



*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!!

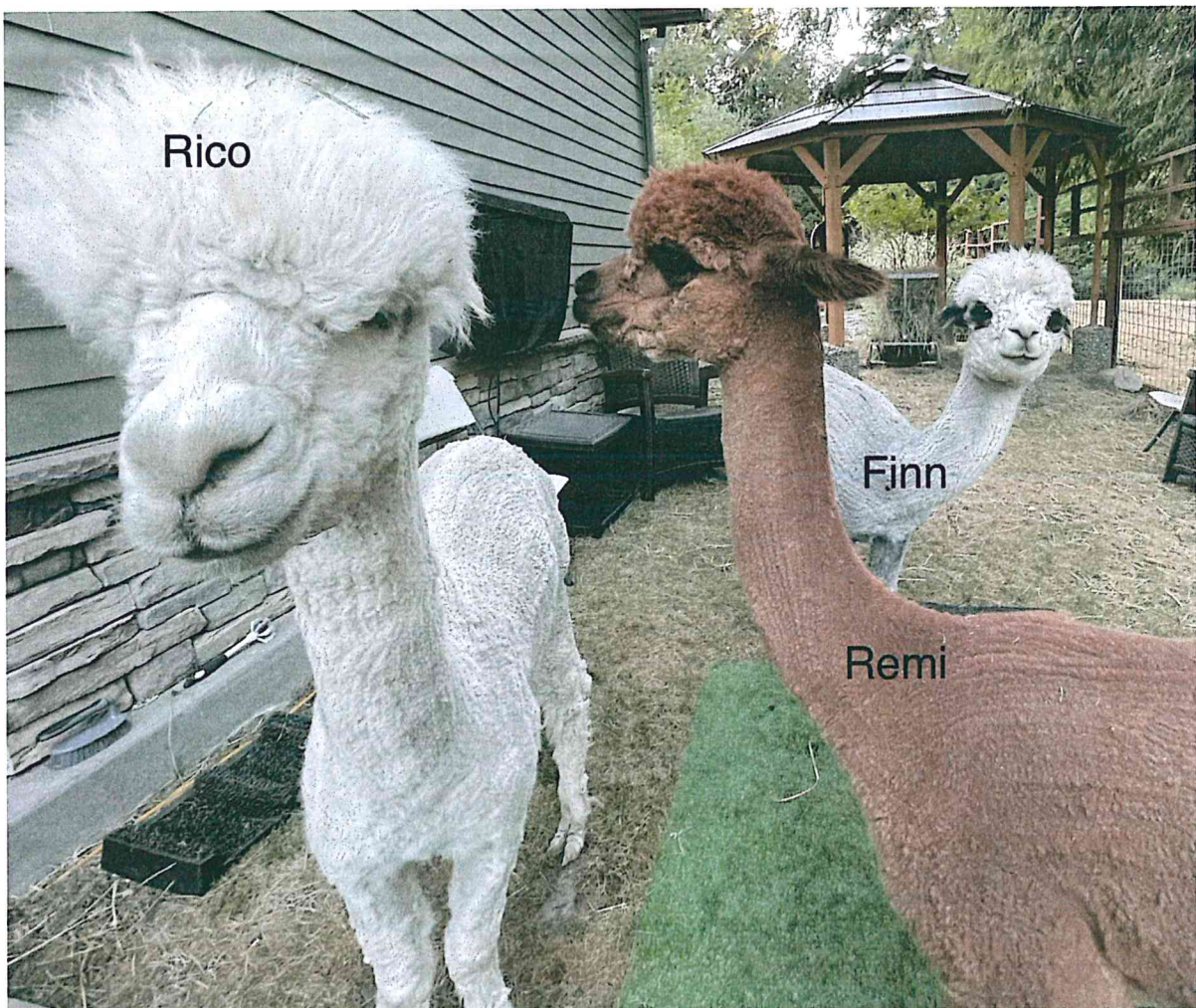
My alpacas are trained to be haltered with a lead (leash) that I use to take them on walks throughout our forested trails and even across the street. Because there is the possibility that they will be "spooked," I will be using a 10 foot lead with a tight hold on the end and the lead which will be "bunched 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](mailto: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									
<i>Balance Sheet as of June 30, 2023 and 2022 - Preliminary Subject to Audit</i>									
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%	
<b>TOTAL ASSETS</b>	<b>\$3,745,920</b>	<b>\$3,450,626</b>	<b>9%</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$3,745,920</b>	<b>\$ 3,450,625</b>	<b>9%</b>	
<i>Summary Revenue and Expense Statements for the periods ended June 30, 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	%
<b>General</b>					<b>General</b>				
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)	
<b>General Net Income</b>	<b>\$ 17,250</b>	<b>\$ 11,273</b>	<b>\$ 5,977</b>	<b>-53%</b>	<b>General Net Income</b>	<b>\$ 17,250</b>	<b>\$ 16,148</b>	<b>\$ 1,102</b>	<b>&gt;-100%</b>

