by a Board of Trustees that consists of our neighbors. Volunteers run for Board positions and are voted in by the membership. These volunteer Board members meet regularly to oversee our infrastructure like water and roads and various volunteer committees.

It's these committees who do much of the work that keeps our community looking good and helps keep our HOA fees some of the most reasonable in the country. Volunteering on committees is fun and a great way to give back to your neighborhood. It's also a terrific way to get to know your neighbors and make new friends. We hope you'll consider getting involved and sharing your experience and expertise on one or more committees. Some of these volunteer committees include:

- **Marina**, maintains our docks and marina.
- **Swimming Pool**, maintains the pool schedule and arranges special pool events.
- **Fitness**, makes sure our gym is well-stocked and the equipment is in top notch shape.
- **Environmental**, maintains many of our common areas, including trails, outdoor stairways, and parks and green spaces. They also educate our community about area plants, birds, wildlife, and beach life.
- **Water**, ensures our drinking water is safe.
- **Roads & Buildings**, makes sure our roads and common buildings are in good shape and that any construction meets regulations.
- **Finance**, keeps money matters in check.
- **Social**, creates fun events for the community.
- **Emergency Preparedness**, makes sure we're ready for disasters.
- **Welcome**, ensures new community members feel informed and included.

In addition to special events and committees, Cape George offers a number of ongoing social opportunities that are fun. Some of these include:

- Fiber arts
- Book Group
- Music Jam
- Tai chi
- Pickleball
- Water aerobics
- Wine group

Contacts and schedules for all of these committees and social events can be found in the monthly Cape George Newsletter and Calendar, which are available both online (capegeorge.org) as well as hard copies in the Office and on the bulletin boards by each neighborhood's mailboxes.

What's in this booklet? We hope this booklet will help you get to know some of the basics about living in Cape George. We've included a little information about HOAs in general and

Cape George's HOA in particular. We've also outlined some off the rules that govern our neighborhood.

If you have any questions, please feel free to contact your Welcome Committee contact, the Cape George Office 360-385-1177, or any member of the Board (their contact information is listed at the end of the Cape George newsletter).

Again, welcome to Cape George. We are so pleased you are here.

Welcome Committee

CAPE GEORGE 2024 BUDGET PRESENTATION

Board Packet -

EXHIBIT H - New Reserve Projects Being Proposed

In accordance with our Bylaws, the Membership must approve expenditures from each of the three reserves - General, Water and Marina. The vote to approve the expenditures is separate from the ratification vote on the operating budget.

Sports Court (Pickleball) - Resurface \$10,000 - General Fund

The pickleball court has wear and tear and needs resurfacing next summer.

Marina Elevated Wood Deck - \$49,400 - Marina Fund

Replace decks north and south, and replace dock adjacent to ramp with aluminum.

Pool Deck - Recoat - \$26,000 - General Fund

Apply epoxy coating to protect the worn concrete deck from chipping or cracking

Ford Diesel (Stakebed) Truck - \$54,700 - Shared Expense General & Water Funds

Replace big truck with newer used gas vehicle owing to increased maintenance expense

Water Meters - Replace - \$184,150 - Water Fund

Water meter reading and recording equipment has become obsolete.

Playground Equipment - Replace - \$11,000 - General Fund

Current equipment is old and splintery and requires replacement. Budget has been expanded to include resilient surfacing.

Gantry – Marina

For many years the community has enjoyed and made good use of an overhead lift, called a gantry, that sits behind the shop. It is used for lifting heavy objects, such as an outboard motor, so the motor can be worked on or replaced. It can also be used for such things as lifting a dock section, which is an important consideration as we move toward extending the life of the marina.

The existing gantry has reached the end of its useful life and deemed unsafe and removed. The Marina Committee voted in September to spend \$4100 of it's discretionary Memorial Fund to buy a new one and the order was placed. Due to concerns around safety and contamination potential the order was put on hold by the Manager. Committee members regrouped and created a Safety and Clean Marina use protocol with guidance from a member who had a career in Industrial Safety.

The protocol requires that anyone intending to use the gantry must attend an Environmental and Safety orientation. There will be a lock placed on the gantry that will only be available for people who have attended.

The motion to move forward with the purchase was passed by the Marina Committee on October 2, 2023 by a vote of 18 to 10.

Motion: I move that the BOT approve the purchase of the replacement gantry using the Discretionary Marina Memorial fund which will then be donated to the community.

