



Cape George Colony Club

Study Session Packet

Monday, January 23, 2023, 5:00 p.m.

Via Zoom

Cape George Colony Club
Study Session Agenda
January 23, 2023, 5:00 PM
Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Four letters from members regarding:
Support for the Marina Service Program (2).
Support for community-owned kayaks.
Fine Schedule revision comments (item 5 below).
- C. Manager's Comments and Report
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting.
Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
1. Discuss Reserve Study Contract – Marnie Levy
 2. Review of Committee Chairs – Jane Ludwig
 3. Member Survey – Jane Ludwig
 4. Update on Village Mailboxes – Betsy Coddington
 5. Discuss returning to in person meetings – Betsy Coddington
 6. Discuss berm protection proposal – Marnie Levy
 7. Tech Committee update: Fiber Optic Proposal, Security Cameras, Website – Marnie Levy
 8. Comments on revised fine schedule – Marnie Levy
 9. Discuss organized strategic planning for Cape George Colony Club – Betsy Coddington
 10. Caretaker Assistant candidate search – Marnie Levy
 11. Due date contracts – Marnie Levy
 12. Discuss member request to waive late fee – Marnie Levy
- E. Member Participation (Compliments, Issues, Concerns)
NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.
- F. Open Board Discussion
- G. Announcements and Adjournment
- Thurs., January 26, 2022, 3 p.m. Board of Trustees Meeting via ZOOM meeting

Marnie Levy

From: Ross Anderson <ross_inkstainedwretch@hotmail.com>
Sent: Wednesday, January 11, 2023 4:02 PM
To: Marnie Levy; linjal@gmail.com; Terri Brown
Cc: Mike Heckinger; Craig Muma; Harbor Master; jamesbodkin@gci.net
Subject: letter to the CG board

Cape George Board of Trustees:

I'm writing to express my strong support for the marina service plan proposed by the Marina Committee. As you all know, our marina is a crucial community asset, a focal point that continues to appeal to every Cape George resident. That's why every real estate ad for Cape George homes mentions the marina. It's one of the reasons people want to live here. It's also one of the best moorage deals anywhere. And this is because we manage and maintain it almost completely with volunteers. Just come down to the marina any Tuesday morning year-around and watch it happen.

But maintaining the marina is an ever-increasing challenge. The docks and pilings are 50 years old, requiring constant repairs and maintenance. Technology and new environmental and safety regulations require more and more attention.

All this work is done by about 20 volunteers – just 25 percent of the members with boats in the marina. We get the job done so that our friends and neighbors can enjoy the benefits. This is not fair, and I fear it is not sustainable.

For many years, marina members have discussed ways to build our base of volunteers and spread the workload more evenly. Now we have come up with a plan to reach out, creating an incentive for other boatowners to step up or, if they choose, pay higher marina fees. Once approved, we will need to design a way to make it work. But the first step is to get board approval for the concept.

We will be suggesting a variety of ways boatowners can volunteer. It may be showing up Tuesdays to help repair docks, fix faulty wiring, paint the crab shacks, mow the grass or other routine tasks. Or it might be help with tasks such as managing the website, accounting, permitting, communication, sail or kayak instruction. We need help with a hundred jobs, or a thousand.

Having lived here almost 20 years, I sincerely believe we will get that help. I urge you to adopt the plan as proposed.

Ross Anderson
164 Quinault Loop

03 12 2023

From: Darla and John Lacy

Topic: Cape George Marina Community Service Program

Hello,

We support adopting a Community Service Program (CSP) for the Marina. Kudos to the team that did the homework to surface this idea for Marina Support. The CSP is in line with Cape George “tradition” of those that benefit directly from a service support that service. Once again, our local leadership has exhibited sound judgement – fantastic!

We look forward to our CSP effort this coming year, see you on the Water or at the Marina.

V/r

Darla and John Lacy

Kathy Curtiss
Small Boats Volunteer Manager
kathycurtiss@icloud.com
(509) 671-7505

To: Jane Ludwig, Board of Trustees, and manager Marnie Levy:

As you know, more and more Cape George members are interested in making the CG marina more accessible for kayaks and other small boats. There is a need for a safer and more convenient launching dock, and the Marina Committee is working on this. There is a need for basic coaching/instruction for new kayakers, and we are working on that idea. Both these ideas look promising.

But there is also a great deal of interest in having some community-owned kayaks available for members to use. This was proposed three years ago by Lad Burgin and others, but then came the pandemic and the idea was put on a back burner. Now we hope it can be moved back onto your agenda. This is not a significant budget item. We understand that one or more members is willing to donate kayaks to the community. But there may be questions about liability insurance, storage and other issues. Marina leaders are helping with this but can't proceed without a go-ahead from the Board of Trustees.

So we would like to ask the board to consider the question, research the liability question, and let us know if this is a realistic possibility – hopefully in time for boating season this spring and summer.

Thank you for your consideration.

Richard and Lori VanDeMark

John and Irene Sandburg

Ross Anderson

Barton and Bobbie Blinder

Leah Mitchell, Nancy McLachlan

Elizabeth Hewitt

Rodney Diseker

Brian Ritchie

Drue Hartwell

Penelope Jensen

Laurence Conn

Craig Muma

To: General Manager and Cape George Board Members

From: Linda Schwartz 360-344-2599

I so appreciate the fine work and hours of time that you donate to Cape George.

In reviewing the list of items on the fine schedule, I would like some clarification

With regards to #4

- What is the purpose of requiring a permit for cutting trees on our your own property? What benefit does the permit serve? Does this mean that if an arborist is at your home and determines that a tree must come down for safety reasons, nothing can be done without a permit? Does the issuer of the permit have more experience than a professional tree service company? This does not involve the bluff because the county has to give permission to make changes on the bluff. Fortunately, there is no longer a fee for removal of natural shrubbery as most every gardener would have been in violation.

With regards to #4a

- It seems to me that fees for cutting your neighbor's tree or a community tree should have a much heftier fine. Giving yourself a water view by destroying others' property should call for an exorbitant penalty and potential legal action

With regards to #10A

- Is reporting of hedge violation complaint driven? If you and your neighbor agree to having a higher hedge between your homes, can another Cape George member report you and request that a fine be issued against you and/or your neighbor. If every hedge violation was subject to a fine, Cape George might end up having a surplus in the budget!

I do not know if this is the whole list of fines but since this seems under the building and environmental committee, I would like to make sure that the following have hefty penalties and legal ramifications

- Starting a rubbish fire or any kind of fire in Cape George without strict parameters and approvals can put our homes and safety at risk
- Firing of a gun in Cape George provides a serious risk to our health and safety
- Speeding: There is no enforcement of the speed limit. A lot of members walk on the hilly and curvy roads of Cape George. I believe that it is only a matter of time before we end up with a serious accident in our neighborhood. Since there is a speed limit and since it is not enforced, does that put the board and the whole community in a liability situation should an accident occur due to speeding.

Cape George Colony Club Manager's Report

January 2023!

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

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

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

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

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

Thank You!

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

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

Other notes

Fitness Committee February Fundraiser

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

Violations

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

Reminders

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

Thank you!

Marnie W. Levy, CMCA®, AMS®,

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

Marnie Levy

From: Michelle Sinnett <michelles@reserveconsultants.net>
Sent: Tuesday, January 17, 2023 12:36 PM
To: Marnie Levy
Cc: Mahria Sooter
Subject: Level 2 Reserve Study Bid for Cape George Colony Club
Attachments: Cape George Colony Club Standard RS2 Bid.pdf

Hi Marnie,

Attached is a Level 2 reserve study update **with** a site visit bid package. The Terms and Conditions document is part of the contract.

Please sign the corresponding bid document to initiate execution of the contract. Please note that:

- one year may be contracted or,
- pricing for three years may be locked in by initialing next two the pricing for the Level 2 and subsequent Level 3 reserve studies to satisfy Washington State annual update requirements
- additional services are optional and will not be provided unless initialed on the contract.

Once we receive a signed contract, we will return a countersigned contract with an Input Form link.

Information required prior to scheduling the site visit meetings:

- submit a signed contract page
- return a completed Input Form
- provide a list of the percent of ownership by unit (this information is needed for the study to be in compliance with WUCIOA requirements (RCW 64.90) if we do not already have it on file)

As far as timing is concerned, it is common to budget 6 - 8 weeks for the reserve study process from start to finish. Please note:

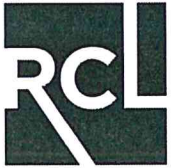
- We allow two weeks to coordinate the site visit meetings; 1hr Zoom meeting and 1-2hr on-site meeting.
- We require two to three weeks to compile the draft report once the site visit has been completed.
- We then will provide the Association a two-week period to review the draft report and provide us with comments and input. We require that the Association designate one point of contact to facilitate a clear line of communication.
- At the end of the two-week period we invoice per our contract. We incorporate the Association's input on the draft as appropriate prior to finalizing the report. If additional review time is needed we will invoice at the end of the two-week review period; we will then check in periodically on the status of the review.

We have ensured that our reports and reserve disclosures comply with the new Washington Uniform Common Interest Ownership Act (WUCIOA) that went into effect July 1, 2018. While associations are not required to have reserve studies that comply with WUCIOA, budget ratification is regulated for all common interest properties, including condominiums and HOA's.

Please do not hesitate to contact us if you have any questions or concerns.

Best regards,
Michelle

Michelle Sinnett
Direct: 206.523.3248



Cape George Colony Club - Standard RS2 Bid

Cape George Colony Club

61 Cape George Drive
 Port Townsend, WA 98368



Reserve Consultants LLC

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

Marnie Levy

manager@capegeorge.org

Quote created: January 17, 2023

Quote expires: April 17, 2023

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

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

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

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

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

Signature

Printed Name

Date Signed

Billing email

CC invoice to (if applicable)

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

RCL Signature

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



RESERVE STUDY TERMS & CONDITIONS

Deliverables

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

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

Timeline

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

Review Period

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

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

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

Our Guarantee

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

Required Information Needed to Complete the Reserve Study

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

Procedures

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

Approach

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

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

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

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

Confidentiality

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

Copyrighted Work

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

Parties to the Agreement

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

General Provision

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

Litigation and Arbitration Expenses

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

Limitation of Liability

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

Termination

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

Breach of Contract

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

Authorization to Act

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

OVERVIEW OF REPORTS OFFERED

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

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

The report includes,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADDITIONAL RESERVE STUDY SERVICES

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

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

AD HOC BERM PROTECTION COMMITTEE MEETING

Proposal

January 23, 2023

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

Crossover Locations and Materials

Three crossovers are proposed:

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

Material for the crossover paths

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

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

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

Vendor: Grating Pacific, TBD.