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

July 27, 2023

via ZOOM

**DRAFT**

<b>Water</b>					<b>Water</b>				
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%
<b>Total Water Revenue</b>	<b>117,609</b>	<b>121,738</b>	<b>(4,130)</b>		<b>Total Water Revenue</b>	<b>117,609</b>	<b>115,886</b>	<b>1,722</b>	
<b>Expenses:</b>					<b>Expenses:</b>				
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%
<b>Total Water Expenses</b>	<b>72,687</b>	<b>89,264</b>	<b>16,576</b>		<b>Total Water Expenses</b>	<b>72,687</b>	<b>66,208</b>	<b>(6,480)</b>	
<b>Water Net Income</b>	<b>\$ 44,921</b>	<b>\$ 32,474</b>	<b>\$ 12,447</b>	<b>38%</b>	<b>Water Net Income</b>	<b>\$ 44,921</b>	<b>\$ 49,679</b>	<b>\$ (4,757)</b>	<b>-10%</b>
<b>Marina</b>					<b>Marina</b>				
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%
<b>Total Marina Revenue</b>	<b>92,950</b>	<b>92,618</b>	<b>332</b>		<b>Total Marina Revenue</b>	<b>92,950</b>	<b>92,227</b>	<b>723</b>	
<b>Expenses:</b>					<b>Expenses:</b>				
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%
<b>Total Marina Expenses</b>	<b>34,178</b>	<b>44,302</b>	<b>10,124</b>		<b>Total Marina Expenses</b>	<b>34,178</b>	<b>41,448</b>	<b>7,270</b>	
<b>Marina Net Income</b>	<b>\$ 58,772</b>	<b>\$ 48,316</b>	<b>\$ 10,456</b>	<b>22%</b>	<b>Marina Net Income</b>	<b>\$ 58,772</b>	<b>\$ 50,779</b>	<b>\$ 7,993</b>	<b>16%</b>
<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>	<b>\$ 120,944</b>	<b>\$ 92,064</b>	<b>\$ 28,880</b>	<b>31%</b>	<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>	<b>\$ 120,944</b>	<b>\$ 116,606</b>	<b>\$ 4,338</b>	<b>4%</b>
<b>Reserve Activity</b>					<b>**Reserve Activity</b>				
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	
<b>Net Reserve Activity</b>	<b>\$ -</b>	<b>\$ 1,048</b>	<b>\$ (1,048)</b>	<b>-100%</b>	<b>Gross Reserve Activity</b>	<b>\$ -</b>	<b>\$ (110)</b>	<b>\$ (110)</b>	<b>-100%</b>