Oct. 23.2023 Study Session

Marina Service Program (MSP)

In February of this year the BOT approved adoption of the MSP requiring marina users to furnish a certain amount of labor to keep our marina viable and affordable. It is still voluntary as marina users have the choice of making payments to the marina in lieu of hours served. Because it was passed after the 2024 registration process was completed it did not make it into the annual process of registering for marina use. A form has been created and adopted by the Marina Committee with the intention of including it in the annual marina registration packet.

Motion: I move that the BOT adopt the MSP program form as created and include it in the 2024 and future Marina Registration Packets.

Here is the form:

Marina Service Program: In order to qualify for marina privileges each registered member will be required to contribute time helping maintain the marina for a certain number of hours per year based on the following schedule:

| <i>20 ft+ Boat Moorage</i> | <i><20 ft Boat Moorage</i> | <i>Trailer Parking</i> | <i>Ramp or Kayak Rack</i> |
|----------------------------|-------------------------------|------------------------|---------------------------|
| <i>20 hrs</i> | <i>15 hrs</i> | <i>6 hrs</i> | <i>3 hrs</i> |

Moorage covers Trailer parking hours, and Trailer Parking covers ramp hours.

In lieu of hours served a Marina User may choose to pay for all or part of their required hours at a rate of \$30/hour. Monies collected will be recorded in the Marina Operations budget as revenue.

Please indicate the kinds of Volunteer work you will do:

- Any kind of work including dock repair, construction projects, etc.*
- Medium duty physical labor like painting or weed trimming.*
- Light duty tasks such as cleaning or organizing.*
- Administrative tasks such as record keeping*

Tasks will be assigned by the Harbormaster who will also sign off on hours contributed.

Member Name

Date

Marina Use Fee Increase - 2024

During the October Marina Committee Meeting the state of our Operations and Reserve accounts were discussed at length, specifically the shortfalls that are predicted. Committee Chair Craig Muma and others recommended a 25% increase to address the shortfalls to keep the marina thriving. After much discussion some members felt that there were no shortfalls and suggested a 10% increase instead. Gary Rossow moved that the increase be 10%, it was seconded, and the vote failed 11 to 14. Craig Muma moved that the increase be 25% using the schedule created by BOT Treasurer Nancy Charpentier, the motion was seconded and passed 18 to 10.

Here is the schedule:

| | 2023 | 2024 | | 2023 | 2024 |
|-----------------|--------|--------|------------------------|--------|--------|
| Moorage Regular | 34/ft | 43/ft | Kayak/Small Boat | 100/yr | 125/yr |
| Moorage Economy | 22/ft | 28/ft | Electricity for slips | 250/yr | 300/yr |
| Trailer Parking | 230/yr | 300/yr | Member day use | 8/day | 15/day |
| Wait List | 100/yr | 50/yr | Guest Launch & Moorage | 16/day | 25/day |
| Ramp Fee | 100/yr | 125/yr | | | |

Motion: I move that the BOT approve the rate increase as endorsed by the Marina Committee during it's October 2, 2023 meeting, using the table created by the BOT Treasurer.

Study Session 10.23

Proposed PP01 Section 5/Livestock & Pets/Rules and Regulation change 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 from 2:30 to 3:30 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.

CG Building and Roads Committee

Minutes

October 06, 2023

In Attendance: George Martin, Dave Baker Bob Holtz, Ray Pierson, Jeff Cullum and CG Manager Marnie Levy

Before the meeting started George Martin reported the resignation of Richard VanDeMark from the committee for personal reasons. The resignation was accepted with regret and we thank him for his service to the committee and the willingness to be a continuing resource to the committee.

1. Discussed a building permit for a new shed on Saddle Drive. No objections. Approved and signed the permit.
2. Discussed a building permit for a new fence S Rhododendron. No objections. Approved and signed the permit.
3. Discussed a driveway connection on a new build on Huckleberry Driveway. Because there is no culvert on that side of the road, there is no need to provide a culvert pipe under the driveway apron. Resident wants to apply a small berm to divert road drainage away from down sloping driveway. We will advise them to keep that water runoff on their property past the driveway.
4. Discussed a new building permit on San Juan Drive. Setbacks were met and all required supporting document present. No objections. Approved and appropriate permits signed.
5. Discussed and approved new earthworks permit for S Rhododendron parking pad
6. Completed the Variance Request form for S Rhododendron and forwarded to the Board of Trustees for their consideration.
7. An Easement Abatement Issue was presented to the committee. As it related to an easement for a watermain, it was forwarded to the Water Committee which has jurisdiction.
8. Update on purchase of Maosure device for determining elevations. It was reported to be moved to next years but the committee stressed the safety issue of not having to climb ladders on new construction to determine height requirements and that currently have three new builds to process this current year.
9. The Road Repair contract was signed for this year. We are hopeful the residents can contact Lakeside and get better rates for the driveway aprons while they will be in the Colony doing road repairs.