Revegetation

After the material above has been delivered the plan is:

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

Material for the revegetation:

Six yards of washed sand, coarse:

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

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

Fencing

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

Material for fencing:

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

Fence Posts: -- We are still shopping.

Signage

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

Material for signs:

Vendor: Richard, metal signs

12.12.2022 Building & Roads suggested changes to CAPE GEORGE FINE SCHEDULE – 2022

✓	PRIVATE PROPERTY DEVELOPMENT AND MAINTENANCE	1 ST VIOLATION	FAILURE TO CORRECT AND/OR SUBSEQUENT VIOLATION	RESOLUTION TIME
1.	Building in violation of 25-foot front established setbacks setback (C)	Up to \$5,000	Up to \$10,000 per month	45 days
2.	Failure to obtain a Cape George building permit prior to starting construction of a home, ancillary building, culvert, foundation or driveway (C) BG III	\$100 - \$500	\$500 – 1000	5 working days
3.	Failure to obtain an earthworks permit before starting work (C) BG III	\$100	\$200	5 working days
4.*	Failure to obtain a permit to remove trees and natural shrubbery For cutting trees on a member's own property without obtaining a permit (C) BG II. **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	\$150-per tree/shrub For a tree up to 40" in C \$400. Trees over 40" in C \$10 x C	\$300-per tree/shrub Second offense - double the fine amount.	N/A
4a.*	For cutting trees on community property or property of another member without permission **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	For cutting trees up to 40" in C - \$1,000 For trees over 40" in C -\$25 x C	Second offense - double the fine amount.	N/A
5.	Building in violation of 5-foot side/back yard setback-BG-III (delete - roll into # 1)	Up to \$5,000	Up to \$10,000	45-days
6.	Building in violation of 17-foot height restriction BG III	Up to \$5,000	Up to \$10,000 per month	30 days
7.	Failure to complete building exterior within 6 mo. of starting date (C) BG IV	\$250 per month	\$300 per month	14 days
8.	Failure to fill perc holes in a timely manner as per regulation BG III	\$100	\$200	14 days
9.	Failure to follow guidelines for antennae, BG III	\$25 - \$100	\$25 - \$100	14 days
10.*	Exceeding 8-foot height regulation for hedges, fences, screens BG III	\$250 per month	\$500 per month	14 days
11.	Failure to complete hookups for water, septic and power prior to occupancy (C)	\$500	\$500	5 days
12.	Failure to install Cape George Colony approved asphalt driveway apron. PP09	\$100 \$200	\$200 \$500 per month	30 days
13.	Minimum house size	Up to \$1000	Up to \$2,000	45 days

*4 and 4a: Any member in violation of this rule is also subject to legal complaints and may be required to pay restitution, and or face legal charges, at the discretion of the legal party.

** A tree 40" in circumference is just over 12" in diameter. Breast height measurement is the standard measurement for trees. If a tree has been cut below four feet, then the measurement is taken off the stump at the cut.

Cape George Colony Club

Study Session Packet

Tuesday, February 21, 2023, 3:00 p.m.

Via Zoom



Cape George Colony Club
Study Session Agenda

Tuesday, February 21, 2023, 3:00 PM
Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members: Letter from Judy Caruso. See attached letter.
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 - 1. Basis for recording Zoom meetings – Jane Ludwig
 - 2. Update on Village Mailboxes – Betsy Coddington. See attached report and illustration.
 - 3. Review and recommendation for pool resurfacing – Jane Ludwig. See attached pool resurfacing proposals.
 - 4. Approve Dianne Tamblyn as Chair of the Nominating Committee – Jane Ludwig
 - 5. Postpone reports on Committee Charters Committee Charters – Jane Ludwig
 - 6. Discuss the pros and cons and suggested details of asking membership to raise the operational assessment cap imposed by the Bylaws, Article IIIB - Fayla Schwartz - See attached letter.
 - 7. Note the transfer of \$7666.81 from Reserve Cash account at Pacific Premier Bank to Operational Cash account at Pacific Premier Bank, to reimburse payments for 2022 Reserve projects – Fayla Schwartz.
 - 8. Discuss appointing Mark Kochendorfer as Cape George IT consultant, and purchase of additional MS365 License – Fayla Schwartz. See attached proposal.
 - 9. Discuss Environmental Committee recommended changes to fine schedule – Pat Gulick. See attached revised fine schedule.
 - 10. Discuss requesting PUD give Cape George Colony Club a proposal to manage the CGCC water system – Bart Mooyman-Beck
 - 11. Reserve Study Update – Marnie Levy

Cape George Colony Club February 21, 2023, ~ Study Session Agenda, p-2 of 2

12. Berm Protection - Sat., Feb. 25, 2023, 10am – picnic area cleanup – Rock Chuck Work Party – Marnie Levy. See attached flyer.

13. Tech Committee updates: Fiber Optic Proposal, Security Cameras, Website – Marnie Levy

14. Caretaker Assistant candidate search – Marnie Levy

15. Late fee waiver requests – Marnie Levy. See attached fee waiver requests.

E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Friday., February 24, 2023, 3 p.m. Board of Trustees Meeting via ZOOM meeting
- Tues. March 21, 2023, Nominating Committee initiates recruitment of Board candidates for two positions.
- Mon., March 27, 2023, 3 p.m. Study Session via Zoom meeting
- Thurs., March 30, 2023, 3 p.m. Board of Trustees Meeting, via Zoom meeting

To: General Manager and Cape George Board Members

In the February 2023 newsletter, I found "A Letter from your Treasurer: Cost of Operations and Cape George Bylaws" and the explanatory paragraphs in the Treasurer's 2022 Year End Report to be clear and informative. Thank you, Fayla.

Although consideration of a proposal to the Board regarding Operational and Reserve assessments begins with the February 21st Study Session, unfortunately I will not be able to participate in that meeting. I find the study sessions, in particular, invaluable with the expression of different viewpoints and direct engagement among participants informing my evaluation and positions on issues.

I apologize that this will be the third time that I request that the recorded Zoom study sessions be made available to community members after the sessions are held. I find such access very helpful with one of my employers, so perhaps you might explain more fully at some time what would be required for recorded Zoom meetings to be accessed by the membership. With in-person study sessions anticipated, I would have a similar interest in those meetings being recorded via Zoom and also available for review after each meeting.

In considering Reserve planning, with expending \$50,000 for a berm rebuild that was not planned for repair until 2046 and regarding the "need to establish a long-term strategy to continue to protect our waterfront facilities" as noted in the January community newsletter, here are the questions that keep coming to mind:

What are scenarios of cumulative financial costs, water level rising or recurring shoreline conditions, that necessitate a discussion regarding discontinuation of efforts to protect waterfront facilities?

What is the status of the Cape George fire station and is the fire station an option as an alternative club house location?

It may be premature to consider now, but what are potential non-waterfront sites if a new club house is proposed in the future?

How do water levels, tides and potential future shoreline changes impact the marina and what unplanned, potential costs does the community need to be aware of in association with such changes?

Might the marina be able to continue operating under circumstances which would be unsafe and cost prohibitive for the club house and workshop?

Thank you for this opportunity to provide some input and questions regarding upcoming community discussions.

Judy Caruso

February 6, 2023

Cape George Colony Club
Manager's Report
February 2023!

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

 **Thank You!**

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

Fitness Center Fundraiser

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

The Ad Hoc Berm Protection Committee Work Party!

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

Tech Tech Tech

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

Caretaker Assistant

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

New Remittance Address

We had many late fee notices go out this month. Note that future billing statements will be addressed to the Cape George office. We have had issues with mail being delayed and will see how things go by having checks mailed (or hand delivered) to the office. This change should help solve some of the late-payment issues we have been experiencing. This will not have any impact on any form of auto-pay — only checks that are mailed. If you think you received a late payment notice in error, you can email Terri Brown or me.

Outgoing Mail

We have had a change of plans for providing outgoing mail service. In the Colony and Huckleberry please deposit outgoing mail in the outgoing mail slots in the cluster box receptacle. A new outgoing mailbox is on order for the Village and will be installed as soon as it is delivered. It is illegal to mail anything weighing more than 10 oz., or more than 1/2-inch in thickness cannot be mailed in the outgoing mailboxes.

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

No parking behind the Workshop

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

Hello Dog Lovers!

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

Dark Sky, please

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

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

Marnie W. Levy, CMCA®, AMS®,

General Manager

Cape George Colony Club

manager@capegeorge.org

360-385-2208

To: Cape George HOA Board of Directors

From: Village Mailbox Committee

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

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

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

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

Our proposal:

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

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

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

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

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

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

Thank you.