**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.

Minutes

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:**

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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](mailto: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	2023	2022		2023	2022	2023	2022
Cash and Cash Equivalents:						<b>Current Liabilities:</b>			
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%	<b>FUND BALANCES:</b>			
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%
<b>TOTAL ASSETS</b>	<b>\$3,694,131</b>	<b>\$3,507,468</b>			5%	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,694,131</b>	<b>\$ 3,507,468</b>	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	%
<b>General</b>									
General Assessment	\$ 259,133	\$ 259,140	(7)	0%	\$ 259,133	\$ 190,610	\$ 68,523	36%	
Revenue - All Other Sources	14,494	9,696	4,799	49%	14,494	12,659	1,835	14%	
Total General Revenue	273,627	268,836	4,792		273,627	203,269	70,358		
<b>Expenses:</b>									
Salaries, Benefits, PR Tax	79,460	88,564	9,104	10%	79,460	59,936	(19,524)	-33%	
Repairs & Maintenance	21,875	9,670	(12,205)	-126%	21,875	13,608	(8,267)	-61%	
Contracted Services	45,324	43,675	(1,649)	-4%	45,324	50,795	5,471	11%	
Pool Expense & Utilities	15,071	21,425	6,354	30%	15,071	13,474	(1,597)	-12%	
Utilities & Insurance	18,736	18,736	-	0%	18,736	19,499	763	4%	
Other Expenses (incl taxes)	15,385	19,787	4,401	22%	15,385	23,040	7,655	33%	
Total General Expenses	195,850	201,857	6,006		195,850	180,352	(22,319)		
<b>General Net Income</b>	<b>\$ 77,777</b>	<b>\$ 66,979</b>	<b>\$ 10,798</b>	-16%	<b>\$ 77,777</b>	<b>\$ 22,917</b>	<b>\$ 54,860</b>	>-100%	
<b>Water</b>									
Revenue - Water Use Fees	\$ 172,198	\$ 173,607	\$ (1,409)	-1%	\$ 172,198	\$ 126,084	\$ 46,114	37%	
Revenue - All Other Sources	2,857	6,000	(3,144)	-52%	2,857	9,840	(6,984)	-71%	
Total Water Revenue	175,055	179,607	(4,552)		175,055	135,924	39,131		
<b>Expenses:</b>									
Salaries, Benefits, PR Tax	39,389	44,282	4,893	11%	39,389	34,837	(4,552)	-13%	
Repairs & Maintenance	536	7,529	6,993	93%	536	369	(167)	-45%	
Contracted Services	14,681	20,313	5,631	28%	14,681	15,277	596	4%	
Utilities & Insurance	15,172	17,898	2,727	15%	15,172	13,284	(1,888)	-14%	
Other Expenses (incl taxes)	10,477	19,270	8,793	46%	10,477	12,847	2,370	18%	
Total Water Expenses	80,255	109,292	29,037		80,255	76,614	(3,641)		
<b>Water Net Income</b>	<b>\$ 94,800</b>	<b>\$ 70,315</b>	<b>\$ 24,485</b>	35%	<b>\$ 94,800</b>	<b>\$ 59,310</b>	<b>\$ 35,490</b>	60%	
<b>Marina</b>									
Revenue - Moorage/Parking	\$ 75,264	\$ 74,489	\$ 775	1%	\$ 75,264	\$ 74,489	\$ 775	1%	
Revenue - All Other Sources	18,370	18,150	\$ 220	1%	18,370	18,102	268	1%	
Total Marina Revenue	93,634	92,639	995		93,634	92,591	1,043		
<b>Expenses:</b>									
Salaries, Benefits, PR Tax	13,388	14,761	1,373	9%	13,388	11,650	(1,738)	-15%	
Repairs & Maintenance	4,660	13,642	8,982	66%	4,660	15,489	10,829	0%	
Contracted Services	4,053	6,230	2,177	35%	4,053	5,434	1,381	25%	
Utilities & Insurance	12,055	10,816	(1,239)	-11%	12,055	10,993	(1,062)	-10%	
Other Expenses (incl taxes)	4,089	3,944	(145)	-4%	4,089	1,991	(2,098)	-105%	
Total Marina Expenses	38,245	49,393	11,148		38,245	45,557	7,312		
<b>Marina Net Income</b>	<b>\$ 55,389</b>	<b>\$ 43,246</b>	<b>\$ 12,143</b>	28%	<b>\$ 55,389</b>	<b>\$ 47,034</b>	<b>\$ 8,355</b>	18%	
<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>									
	\$ 227,966	\$ 180,540	\$ 47,427	26%	\$ 227,966	\$ 129,261	\$ 98,705	76%	
<b>Reserve Activity</b>									
Routine Reserve Assessment	149,943	149,943	-	0%	149,943	112,476	(37,467)	33%	
Reserve Interest - all **	-	1,572	(1,572)	-100%	-	-	-	>100%	
Less: Reserve Offset***	(149,943)	(149,973)	30		(149,943)	(112,586)	37,357		
<b>Net Reserve Activity</b>	<b>\$ -</b>	<b>\$ 1,542</b>	<b>\$ (1,542)</b>	-100%	<b>\$ -</b>	<b>\$ (110)</b>	<b>\$ (110)</b>	-100%	