10. The Condition of Colman Drive near Memorial Park was discussed. Bob Holtz will examine the roadway and report back to the committee next month with recommendations for repairs.
11. A question was presented to the committee about curtain drains in the Colman Loop area. No one was aware of any and there are no maps showing any curtain drains. We will recommend to the member that they contact the County as they are responsible for rain water containment.

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.

Fitness Committee
Meeting Minutes
10/2/23

Meeting opened by Judith and Allan welcoming the group.

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

Mardella has notified the Committee that she no longer can be part of the group due to her work schedule. The group expressed a thank you for all the work that Mardella has done for the Fitness Center over the years.

1. *Budget / Finances*

- Current balance \$10,141.88 available for new equipment.

-**Update:** Request from Marnie: would the Fitness Committee be willing to move the \$5,000 on the 2024 reserve schedule to 2025. All agreed, based on current reserve schedule concerns, that moving our allotment to 2025 would be okay given our current financial status combined with another fundraiser coming up in February. Linda so moved and all members agreed. Allan will notify Marnie.

2. *Equipment*

Update: Phyllis gave us an update about replacement of the Elliptical Stepper without arms. Life Fitness or Precor seem to be the best options for us and should run \$3,000 and up, depending on which unit is chosen. Pros and cons of both units were discussed. Consensus was to purchase one with arms. Decision made to ask Mark Harder, who services our equipment, what he would recommend. Phyllis will contact Mark. Decision made to keep a limit of \$6,000 to purchase a replacement Elliptical Stepper. It was suggested that the current Elliptical without arms be auctioned off as part of the February fundraiser. If there are no bidders, we will check with Granny's Attic to see if they will accept it as a donation. If they don't want it, we will donate elsewhere.

3. *Supplies*

- **Update:** Dermasept wipes have all been used up and we are now transitioning to Simple Green and a special fiber towel dispensed out of a bucket. Bill suggested and the Committee agreed that the germicidal Simple Green purchased is too toxic for our purposes and we should revert to original Simple Green. Phyllis said she can provide some until the office is able to order the correct one. Bill will continue to be in charge of diluting the concentrated Simple Green and making it available for members.

The buckets of special towels will be made available to members this afternoon, with a survey to be filled out to tally members' response to the new system.

4. *Signs*

- **Update:** Car parking space. Discussion from Robin and other members led to a decision that, from our perspective, the sign isn't really needed and that this is Marnie's bailiwick and not ours since the issue has already been presented to the Board.

5. *Maintenance*

- **Update:** Office is still waiting for Double D Electric to give a bid re: repair of the south exhaust fan. (Marnie will look into other vendors if they don't respond soon.)

- Regarding lid for trashcan: Marnie is having difficulty finding one that fits.

Update: Recommendation to Marnie that the trashcan be replaced.

- Broken window screen is scheduled for repair.

6. *Suggestion Box*

- **Update:** Thanks to Deb Eoff for donating 2 yoga mats.

- Suggestion for adding a variable height step up platform to add to or replace our "Step Up." Maria offered to look into it.

- User suggestion for establishing a policy regarding use of cell phones in the F.C..

Update: Decision made that a policy was not needed, but request that members who are bothered by cell phone use politely ask cell phone users to step outside or not use the phone.

- Pull-up bar request. **Update:** decision made that there is no room in the FC for such a purchase and that other FC equipment can work the same muscles.

- Since most suggestions do not contain contact information, the idea was presented to answer some of the suggestions in the Newsletter. Phyllis offered to take on the role of Fitness Center Reporter and would write a brief "News from the Fitness Center" for the newsletter if her schedule permits.

7. *Thank you notes:*

Update: Maria stated she has not had time to work on the thank you notes but will start the process

Next meeting: 11/13/2023; in the Clubhouse @ 11am

Cape George Water Advisory Committee Meeting Report August 8, 2023

We met at 4 PM August 8, 2023, in the clubhouse. Present: Cape George Manager Marnie Levy, Board Liaison Bart Mooyman-Beck, Water Manager Ken Loomis, Stew Pugh, Thad Bickling, Mark Costanti, and Chair Marty Gilmore

New Water Manager Ken Loomis was introduced.

We discussed several items left unfinished by the previous Water Manager:

- The new supply tap on Huckleberry will be completed on August 15. Ken has located a 10-inch saddle and has equipment for a wet tap
- Discussions are underway with Ferguson for material supply to install dedicated sample points
- Filter backwash controls are not installed correctly. Discussion with the control panel vendor is underway
- Ken is gathering data to complete the Water Efficiency Report

The Water Reserve study is complete and posted on the Cape George website. We are discussing 2024 budgeting with the Finance Committee.