Your Village Mailbox Committee

ADDENDUM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

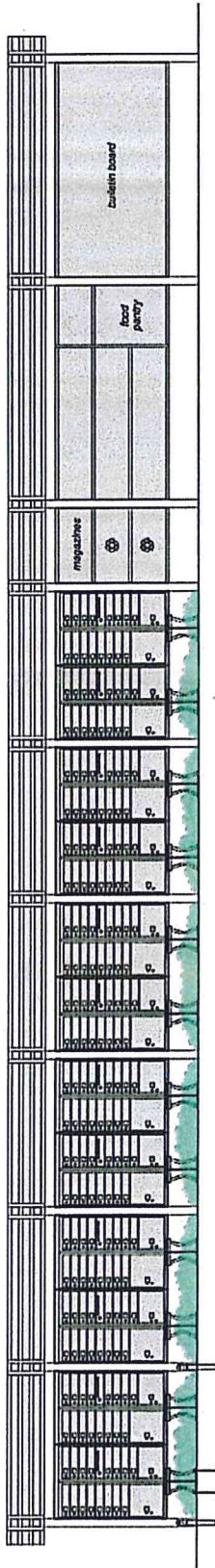
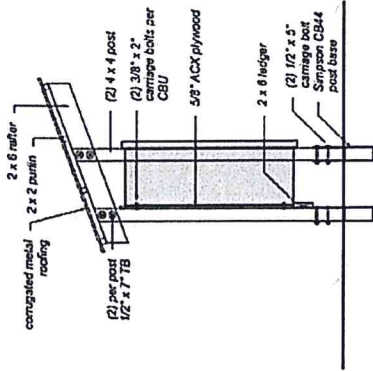
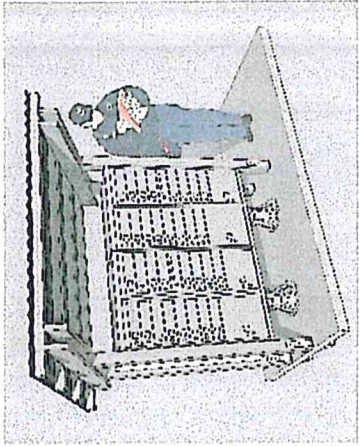
We mailed postcards on 12/21/22 to all Village addresses of record for those who had not yet signed up for a preference, extending the deadline to 1/15/23 for stating their preferences of mailbox type, and reminding everyone that receiving no response would automatically put that address into the CBU.

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

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

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

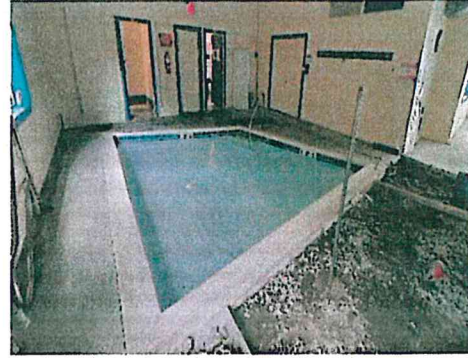
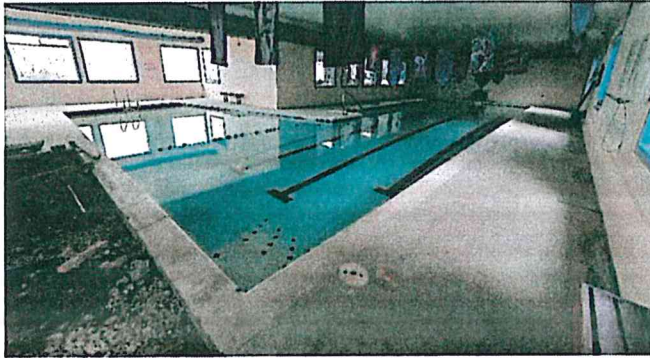
Additionally, we were advised by the postmaster that each property with a personal mailbox would have that box removed at the sale of the property, and the new resident's mailbox would be in the property's assigned place in the CBU and we are limited to the 17 requested personal boxes .



actual slope

Cape George Village Mailbox Cluster

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


INSPECTION / CURRENT CONDITION:

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

RECOMMENDED SOLUTION:

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

INITIALS

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

RESURFACE POOL & WADER

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

INITIALS

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PRICING:

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

PAYMENT SCHEDULE:

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

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

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

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

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

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

Proposal Expires 01/15/23

ACCEPTANCE:

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

Customer Signature: _____ **Date:** _____

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 3 of 4
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WARRANTY:

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

CHANGE ORDERS:

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

EXCLUSIONS:

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

INSURANCE:

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

CUSTOMER DEFAULTS:

Customer will be in default if:

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

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

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

ATTORNEY'S FEES AND COSTS:

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

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 4 of 4
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A Letter from your Treasurer:

Cost of Operations and Cape George Bylaws

Last fall I worked with Nancy Charpentier, chair of the Finance Committee, and our General Manager Marnie Levy to develop a workable budget for 2023. We met with chairs of several committees, spoke to employees, and looked at our expenses and income to date for 2022. This process made us acutely aware of the fact that our current Bylaws restrict us from raising our annual assessments enough to cover our costs. Therefore the Board is considering asking the membership to increase the allowed percentage increase in both our General and Reserve assessments.

In order to understand the budget development process at Cape George, here is some background information. There are two categories of member assessments: General Assessment and Reserve Assessment.

We have three cost centers: Water, Marina and General Operations

- Water fees pay for water operations and are not regulated by the Bylaws. Water fees were raised 10% in 2022 and were not raised in 2023.
- Marina fees are paid by marina users to fund marina operations. Moorage fees were raised 20% in 2022.
- The General Operations budget covers employee salaries and benefits, insurance, accounting and auditing services, taxes, utilities, routine maintenance and repairs of equipment, grounds and roads, community buildings and more.

General Operations Assessments

The Board is limited by the Bylaws (Article III B) in how much General Operations Assessments can be raised: currently 4% (rate last set in 2006). As I am sure everyone is aware, inflation hit all of us hard in the past year. Cape George is no exception. There are some things we would like to see happen that would make this a better place to live for everyone and can only take place if we have enough income to pay for them. These improvements include:

- Being able to pay the increased prices for contractors and materials to maintain our structures.
- Giving our long-term employees larger raises as a response to their excellent performance records and the rising rate of inflation.
- Upgrading the Assistant Caretaker position to 3/4 or full time to back up our Caretaker on facilities and grounds work.
- Improving our website and security.

During the 2023 budget development process, we started with a desire to fund all of these operational expenses. When we did the math between what we could collect in assessments as limited in the Bylaws and what we needed to make these improvements a Cape George reality, we realized that we could not have it all. For instance, in 2022 the road repair contractors and the Building and Roads Committee identified about \$92,000 of needed road repairs, but in 2022 and again in 2023 the road repair budget is \$10,000/year. We did give our employees raises for 2023, but not as much as we would like to bring them to competitive wages for the jobs they do. We budgeted for only a half time Assistant Caretaker position for 2023, and we budgeted nothing for website and security improvements.

The Finance Committee, the General Manager, the President and I all agree that we need to be able to run Cape George with fewer financial constraints. Therefore, we are looking at a proposal to the Board, and after that to the membership, that we increase the maximum monthly General Operations assessment rate cap in the Bylaws from 4% to 8% for 2024, and thereafter tie the assessment rate cap to the previous year's rate of inflation.

Reserve Assessments

In addition to our General Operations budget, Cape George also maintains Reserve accounts (Water, Marina and General Operations) for the purpose of funding major maintenance, repair and replacement of our Associations' common property likely to occur within 30 years. Our current Bylaws (Article III B) limit the Reserve assessment increase to 2.5% annually.

We would like to keep our Reserve accounts robust so that we are able to respond with emergency and planned repairs to our capital assets when needed. For example, in late 2022 we spent nearly \$50,000 for a rebuild of the berm that protects our waterfront, pool, clubhouse, fitness center and workshop. The berm has been compromised by weather and tidal events more than expected in the last year. Our 2021 Reserve Study did not predict that the berm would need repair until the year 2046, but now it looks like we need to prepare for a rebuild or replacement in the near future and periodically after that.

Therefore, we will also ask the Board and the membership to increase the cap on raising Reserve assessments from 2.5% to 5%.

How will this affect each member's assessment payments? If you own a home on a single lot, you currently pay about \$1250 per year in Operational and Reserve assessments and water fees. Raising the Operational assessments to 8% and the Reserve assessments to 5% for 2024 (assuming water fees stay the same) would increase that payment about \$58 per year.

This proposal will be discussed by the Board at Study Sessions in the next couple of months. A formal proposal for change of Bylaws Article III B will be refined and presented. If approved by the Board, it will go to the membership for approval with the Board elections mailing in June. Please make your voice heard by writing a letter to the Board, or by participating in the February and March study sessions. And you can always contact me directly: treasurer@capegeorge.org

This is our community. We love living here and we want to keep it the best place to live! We all need to do our part to make that happen so we can continue to enjoy the amenities of our community for many years to come.

Fayla Schwartz

Cape George Treasurer

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

Background:

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

Proposal:

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

Details:

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

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

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

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

About the author

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

Mark Kochendorfer

CAPE GEORGE FINE SCHEDULE – 2023 DRAFT

✓	PRIVATE PROPERTY DEVELOPMENT AND MAINTENANCE	1 ST VIOLATION	FAILURE TO CORRECT AND/OR SUBSEQUENT VIOLATION	RESOLUTION TIME
1.	Building in violation of established setbacks (C)	\$5,000	10,000	45 days
2.	Failure to obtain a Cape George building permit prior to starting construction of a home, ancillary building, culvert, foundation or driveway (C) BG III	\$100 - \$500	\$500 – 1000	5 working days
3.	Failure to obtain an earthworks permit before starting work (C) BG III	\$100	\$200	5 working days
4.*	Failure to obtain a permit to remove trees and natural shrubbery For cutting trees on a member's own property without obtaining a permit (C) BG II. **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	\$150-per-tree/shrub For a tree up to 40" in C \$400. Trees over 40" in C \$10 x C	\$300-per-tree/shrub Second offense - double the fine amount.	N/A
4a.*	For cutting trees on community property or property of another member without permission **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	For cutting trees up to 40" in C - \$1,000 For trees over 40" in C - \$25 x C	Second offense - double the fine amount.	N/A
5.	Building in violation of 17-foot height restriction BG III	\$5,000	\$10,000	30 days
6.	Failure to complete building exterior within 6 mo. of starting date (C) BG IV	\$250 per month	\$300 per month	14 days
7.	Failure to fill perc holes in a timely manner as per regulation BG III	\$100	\$200	14 days
8.	Failure to follow guidelines for antennae, BG III	\$25 - \$100	\$25 - \$100	14 days
9.	Exceeding 8-foot height regulation for hedges, fences, screens BG III	\$250 per month	\$500 per month	14 days
10.	Failure to complete hookups for water, septic and power prior to occupancy (C)	\$500	\$500	5 days
11.	Failure to install Cape George approved driveway apron. PP09	\$200	\$500 per month	30 days
12.	Minimum house size	\$1000	\$2,000	45 days
	MEMBER'S PERSONAL OBLIGATIONS			
13.	Discharging of firearms/hunting (C)	\$500	\$1000	N/A
14.	Outdoor burning without a permit (C) PP03	\$50	\$100	N/A
15.	Operation of a home business in violation of policy. (C) (PP07)	\$100	\$200	14 days \$200 per mo.
16.	Parking Violations: (1) unauthorized parking of heavy equipment (PP05) (2) the parking of any vehicle or placement of any object in the road, common areas, or right-of-way for more than 48 hours per CP12	\$75.00	\$100	3 days
17.	Violation of Junk Vehicle Rule BG III, PP08	\$50	\$100	5 days
18.	Violation of Fireworks Rule CP10	\$100	\$200	N/A
19.	Violation of Livestock/Pet Rule (C) PP01	\$50 - \$500	\$100 - \$1,000	14 days
20.	Failure to Maintain property or permitted structure BG III (Maintenance Obligation) PP02 (vegetation, septic, other nuisance)	\$85-\$1,500	\$100-\$2,500	21 days
21.	Abuse of or misconduct on common property (Swimming pool, shop, fitness center, marina, etc.) CP01, 02, 03, 04, 05, User's Contract, common law	\$50 - \$500 and liability for damages and possible loss of privileges	\$100 - \$1,000 and liability for damages and possible loss of privileges	N/A
22.	Unauthorized disposal of waste material on common property and/or improper storage of waste material on private property CP11	\$150	\$250	5 days
23.	Other covenant, building guidelines or rule violation	\$25 to \$1,000	\$50 to \$3,000	Discretionary
24.	Violation of Traffic Regulations CP19	\$50.00	\$100.00	N/A
25.	Late Fees FIN03	\$20.00	\$20.00	30 days

Draft proposal for suggested tree cutting fines submitted by Varn Brooks and approved by the Environmental Committee

1 - For cutting trees on a member's own property without obtaining a permit. First offense per tree:

For a tree from 12" up to 40" in circumference* (C) - 400.00

For trees over 40" in C - \$10 X C.

Circumference measured at top of cut stump, or 4' above ground (breast height), whichever is lower.

Second offense double dollar amount.

2 - For cutting a tree (no minimum size) on community property or property of another member without permission:

First offense:

For cutting trees up to 40" in C* - \$1000.

For trees over 40" in C - \$25 X C.

Circumference measured at top of cut stump, or 4' (breast height**), whichever is lower.

Second offense double dollar amount.

Any member in violation of this rule is also subject to legal complaints and may be required to pay restitution, and or face legal charges at the discretion of the injured party.

* A tree 40" in circumference is just over 12" in diameter.

** Breast height measurement is the standard measurement for trees. If a tree has been cut below 4 feet, then the measurement is taken off the stump at the cut.

Resources concerning tree cutting and pruning:

Bellevue Municipal Codes: Monetary penalty– Trees and vegetation on city or private property-
Illegal clearing, cutting, damaging or removal –
<https://bellevue.municipal.codes/BCC/1.18.045>

DNR, Tree Link https://www.dnr.wa.gov/Publications/rp_urban_treelink_bulletin_2011.pdf

Washington State Department of Ecology Vegetation Management: A Guide for Puget Sound
Bluff Property Owners
<https://apps.ecology.wa.gov/publications/publications/9331.pdf>

Tree protection on construction and development sites : a best management practices guidebook
for the Pacific Northwest
https://ir.library.oregonstate.edu/concern/open_educational_resources/mp48sd11g

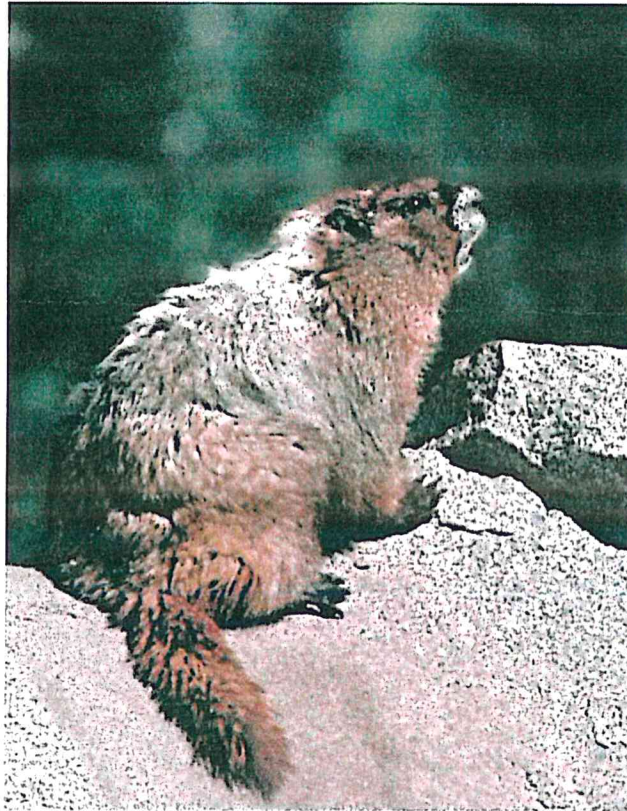
Jefferson County Department of Community Development: Vegetation Regulations
[https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-
Handout?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-Handout?bidId=)

Jefferson County Department of Community Development, Tree/Vegetation Removal
Application
[https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-
PDF?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-PDF?bidId=)

Join the Great Cape George Rock Chuck Work Party Sponsored by the Berm Committee

Meet at the community center picnic shelter Saturday
Feb 25th 2023 10:00 am

Object will be to chuck as many rocks as possible from the lawn
area back onto the berm.



Rocky the rockchuck sez:
"Rock'N'Chuck'm
How much rock would a rockchuck chuck?
If a rockchuck would chuck rock."

Bring work gloves and optionally a rake or shovel
All ages welcome

To: General Manager and Cape George Board Members

In the February 2023 newsletter, I found "A Letter from your Treasurer: Cost of Operations and Cape George Bylaws" and the explanatory paragraphs in the Treasurer's 2022 Year End Report to be clear and informative. Thank you, Fayla.

Although consideration of a proposal to the Board regarding Operational and Reserve assessments begins with the February 21st Study Session, unfortunately I will not be able to participate in that meeting. I find the study sessions, in particular, invaluable with the expression of different viewpoints and direct engagement among participants informing my evaluation and positions on issues.

I apologize that this will be the third time that I request that the recorded Zoom study sessions be made available to community members after the sessions are held. I find such access very helpful with one of my employers, so perhaps you might explain more fully at some time what would be required for recorded Zoom meetings to be accessed by the membership. With in-person study sessions anticipated, I would have a similar interest in those meetings being recorded via Zoom and also available for review after each meeting.

In considering Reserve planning, with expending \$50,000 for a berm rebuild that was not planned for repair until 2046 and regarding the "need to establish a long-term strategy to continue to protect our waterfront facilities" as noted in the January community newsletter, here are the questions that keep coming to mind:

What are scenarios of cumulative financial costs, water level rising or recurring shoreline conditions, that necessitate a discussion regarding discontinuation of efforts to protect waterfront facilities?

What is the status of the Cape George fire station and is the fire station an option as an alternative club house location?

It may be premature to consider now, but what are potential non-waterfront sites if a new club house is proposed in the future?

How do water levels, tides and potential future shoreline changes impact the marina and what unplanned, potential costs does the community need to be aware of in association with such changes?

Might the marina be able to continue operating under circumstances which would be unsafe and cost prohibitive for the club house and workshop?

Thank you for this opportunity to provide some input and questions regarding upcoming community discussions.

Judy Caruso

February 6, 2023

Cape George Colony Club
Manager's Report
February 2023!

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

 **Thank You!**

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

Fitness Center Fundraiser

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

The Ad Hoc Berm Protection Committee Work Party!

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

Tech Tech Tech

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

Caretaker Assistant

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

New Remittance Address

We had many late fee notices go out this month. Note that future billing statements will be addressed to the Cape George office. We have had issues with mail being delayed and will see how things go by having checks mailed (or hand delivered) to the office. This change should help solve some of the late-payment issues we have been experiencing. This will not have any impact on any form of auto-pay — only checks that are mailed. If you think you received a late payment notice in error, you can email Terri Brown or me.

Outgoing Mail

We have had a change of plans for providing outgoing mail service. In the Colony and Huckleberry please deposit outgoing mail in the outgoing mail slots in the cluster box receptacle. A new outgoing mailbox is on order for the Village and will be installed as soon as it is delivered. It is illegal to mail anything weighing more than 10 oz., or more than 1/2-inch in thickness cannot be mailed in the outgoing mailboxes.

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

No parking behind the Workshop

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

Hello Dog Lovers!

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

Dark Sky, please

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

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

Marnie W. Levy, CMCA®, AMS®,

General Manager

Cape George Colony Club

manager@capegeorge.org

360-385-2208

To: Cape George HOA Board of Directors

From: Village Mailbox Committee

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

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

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

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

Our proposal:

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

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

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

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

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

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

Thank you.