## CAPE GEORGE COLONY CLUB

61 CAPE GEORGE DRIVE  
PORT TOWNSEND, WA 98368

[www.capegeorge.org](http://www.capegeorge.org)  
[office@capegeorge.org](mailto:office@capegeorge.org)

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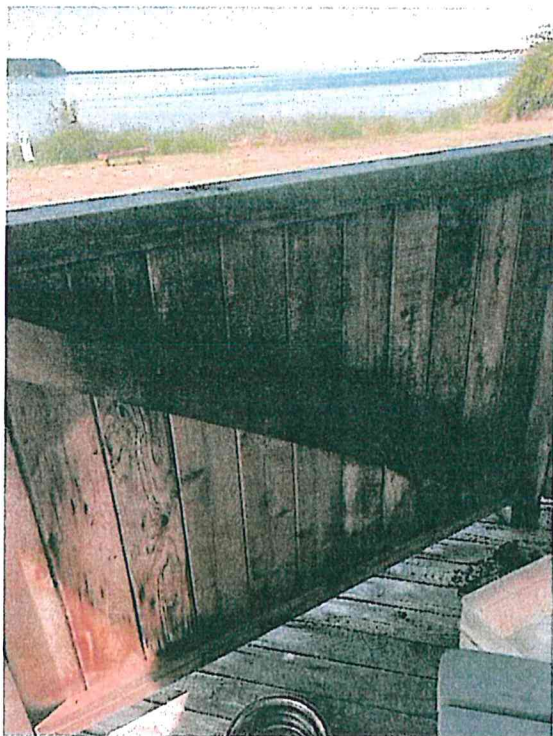
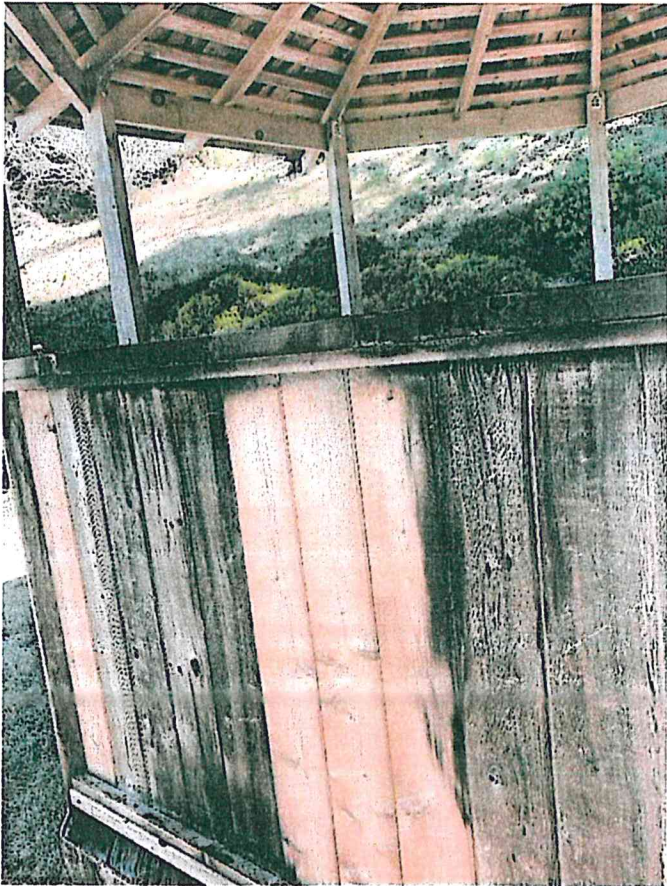
PHONE: (360) 385-1177  
FAX: (360) 385-3038

### 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