



Cape George Colony Club

Special Board Meeting

July 15, 2023

Immediately following the 2023 Annual Meeting

(Approximately 3:00 p.m.)

Via Zoom



Cape George Colony Club

Special Board Meeting

July 15, 2023

Immediately following Annual Member Meeting
(Approximately 3:00 P.M.)

1. Welcome and purpose of Special Meeting – Secretary
2. Election of Board Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
3. Annual review and signing of FIN10 Conflict of Interest Policy and MIS09 Trustee Code of Conduct Signature Forms
4. Determination of meeting dates and times for Study Session and Board Meetings and approve the 2023-2024 Board Calendar
5. Establish date for trustee on-boarding
6. Approve Blackout dates for Clubhouse
7. Approve Committee Liaison assignments
8. Annual review and approval of bank signatories
9. Adjournment

CONFLICT OF INTEREST POLICY

The Cape George Board of Trustees has adopted the following policy to address issues where a conflict of interest may arise. Each Trustee is required to certify annually that they have read and will comply with this policy.

It is the duty of each Trustee to place loyalty to the Cape George Homeowners Association above other interests, especially their own. Conflicts of interest occur when a Trustee's decisions are influenced by personal interests, with a potential benefit to the Trustee or an immediate family member above and beyond the benefit received by the entire community.

If a conflict of interest is known beforehand, the Trustee will notify the President of the Board of the conflict. The Trustee will not be permitted to participate in any discussion or vote on the issue.

If a conflict of interest is discovered after a decision has been made, the Trustee must immediately notify the rest of the Board. The other Trustees must then re-examine the issue with this information and take a fresh vote on the matter.

The Cape George Board of Trustees will not award a contract to any company in which a Trustee has a direct or indirect* financial interest.

Any contract entered into in violation of this policy is void and unenforceable.

*e.g. an indirect financial interest exists where a Trustee's immediate family member – spouse or child – has a direct financial interest in a company

Adopted by the Board of Trustees, September 11, 2014

Richard Hilfer, President

Carol Wood, Secretary

RULES AND REGULATIONS – MISCELLANEOUS

Trustee Code of Conduct

This Code of Conduct is to be studied and signed by each Trustee upon election or appointment and annually thereafter.

Trustees should always strive to serve the best interests of Cape George as a whole, regardless of their personal interests, and perform their duties without bias for or against any member or group of members.

Trustees should not use their positions or decision-making authority for personal gain or to seek advantage over a member. Each Trustee must study and sign the Conflict of Interest Policy form FIN10 annually.

Trustees will use sound judgment to make the best possible business decisions for Cape George, taking into consideration all available information, circumstances, and resources. Trustees will act within the boundaries of their authority as defined by law and Cape George governing documents.

Trustees will not advocate or support any action or activity that violates a law or regulatory requirement or spend Cape George funds for their own personal use or benefit.

Trustees should not make personal attacks, harass, or threaten colleagues, staff, or members.

Personal information about any member or employee obtained in the performance of board duties will not be divulged by Trustees.

Adopted by the Board of Trustees, June 14, 2018

Katie Habegger, President

Carol Wood, Secretary

**CAPE GEORGE BOARD OF TRUSTEES
CALENDAR OF BOARD MEETINGS AND DEADLINES
2023-2024**

<u>August, 2023</u>	
21	- Study Session Meeting, 3 pm
24	- Board Meeting 3 pm
<u>September, 2023</u>	
7	- Budget estimates due from Committee Chairs
25	- Study Session Meeting, 3 pm, Review Assessment and Reserve Expenditures
28	- Board Meeting, 3:00 pm via Zoom
<u>October, 2023</u>	
1	- Member quarterly assessment due
16	- Special Board Meeting – Review and Approve Operating budget
19	- Mail out ballots to Membership (Budget/Building Regs) or sooner
23	- Study Session Meeting, 3:00 pm,
26	- Board Meeting, 3:00 pm via Zoom
<u>November, 2023</u>	
15	- Ballots Counted by Election Committee
13	- Study Session Meeting, 3:00 pm
16	- Budget Ratification meeting, 2:30 pm
16	- Board Meeting, 3:00 pm via Zoom
<u>December, 2023</u>	
18	- Study Session Meeting, 3:00 pm
21	- Board Meeting, 3:00 pm via Zoom
<u>January, 2024</u>	
1	- Member quarterly assessment due
23	- Study Session meeting, 3:00 pm
26	- Board Meeting, 3:00 pm via Zoom
<u>February, 2024</u>	
20	- Study Session Meeting, 3:00 pm
23	- Board Meeting, 3:00 pm via Zoom