Your Village Mailbox Committee

ADDENDUM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

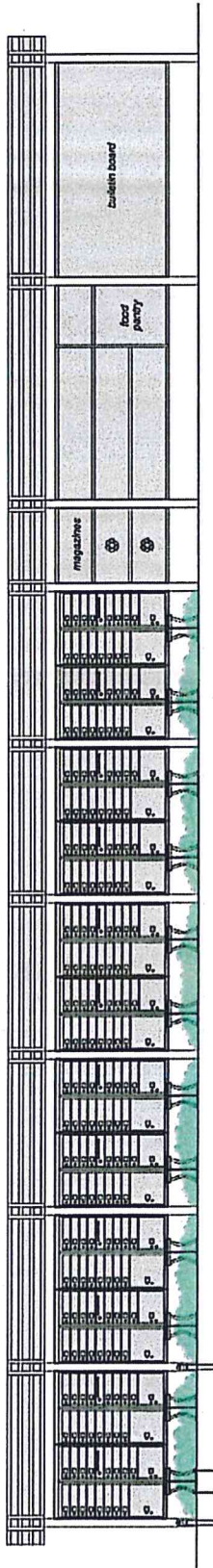
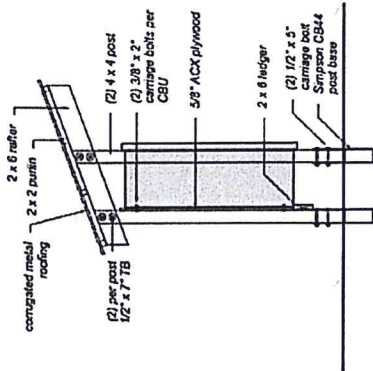
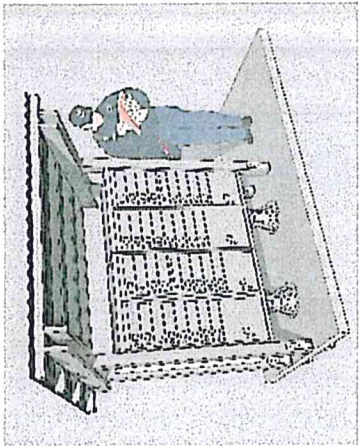
We mailed postcards on 12/21/22 to all Village addresses of record for those who had not yet signed up for a preference, extending the deadline to 1/15/23 for stating their preferences of mailbox type, and reminding everyone that receiving no response would automatically put that address into the CBU.

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

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

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

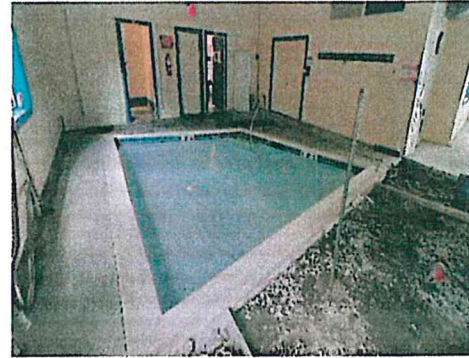
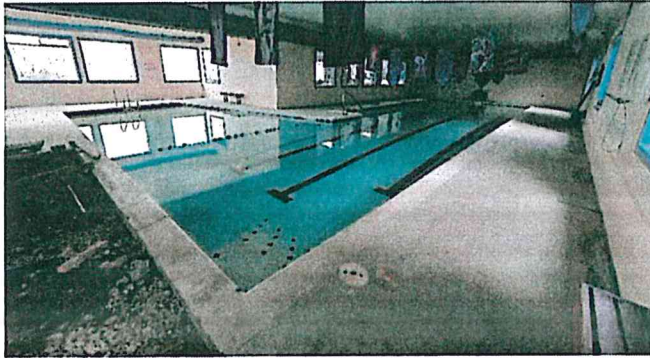
Additionally, we were advised by the postmaster that each property with a personal mailbox would have that box removed at the sale of the property, and the new resident's mailbox would be in the property's assigned place in the CBU and we are limited to the 17 requested personal boxes .



actual slope

Cape George Village Mailbox Cluster

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


INSPECTION / CURRENT CONDITION:

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

RECOMMENDED SOLUTION:

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

INITIALS

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

RESURFACE POOL & WADER

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

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 2 of 4
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PRICING:

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

PAYMENT SCHEDULE:

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

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

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

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

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

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

Proposal Expires 01/15/23

ACCEPTANCE:

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

Customer Signature: _____ **Date:** _____

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 3 of 4
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WARRANTY:

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

CHANGE ORDERS:

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

EXCLUSIONS:

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

INSURANCE:

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

CUSTOMER DEFAULTS:

Customer will be in default if:

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

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

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

ATTORNEY'S FEES AND COSTS:

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

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 4 of 4
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A Letter from your Treasurer:

Cost of Operations and Cape George Bylaws

Last fall I worked with Nancy Charpentier, chair of the Finance Committee, and our General Manager Marnie Levy to develop a workable budget for 2023. We met with chairs of several committees, spoke to employees, and looked at our expenses and income to date for 2022. This process made us acutely aware of the fact that our current Bylaws restrict us from raising our annual assessments enough to cover our costs. Therefore the Board is considering asking the membership to increase the allowed percentage increase in both our General and Reserve assessments.

In order to understand the budget development process at Cape George, here is some background information. There are two categories of member assessments: General Assessment and Reserve Assessment.

We have three cost centers: Water, Marina and General Operations

- Water fees pay for water operations and are not regulated by the Bylaws. Water fees were raised 10% in 2022 and were not raised in 2023.
- Marina fees are paid by marina users to fund marina operations. Moorage fees were raised 20% in 2022.
- The General Operations budget covers employee salaries and benefits, insurance, accounting and auditing services, taxes, utilities, routine maintenance and repairs of equipment, grounds and roads, community buildings and more.

General Operations Assessments

The Board is limited by the Bylaws (Article III B) in how much General Operations Assessments can be raised: currently 4% (rate last set in 2006). As I am sure everyone is aware, inflation hit all of us hard in the past year. Cape George is no exception. There are some things we would like to see happen that would make this a better place to live for everyone and can only take place if we have enough income to pay for them. These improvements include:

- Being able to pay the increased prices for contractors and materials to maintain our structures.
- Giving our long-term employees larger raises as a response to their excellent performance records and the rising rate of inflation.
- Upgrading the Assistant Caretaker position to 3/4 or full time to back up our Caretaker on facilities and grounds work.
- Improving our website and security.

During the 2023 budget development process, we started with a desire to fund all of these operational expenses. When we did the math between what we could collect in assessments as limited in the Bylaws and what we needed to make these improvements a Cape George reality, we realized that we could not have it all. For instance, in 2022 the road repair contractors and the Building and Roads Committee identified about \$92,000 of needed road repairs, but in 2022 and again in 2023 the road repair budget is \$10,000/year. We did give our employees raises for 2023, but not as much as we would like to bring them to competitive wages for the jobs they do. We budgeted for only a half time Assistant Caretaker position for 2023, and we budgeted nothing for website and security improvements.

The Finance Committee, the General Manager, the President and I all agree that we need to be able to run Cape George with fewer financial constraints. Therefore, we are looking at a proposal to the Board, and after that to the membership, that we increase the maximum monthly General Operations assessment rate cap in the Bylaws from 4% to 8% for 2024, and thereafter tie the assessment rate cap to the previous year's rate of inflation.

Reserve Assessments

In addition to our General Operations budget, Cape George also maintains Reserve accounts (Water, Marina and General Operations) for the purpose of funding major maintenance, repair and replacement of our Associations' common property likely to occur within 30 years. Our current Bylaws (Article III B) limit the Reserve assessment increase to 2.5% annually.

We would like to keep our Reserve accounts robust so that we are able to respond with emergency and planned repairs to our capital assets when needed. For example, in late 2022 we spent nearly \$50,000 for a rebuild of the berm that protects our waterfront, pool, clubhouse, fitness center and workshop. The berm has been compromised by weather and tidal events more than expected in the last year. Our 2021 Reserve Study did not predict that the berm would need repair until the year 2046, but now it looks like we need to prepare for a rebuild or replacement in the near future and periodically after that.

Therefore, we will also ask the Board and the membership to increase the cap on raising Reserve assessments from 2.5% to 5%.

How will this affect each member's assessment payments? If you own a home on a single lot, you currently pay about \$1250 per year in Operational and Reserve assessments and water fees. Raising the Operational assessments to 8% and the Reserve assessments to 5% for 2024 (assuming water fees stay the same) would increase that payment about \$58 per year.

This proposal will be discussed by the Board at Study Sessions in the next couple of months. A formal proposal for change of Bylaws Article III B will be refined and presented. If approved by the Board, it will go to the membership for approval with the Board elections mailing in June. Please make your voice heard by writing a letter to the Board, or by participating in the February and March study sessions. And you can always contact me directly: treasurer@capegeorge.org

This is our community. We love living here and we want to keep it the best place to live! We all need to do our part to make that happen so we can continue to enjoy the amenities of our community for many years to come.

Fayla Schwartz

Cape George Treasurer

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

Background:

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

Proposal:

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

Details:

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

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

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

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

About the author

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

Mark Kochendorfer

CAPE GEORGE FINE SCHEDULE – 2023 DRAFT

✓	PRIVATE PROPERTY DEVELOPMENT AND MAINTENANCE	1 ST VIOLATION	FAILURE TO CORRECT AND/OR SUBSEQUENT VIOLATION	RESOLUTION TIME
1.	Building in violation of established setbacks (C)	\$5,000	10,000	45 days
2.	Failure to obtain a Cape George building permit prior to starting construction of a home, ancillary building, culvert, foundation or driveway (C) BG III	\$100 - \$500	\$500 – 1000	5 working days
3.	Failure to obtain an earthworks permit before starting work (C) BG III	\$100	\$200	5 working days
4.*	Failure to obtain a permit to remove trees and natural shrubbery For cutting trees on a member's own property without obtaining a permit (C) BG II. **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	\$150-per-tree/shrub For a tree up to 40" in C \$400. Trees over 40" in C \$10 x C	\$300-per-tree/shrub Second offense - double the fine amount.	N/A
4a.*	For cutting trees on community property or property of another member without permission **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	For cutting trees up to 40" in C - \$1,000 For trees over 40" in C - \$25 x C	Second offense - double the fine amount.	N/A
5.	Building in violation of 17-foot height restriction BG III	\$5,000	\$10,000	30 days
6.	Failure to complete building exterior within 6 mo. of starting date (C) BG IV	\$250 per month	\$300 per month	14 days
7.	Failure to fill perc holes in a timely manner as per regulation BG III	\$100	\$200	14 days
8.	Failure to follow guidelines for antennae, BG III	\$25 - \$100	\$25 - \$100	14 days
9.	Exceeding 8-foot height regulation for hedges, fences, screens BG III	\$250 per month	\$500 per month	14 days
10.	Failure to complete hookups for water, septic and power prior to occupancy (C)	\$500	\$500	5 days
11.	Failure to install Cape George approved driveway apron. PP09	\$200	\$500 per month	30 days
12.	Minimum house size	\$1000	\$2,000	45 days
	MEMBER'S PERSONAL OBLIGATIONS			
13.	Discharging of firearms/hunting (C)	\$500	\$1000	N/A
14.	Outdoor burning without a permit (C) PP03	\$50	\$100	N/A
15.	Operation of a home business in violation of policy. (C) (PP07)	\$100	\$200	14 days \$200 per mo.
16.	Parking Violations: (1) unauthorized parking of heavy equipment (PP05) (2) the parking of any vehicle or placement of any object in the road, common areas, or right-of-way for more than 48 hours per CP12	\$75.00	\$100	3 days
17.	Violation of Junk Vehicle Rule BG III, PP08	\$50	\$100	5 days
18.	Violation of Fireworks Rule CP10	\$100	\$200	N/A
19.	Violation of Livestock/Pet Rule (C) PP01	\$50 - \$500	\$100 - \$1,000	14 days
20.	Failure to Maintain property or permitted structure BG III (Maintenance Obligation) PP02 (vegetation, septic, other nuisance)	\$85-\$1,500	\$100-\$2,500	21 days
21.	Abuse of or misconduct on common property (Swimming pool, shop, fitness center, marina, etc.) CP01, 02, 03, 04, 05, User's Contract, common law	\$50 - \$500 and liability for damages and possible loss of privileges	\$100 - \$1,000 and liability for damages and possible loss of privileges	N/A
22.	Unauthorized disposal of waste material on common property and/or improper storage of waste material on private property CP11	\$150	\$250	5 days
23.	Other covenant, building guidelines or rule violation	\$25 to \$1,000	\$50 to \$3,000	Discretionary
24.	Violation of Traffic Regulations CP19	\$50.00	\$100.00	N/A
25.	Late Fees FIN03	\$20.00	\$20.00	30 days

Draft proposal for suggested tree cutting fines submitted by Varn Brooks and approved by the Environmental Committee

1 - For cutting trees on a member's own property without obtaining a permit. First offense per tree:

For a tree from 12" up to 40" in circumference* (C) - 400.00

For trees over 40" in C - \$10 X C.

Circumference measured at top of cut stump, or 4' above ground (breast height), whichever is lower.

Second offense double dollar amount.

2 - For cutting a tree (no minimum size) on community property or property of another member without permission:

First offense:

For cutting trees up to 40" in C* - \$1000.

For trees over 40" in C - \$25 X C.

Circumference measured at top of cut stump, or 4' (breast height**), whichever is lower.

Second offense double dollar amount.

Any member in violation of this rule is also subject to legal complaints and may be required to pay restitution, and or face legal charges at the discretion of the injured party.

* A tree 40" in circumference is just over 12" in diameter.

** Breast height measurement is the standard measurement for trees. If a tree has been cut below 4 feet, then the measurement is taken off the stump at the cut.

Resources concerning tree cutting and pruning:

Bellevue Municipal Codes: Monetary penalty– Trees and vegetation on city or private property-
Illegal clearing, cutting, damaging or removal –
<https://bellevue.municipal.codes/BCC/1.18.045>

DNR, Tree Link https://www.dnr.wa.gov/Publications/rp_urban_treelink_bulletin_2011.pdf

Washington State Department of Ecology Vegetation Management: A Guide for Puget Sound
Bluff Property Owners
<https://apps.ecology.wa.gov/publications/publications/9331.pdf>

Tree protection on construction and development sites : a best management practices guidebook
for the Pacific Northwest
https://ir.library.oregonstate.edu/concern/open_educational_resources/mp48sd11g

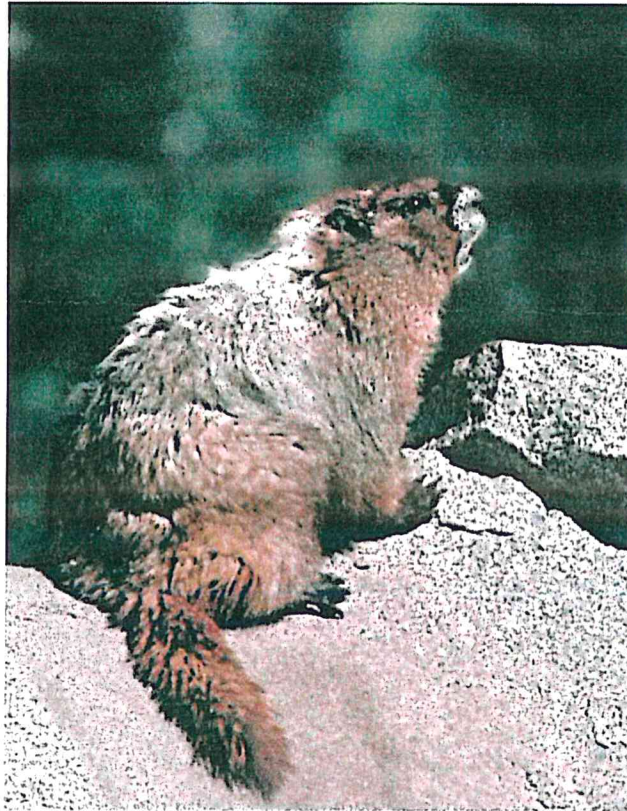
Jefferson County Department of Community Development: Vegetation Regulations
[https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-
Handout?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-Handout?bidId=)

Jefferson County Department of Community Development, Tree/Vegetation Removal
Application
[https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-
PDF?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-PDF?bidId=)

Join the Great Cape George Rock Chuck Work Party Sponsored by the Berm Committee

Meet at the community center picnic shelter Saturday
Feb 25th 2023 10:00 am

Object will be to chuck as many rocks as possible from the lawn
area back onto the berm.



Rocky the rockchuck sez:
"Rock'N'Chuck'm
How much rock would a rockchuck chuck?
If a rockchuck would chuck rock."

Bring work gloves and optionally a rake or shovel
All ages welcome



Cape George Colony Club

**Board of Trustees
Study Session Packet**

Monday, March 27, 2023, 3:00 p.m.

Via Zoom

Cape George Colony Club
Study Session Agenda

Monday, March 27, 2023, 3:00 PM
Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 - 1. Committee Charter Updates – Jane Ludwig. See attached Environmental Committee Charter and Finance Committee Charter proposed changes.
 - 2. Membership Survey Results – Jane Ludwig.
 - 3. Reserve Study Update – Marnie Levy.
 - 4. Draft of Job Description for new Maintenance Assistant position – Marnie Levy. See attached draft.
 - 5. Maintenance Assistant Job Update– Marnie Levy.
 - 6. Berm Protection – Update and next steps – Marnie Levy. See attached page.
 - 7. Tech Committee updates: Fiber Optic Proposal, Security Cameras, Website – Marnie Levy.
 - 8. PUD/Cape George Water System meeting – Marnie Levy.
 - 9. Reserve Study Update – Marnie Levy.
 - 10. Reserve item: New lock systems for the Workshop, Clubhouse and Fitness Room at a cost of \$7,501.50 + \$675.14 tax = \$8176.64. The approved reserve amount is \$10,690 – Marnie Levy. See attached estimate.
 - 11. Reserve item: Replacement barrier arm for Marina Drive. Proposal attached at a cost of \$28,950 + tax. The approved amount is \$16,000 – Marnie Levy. See attached proposal.
 - 12. Rules and Regulations proposed change, FIN07 to increase petty cash fund to \$500 – Marnie Levy. See attachment.

13. Rules and Regulations proposed change, FIN06 to change expenditure authorization policy – Marnie Levy. See attachment.

E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Thurs., March 30, 3 p.m., Board of Trustees Meeting via ZOOM meeting
- April 1, Member quarterly Assessment Due
- Mon., April 24, 3 p.m., Study Session via Zoom meeting
- Thurs., April 27, 3 p.m., Board of Trustees Meeting, via Zoom meeting

Cape George Colony Club
Manager's Report
March 2023

Thank You!

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



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

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

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

Berm Protection Committee Next Steps:

The specific projects are:

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

If you would like to volunteer, please send an email to office@capegeorge.org with the subject line **Berm**. Please let us know what you might be interested in working on.

Marina Trail

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

Maintenance News

- Donnie is working six hours five days a week and hopes to be back to full time by the middle of April. Thank you to everyone who has stepped in to help.
- Aimee Garrett is working to help Donnie catch up.
- We have a great candidate for the Maintenance Caretaker Assistant position and will introduce him when the hiring process is complete.

Dog Owner Issues

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

Even the calmest dogs react in certain situations.

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

Tree Removal

I met with an arborist to identify common area trees that are dead and dying to make a list of common area trees that should be removed.

Security Cameras

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

Cape George Website

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

Violations

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

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

Marnie W. Levy,

manager@capegeorge.org

360-385-2208

ENVIRONMENTAL COMMITTEE CHARTER

PREAMBLE

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

DUTIES

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

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

William A Stull
President

Gary Nelson
Secretary

FINANCE COMMITTEE CHARTER

PREAMBLE

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

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

DUTIES:

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

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

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

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

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

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

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

RULES AND REGULATIONS – PERSONNEL

CGCC JOB DESCRIPTION

ASSISTANT MAINTENANCE POSITION

MINIMUM STANDARDS:

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

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

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

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

RULES AND REGULATIONS – PERSONNEL

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

March 2023 Draft of Assistant Maintenance Job Description.

General Manager

Date

3.23.2023:

Berm Protection Committee Next Steps:

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

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

The specific projects are:

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

This is the order of the work ahead:

Fence

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

Lawn Prep

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

Signs

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

North Crossover

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

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

These tasks can be worked on simultaneously.