We have not received a response from the PUD about water system management or emergency support.

Additional diesel fuel for the emergency generator will give us power for longer during power failure. We have been unable to contract for emergency fuel supply since we do not have an ongoing fuel supply contract. We are considering installation of a larger diesel tank for the generator.

Study has begun to integrate the telemetry system with a future auto-start for the generator.

The Marina Committee has asked for water piping changes in the south parking lot. These changes are under discussion.

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. We are developing a work scope to accomplish this task.

Discussions continue for a water rate increase and for monthly overuse billing,

There is an ongoing issue of the 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.

Water usage July 2023:

Leaks: 28, many ongoing. Last year same month 23 leaks

< 30 gpd; 65, estimated vacancy percentage 11%

Average connection usage: 203 gpd, up from 2022 average of 198 gpd

Average daily distributed water 113551, up from 2022 average of 109381 gpd

A number of meters are not reading to bumblebee. End of life? Donny has count. Checking on meter that keeps showing big leak, but no flow.

The next meeting is scheduled for September 12, 2023, at 4 PM in the clubhouse.

Cape George Water Advisory Committee Meeting Report September 12, 2023

We met at 4 PM September 12, 2023, in the clubhouse. Present: Cape George Manager Marnie Levy, Stew Pugh, Thad Bickling, Carl Berger, Mark Costanti, and Chair Marty Gilmore

We discussed several items left unfinished by the previous Water Manager:

- The new supply tap on Huckleberry has been completed.
- The Water Efficiency Report has been completed and submitted.
- Material is being sourced for dedicated sample taps.
- Filter backwash controls have been reconfigured so they are working properly, and the filters have been filled to the correct levels.

Two reserve items are having scope and pricing refined in anticipation of the community vote in November. These are 1) purchase and installation of new water meters at each meter point, and 2) a larger diesel tank for the emergency generator. A third potential reserve item, generator auto-start and integration with the telemetry system, is being postponed to allow time for design.

The Washington State Department of Ecology has a new requirement that water piping to every home be surveyed to identify any lead or galvanized piping in the Cape George water system. We are developing a work scope to accomplish this task.

Discussions continue for a water rate increase and for monthly overuse billing,

Water usage August 2023:

Leaks: 25, many ongoing. 34 users exceeded 500 gpd

66 users consumed less than 30 gpd, estimated vacancy percentage 12%

Average connection usage: 173 gpd

Several water meters are not reading to bumblebee. This supports the need to replace the water meters and meter reader.

The next meeting is scheduled for October 3, 2023, at 4 PM in the clubhouse.

**Cape George Water Advisory Committee
Meeting Report October 3, 2023**

We met at 3 PM at the Tank Farm and then at 4 PM October 3, 2023, in the clubhouse. Present: Water Manager Ken Loomis, Stew Pugh, Thad Bickling, Carl Berger, and Chair Marty Gilmore. The Tank Farm visit included Board Member Mike Heckinger and CG resident Craig Muma.

At the Tank Farm, work continues to optimize settings and backwash cycle times for the media filters. Ken will develop a program for exercising in-ground valves on a scheduled basis. He will also address valve painting and tagging.

The filter building needs a fan installed to reduce condensation. Several places on the media tanks require touch-up paint to reduce corrosion.

Diesel generator start-up and shutdown were demonstrated; step-by-step instructions are on the wall of the generator room. The generator is run every month to ensure that it is ready when needed.

We are developing a plan for a backup diesel storage tank, external to the building, with manual fuel transfer to the main tank. If the backup tank is double-wall it will not need secondary containment.

An estimate for purchase and installation of new water meters throughout Cape George is being refined and should be available by mid-October. Purchase and installation of new meters is a 2024 line item in the Water Reserve account.

The Washington State Department of Ecology has a new requirement that water piping to every home be surveyed to identify any lead or galvanized piping in the Cape George water system. We are planning to perform the bulk of this survey in conjunction with the installation of new meters. This will reduce the cost of the survey.

The material cost for dedicated sample points has increased to \$1700 per point and this does not include installation. Fittings with lead-free brass are scarce and this is driving fitting cost higher.

Discussions continue for a water rate increase and for monthly overuse billing,

Several water meters are still not reading to bumblebee. This supports the need to replace the water meters and meter reader.

The next meeting is scheduled for November 14, 2023, at 4 PM in the clubhouse.