<u>March, 2024</u>	
21	- Nominating Committee initiates recruitment of Board candidates
25	- Study Session Meeting, 3:00 pm
28	- Board Meeting, 3:00 pm via Zoom
<u>April, 2024</u>	
1	- Member quarterly assessment due
22	- Study Session Meeting, 3:00 pm
25	- Board Meeting, 3:00 pm via Zoom
<u>May, 2024</u>	
20	- Study Session Meeting, 3:00 pm
23	- Board Meeting, 3:00 pm via Zoom (Close of nominations and announce candidates.)
30	- Mail out ballots for election of Board Members (Includes announcement of Annual Membership Meeting scheduled for July 20th.)
<u>June, 2024</u>	
24	- Meet the Candidates Session, 2:00 pm
24	- Study Session Meeting, 3:00 pm
27	- Board Meeting, 3:00 pm via Zoom
<u>July, 2024</u>	
1	- Member quarterly assessment due
8	- Count ballots for Board election
20	- Annual Membership Meeting, 2 pm (Announce election results.)
20	- Special Board Meeting to select Board Officers. Following Annual Meeting
22	- Study Session Meeting, 3:00 pm
25	- Board Meeting, 3:00 pm via Zoom
*Dates listed are tentative and may be changed at discretion of Board with appropriate notice given to membership.	

Proposed 2023 -2024 Clubhouse Blackout Dates

The following closure schedule of the Clubhouse is hereby proposed so members can plan their usage of the Clubhouse. The use of the Clubhouse is also subject to State and County requirements related to Covid – 19.

Dec 31 - Jan 1st New Year's Eve & Day

April

May

Mother's Day

Memorial Day weekend

June

Father's Day

July

July 4th Independence Day

July 20th Annual Membership Meeting

August

September

Sept 2nd Labor Day

November

Thanksgiving Day

December

Christmas Day

**Cape George Colony Club
Committee Chairs for 2022/2023 and Board Liaisons**

Name of Committee	Chairperson	Telephone #	E-mail address	Board Liaison
Roads & Building	George Martin Dave Baker	509-336-9914 301-215-6776	george.w.martin@gmail.com davewbaker@hotmail.com	Betsy Coddington John Dwyer
Emergency Preparedness	Thad Bickling	360-531-2421	trbickling@msn.com	Jane Ludwig
Election	Dianne Tamblyn	425-417-5300	dianne@i-ocom.com	Pat Gulick
Environmental	Chris Buzzard co-chair TBD	918-497-0864	cabuzzard@gmail.com	Pat Gulick
Fitness	Judy Chambliss Allan Zee	360.379.1244	allan@allanbrucezee.com jacbliss@olympus.net	Betsy Coddington
Finance	Nancy Charpentier	206-480-9342	ndcharpentier@gmail.com	Fayla Schwartz Bart Mooyman-Beck
Harbormaster	Penny Jensen	360-385-0242	poodlerower@gmail.com	Mike Heckinger
Marina	Craig Muma	209-604-6305	craig2up@gmail.com	Mike Heckinger
Nominating	Dianne Tamblyn	425-417-5300	dianne@iocom.com	Jane Ludwig
Pool	Kriss Edwards	206.295.6944	kriss_edwards@hotmail.com	Jane Ludwig
Water	Marty Gilmore	360-301-3111	fairview10@yahoo.com	Bart Mooyman-Beck
Workshop	Mike Lapointe	503-977-1893	Mikel.geo@yahoo.com	John Dwyer

Social Club – Cassie Reeves

Welcome Sub Committee Contact – Carol Chandler

Memorial Sub Committee Contact – Jeannie Ramsey or Elieen Pierson

Cape George University – Judith Chambliss or Kyanne Anderson

Art Wall – Sandi Gulin