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

Estimate

Date	Estimate #
3/1/2023	031-108

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

Rep	Project
TF	community center doors

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

Thank you for your business.	Subtotal
------------------------------	----------

	Sales Tax (9.0%)
--	------------------

	Total
--	--------------

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

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

Estimate

Date	Estimate #
3/1/2023	031-108

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

Rep	Project
TF	community center doors

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

Thank you for your business.	Subtotal	€7 501.54
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	Sales Tax (9.0%)	€675.14
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Phone #	Fax #	E-mail
360-385-4160	360-379-2476	lockman.tf@gmail.com

Total	€8 176.68
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5402 184th St E, Suite C
Puyallup, WA 98375
Phone: 253-847-9362
www.sgawa.com

Proposal for
Cape George
Barrier Arm Installation
January 30, 2023

Supply and Install:

- 1 HYS - StrongArm 28 HTG 320-6 (Max arm length, 28ft)
- 1 Arm: Barrier Arm, Yoke Mount Aluminum, 24ft
- 2 HySecurity model HY5B. Plugin loop detector.
- 1 Knox switch #3501 Fire dept. rapid entry system
- 1 Fire Box: Knox Key Switch style
- 1 Doorking model 1515-080. Digital Keypad, 400 Codes, Surface Mount for residents below gate.
- 1 Pedestal: 64" Black, Steel, In Ground Mount, Gooseneck
- 1 6x16 Saw-Cut Loop (50ft Lead) Down Loop
- 1 6x8 Saw-Cut Loop (50ft Lead) Free Exit Loop
- 5 Loop Sealant, Black, 30oz Tube
- 1 Procure electrical permit and inspection.
- 1 Misc. Travel, Supplies, Wire, Boxes, Concrete Wedge Anchors, Welding and Grinding Supplies, Paint & The Like

Scope of Work:

Supply and install above equipment, test, and train staff on usage of gate automation and access control. SGA to provide detailed plan for concrete and conduit locations.

Provided by other:

Line voltage power to gate operator and connection. Conduits supplied and installed by others per SGA provided site plan. Form and pour concrete footing for barrier gate operator. Any Bollards. Customer to tie in current access control system to barrier gate operator.

Your investment installed is **\$28,950.00** plus tax. This estimate is not the final contract amount. This estimate provides the customer with a detailed estimated price for requested work and is subject to change if adjustments are needed. The final price will be listed on the agreed upon and signed contract.

This proposal is valid until February 20, 2023



5402 184th St E, Suite C
Puyallup, WA 98375
Phone: 253-847-9362
www.sgawa.com

**The above pricing does not include any building permits that are required by the county or city in which the property is located. Obtaining building permits is the responsibility of the owner, unless otherwise negotiated; if the owner does not wish to obtain the building permits, Security Gates & Access does require a signed release of liability form from the owner, detailing that the owner understands the possible repercussions and fees that may be assessed by the county/city office for failing to obtain the proper permits. **

Above pricing assumes:

- No permits other than low voltage electrical included.
- Above pricing subject to final on-site visit, design, and dimensions.
- All fire access equipment subject to change order depending on local fire district authority.
- All access control subject to change order depending on customer requirements.

Your Security Gate & Access Sales Rep: Eric M. Beelitz

Cell 1-253-720-8148

StrongArm®

Reliable, low-maintenance multi-lane traffic control

The preferred solution for traffic control, proven through decades of reliable service.



Features:



Reach:

Raise barrier arms up to 36 ft long for broad vehicle access points.



Fast:

Raise arm in as little as 2 seconds (depending on length) to keep traffic flowing



Clearance:

Rotates 90° to fully open arms up to 28 ft., allowing tall vehicles free access



Programmable:

Configurable to specific site requirements



Tough:

Secure steel chassis and tamper resistant cover



Applications:

Easy primary/secondary controls with HySecurity gate operators



Models:

DOT model with standard galvanized steel chassis and breakaway arm bracket



Visible:

14F features available lighted arm for nighttime visibility



Safe:

Available breakaway arm mount stops gate, protecting pedestrians, vehicles, and equipment



Made in USA:

Designed, tested and built with global materials



StrongArm

Parking and Traffic Control



powered by
SmartTouch

Technical Specifications

	FAST	STANDARD	LONGEST ARMS		DOT
Model	StrongArm 14F	StrongArm 20	StrongArm 28	StrongArm 36	StrongArmDOT 28
Part #	HTG 320-2 ST	HTG 320-3 ST	HTG 320-6 ST	HTG 320-8 ST	HTG 320-6 DOT ST
Duty Cycle*	2,000 cycles/day				
Horsepower	3/4 hp				
Drive	Hydraulic				
Open/Close Time	2 seconds to open; 3 seconds to close	3 seconds to open; 4 seconds to close	5 seconds to open; 6 seconds to close	8 seconds to open; 8 seconds to close	5 seconds to open; 6 seconds to close
Arm Length Max.	Up to 14 ft (4.3 m)	Up to 20 ft (6 m)** Side mount available for arms up to 18 ft (5.5 m)	Up to 28 ft (8.5 m)**	Up to 36 ft (11 m)***	Up to 28 ft (8.5 m)**
Arm Design	Side mount, lighted aluminum arm with HyProtect™ breakaway arm bracket and kill switch, up to 14 ft (4.3 m)	Side mount, aluminum arm up to 18 ft (5.5 m), fiberglass arm up to 16 ft (5 m) or wood arm up to 14 ft (4.3 m). Center yoke mount, aluminum arm up to 20 ft (6 m)	Center yoke mount, aluminum arm up to 24 ft (7 m), fiberglass arm up to 16 ft (5 m), or aluminum- fiberglass arm 26+ ft (8+ m)	Center yoke mount, aluminum-fiberglass arm up to 36 ft (11 m)	Center yoke mount with breakaway arm bracket. Aluminum arms up to 24 ft (7 m) or aluminum- fiberglass arms 26 and 28 ft (8 and 8.5 m)
Full Open Angle	90°; Arm will remain vertical when held open.			Adjustable 86° ± 2°	90°; Arm will remain vertical when held open.
Temperature Rating	-40° to 158° F (-40° to 70° C)				
1 Phase Power	115/208/230V 60 Hz, 110/220V 50 Hz †				
3 Phase Power	208/230/460V 60 Hz, 220/380V 50 Hz †				
Communication	RS-232, RS-485, Ethernet/fiber using optional HyNet™ Gateway accessory				
User Controls	Smart Touch Controller with 70+ configurable settings, programmed via the keypad and display or a PC using S.T.A.R.T. software.				
Relay	Three configurable user relays: one 30VDC, 3A solid state and two 250VAC, 10A electromechanical; Optional Hy8Relay™ for 8 additional relay outputs				
Finish	Zinc plated with yellow powder coating				Hot dipped galvanized with stainless steel cover
ETL Listed (UL 325)	Usage Class I, II, III, IV				
Warranty	5 year w/product registration				
UPS Battery Backup Power Options					
DC Power Supply* †† with HyCharger DC	StrongArm 14F UPS	StrongArm 20 UPS	StrongArm 28 UPS	StrongArm 36 UPS	StrongArmDOT 28 UPS
AC Power Supply with HyInverter AC*	StrongArm 14F with HyInverter AC	StrongArm 20 with HyInverter AC	StrongArm 28 with HyInverter AC	StrongArm 36 with HyInverter AC	StrongArmDOT 28 with HyInverter AC

* The operator's normal duty cycle and the actual number of arm cycles available from battery depends upon arm length/weight, battery size, state of charge and health, ambient temperature, accessory power draw and frequency of arm cycles during power outage.
 ** Arms 20 ft (6 m) or longer require counterweights.
 *** Arms 30 ft (9 m) or longer require cable tensioner and arm stabilizer kit and additional counterweights.
 † Refer to Installed Options on pricing for all 50Hz voltages, which are special order.
 †† 115V DC Power Supply requires a 30A branch circuit. Choose voltage with care as chargers are not field convertible.

Optional Accessories - See website for complete list



Oval Aluminum Arm
(10, 12, 14 ft)

Flashing Light Kit

Hy5B™ Vehicle
Detector

Hy8Relay™
Module

HyNet™ Gateway
Integration

Heater Kit



Contact HySecurity for an operator/parts distributor near you.
 phone 253-867-3700 | 800-321-9947
 hysecurity.com | sales@hysecurity.com



D0543 121820

RULES AND REGULATIONS – FINANCE AND BUDGET

PETTY CASH FUND

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

Adopted by the Board of Trustees, June 12, 2008

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

Adopted by the Board of Trustees, May 12, 2011

Adopted by the Board of Trustees, February 14, 2019

Adopted by the Board of Trustees, March 27, 2023

Jane Ludwig, President

Pat Gulick, Secretary

Cape George Colony Club Expenditure Authorization Policy

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

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

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

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

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

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

Approved by the Board of Trustees, May 16, 2019

Amended by the Board of Trustees, May 14, 2020

Amended by the Board of Trustees, March 27, 2023

Jane Ludwig, President

Pat Gulick, Secretary



Cape George Colony Club

**Board of Trustees and Member
Study Session Packet**

Monday, April 24, 2023, 3:00 p.m.

Via Zoom

Cape George Colony Club
Study Session Agenda
Monday, April 24, 2023, 3:00 PM
Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting.
Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 - 1. Proposed change of Bylaw section Article III B 1 – Fayla Schwartz:
 - Current Bylaw
The maximum monthly assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than four per cent (4%) above the maximum assessment for the previous year...
 - Board-advised Change
The maximum monthly assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year above the maximum assessment for the previous year by either eight per cent (8%) or by the previous year’s average inflation rate determined by the CPI-W (Consumer Price Index for workers and used by Social Security Administration and pension funds), whichever is greater.
 - 2. Committee Charter Updates – Jane Ludwig. See attached Nominating Committee and Roads and Building Committee charters.
 - 3. Tree Removal Proposal – Ronan Tree – Marnie. See attached.
 - 4. Astound proposal to bring internet to the Clubhouse – Marnie Levy. See attached proposal.
 - 5. Rules and Regulations EMP08f- Assistant Maintenance Position – Add “Regular Non-Exempt Part-Time Employee”– Fayla Schwartz. See attached.
 - 6. New legal firm: Condominium Law Group, PLLC – Marnie Levy.
 - 7. Reserve Study update – Marnie Levy.
 - 8. Berm Protection update – Marnie Levy.
 - 9. Tech Committee update – Marnie Levy.

E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Board of Trustees Meeting, via Zoom Thursday, April 27, 3:00 pm.
- Sewing & Fabric Sale, Clubhouse, Friday, April 28, and Saturday April 29, 10:00 am – 4:00 pm.
Note: The Friday sale is for Cape George residents only.
- POOL FUNDRAISING MONTH! May 1 – 31.
- CGCC Marina Opening Day Celebration at the Marina, Saturday, May 6, 1:00 pm.
- Bylaw Change Community Meeting, Clubhouse, Monday, May 15, 7:00 pm.
- Meet the Candidates Meeting, Clubhouse, Sunday, May 21, 2:00 pm.
- Board of Trustees Study Session, via Zoom, Monday, May 22, 3:00 pm.
- Board of Trustees Meeting, via Zoom, Thursday, May 25, 3:00 pm.

Cape George Colony Club

Manager's Report

APRIL 2023



Thank You!

♥ Thank you to the Marina Trail volunteers have been working every week in the cold and wind to create welcomed step-path from Victoria Loop down to the Marina Drive Bluff! Chuck Hommel is the leader of this hard-working merry band who will complete half of the path this month! He is joined by Tom Cawrse, Patty Dunmire, Rick Kelley, Brian Etsheid, and Peter Niles. They plan to finish the Marina Trail project next Spring.

♥ Thank you to the homeowners who removed a huge tree to help enhance a neighbors' view.

♥ Sand Party! Saturday, April 15, twenty-plus volunteers converged at the Cape George waterfront to distribute sand on the berm and rake even more sand to level the picnic area in preparation for planting sea grass on the berm and hydroseeding the lawn! It was a true rake-and-talk event, which included great camaraderie and resulted in a well-prepped lawn area. Thank you all!

♥ A special thanks to Mike Heckinger who brought his Bobcat to the Sand Party and schlepped load after load of sand to the lawn and berm. It would have been a long- long day if the other volunteers had to carry that sand!

♥ This month I have heard heart-warming stories of neighbors taking care of neighbors in Cape George. Friends taking care of friends. Bandages changed, meals delivered, dogs walked. Overnight care by one group of friends. A family moving into the neighborhood to be close to family. These are very important things that happened in Cape George this month! Thank you!

Pool Fundraiser May 1 to May 31: The Pool Committee will launch a month of fundraising for the pool to help pay for resurfacing the pool, water activities and equipment and the installation of an automated chemistry system. Please bring donation checks to the office!

Maintenance news

- Donnie is back to work full-time!
- Aimee, Eric, the new Maintenance Assistant, and Donnie (being careful of his back) cut, loaded, and hauled more than 18 truckloads of fallen trees out of the Highlands!
- There is a new outgoing mailbox in the Colony mail kiosk, next to the cluster box.

Berm protection: Please stay off the rocks! The crossover at the north and south ends of the berm are perfect access points. Please remind others.

Trash cans and dumpsters: Please do not put your personal trash in the common area trash receptacles and dumpsters. Or in the office recycling container. Please let the office know if you see someone bringing trash from home and tossing it the clubhouse or workshop dumpsters.

Dog do's and don'ts: Please **do** clean up after your dog. Please **don't** have your dog off leash, other than at Memorial Park during Doggie Playtime.

No Shooting Zone: "No Shooting Zone" signs have been posted at the entry of all of Cape George Colony Club neighborhoods. Last summer Jefferson County Commissioners approved the no shooting zone for Cape George. CGCC is one of 11 communities with this designation. Discharging a firearm in Cape George can result in an arrest and fines.

Violations: Violation and fine letters have been sent to homeowners for abandoned construction, more lights that are not shaded at night, yard maintenance violations, and trees being cut on a neighbor's property without permission.

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

Marmie W. Levy,

manager@capegeorge.org

360-385-2208

NOMINATING COMMITTEE

PREAMBLE

1. The Committee is advisory to the Board of Trustees.
2. The Committee is open to all members in good standing and will be composed of a chairperson, volunteer members with an interest in this particular area, and a board liaison. The Committee will have a minimum of three members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

DUTIES

1. Recruit members in good standing to serve on the Board
2. Develop and distribute a “nomination application form” to those interested in serving on the Board.
3. Prepare a slate of nominees for submission to the Board at the study session prior to the mailing of the ballots, ~~least 60 days before the annual election. Present to the Board~~ including a brief biographical statement written by each candidate which sets forth information by which members may judge the prospective candidate’s qualifications. This statement should include a comment on current Cape George issues and should not exceed 100 words.
(Note we have combined the previous 3 & 4)
- ~~4. Assist the Board in developing an orientation program for newly elected Board members. (Remove this section)~~
5. Keep written minutes of all meetings and present oral and written reports to the Board when appropriate. The Committee Chairperson or designee will submit an annual written and oral report at the CG Annual Membership meeting.
6. The Committee will meet at least two times each calendar year or as necessary.

William A Stull
President

Gary Nelson
Secretary

ROADS & BUILDING COMMITTEE CHARTER

MISSION STATEMENT: The stated mission of the Building and Roads Committee (BRC) is to maintain the high-quality and consistency of the aesthetics, functionality, and design of the buildings, roads, and other site developments found throughout the Cape George Colony Club

PREAMBLE

1. *As an advisory body to the Board of Trustees, the BRC is responsible for interpreting the architectural guidelines of the community and making recommendations to the Board of Trustees (Board).*
2. *Beyond reviewing private development proposals for Covenant and Building Regulation conformity, a crucial component of the BRC's participation is reviewing development and redevelopment proposals and contributing advice to the Board regarding the integrity of Community owned and operated facilities.*
3. ~~Committees that exercise the authority of the board shall have two or more members of the board on that committee.~~
4. The Committee will have a minimum of five members, composed of a chairperson, and two volunteer members with an interest and technical background/training in the building and property regulations area, or engineering or building and/or road construction plus two members of the Board *having voting rights*.
5. Membership on this Committee must be approved by the Board. (CG By-Laws, Article VI, #6, Committees of the Board.)
6. The Committee Chairperson is approved by the Board and will serve for a two-year period beginning after the August Board meeting. In the event a member resigns, a new member may be appointed by the Board to serve the remaining two-year term. Committee members may serve more than one term consecutively.
7. The committee does not have any spending authority *except as explicitly granted by the Board of Trustees*.
8. ~~The Committee Secretary will keep~~ Written minutes of all meetings *will be kept by the committee* and *submitted* to the Board. The Committee chairperson or other designated committee member will submit an annual written report for the Cape George Annual Membership Meeting.
9. The Committee will meet *monthly or as necessary with a minimum of January, March, June and September.* ~~in January, March, June, & September each calendar year and additionally as necessary.~~

DUTIES - Buildings

1. Be familiar with the building and property regulations of Cape George Colony Club.
2. *Review of proposed Community facility development, repair and/or alterations and forward advice to the Board, lending expertise of Committee members to the Board regarding architectural, building, drainage, land alteration, and road and pedestrian facilities related technical matters,*
3. *Participating in or conducting studies and coordinating investigations into facility conditions, facilities maintenance upgrades and repairs as requested by the Board or Manager.*
4. Advise club members on building and property regulations pertaining to members' building problems.
5. Advise prospective buyers, real estate personnel, and other interested parties on matters pertaining to building and property regulations.
4. Inspect all building plans submitted for conformance with the building and property regulations and advise the General Manager of their findings so that the General Manager can issue permits as necessary
5. Receive variance applications from members and arrange a hearing on the variance in compliance with Section V. Variances, of the Building and Property Regulations approved by members on 14 December 2006.
6. Work with members to resolve issues regarding construction of fences, decks, outbuildings, ~~tree removal~~, and/or other situations requiring review in accordance with the building and property regulations, referring any possible issues of nonconformance to the Board of Trustees for review.
7. The Chairperson will present written and oral reports to the Board of Trustees when appropriate. The chairperson will also submit an annual written and oral report at the CG Annual Membership meeting.
8. Refer matters requiring policy interpretation or consideration to the Board.

DUTIES – Roads

1. Make periodic inspections of the community road system and report the status to the Board.

2. Make recommendations to the General Manager and Board for improvements, repair, or changes to the community road system.
3. Advise the Board and General Manager to help build and maintain an adequate reserve fund to be used for periodic replacement and major repair of the road system.
4. Review and approve/disapprove Driveway Connection Permit Applications (BG06a) and perform inspections of newly installed driveway aprons for compliance.
5. Review and approve/disapprove applications related to roadside drainage ditches per the Earthworks Section (5) of the Building and Property Regulations and permit application BGo2a.
6. The Roads & Building Committee will inspect for missing driveway aprons in April and October of each calendar year and submit a written list of lots missing driveway aprons to the General Manager for violation notice processing.

Ronin Tree Removal Quote: 3.22.2023

1. 451 SUNSET. Cedar on transformer, remove:	\$715.97
2. PALMER AND CAPE GEORGE. 2 Small dead firs, and 2 large Douglas Firs in full decline:	\$1,943.34
3. CG COMMON AREA NORTH OF 56 HUCKLEBERRY. 3 dead Madronnas and 1 dead, small, Douglas Fir:	\$2,157.70
4. CG COMMON AREA EAST OF 111 ALDER. Remove 1 Douglas Fir, top 1 failed Willow, remove galls from 1 Douglas Fir:	\$1,373,21
5. 61 HEMLOCK -CEDAR IN COMMON AREA and on property In wires and culvert, remove cedar:	\$736.43

Manager recommends taking care of safety hazards:

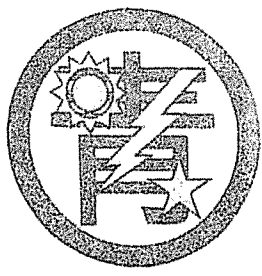
- #1: \$715.97
- #2: \$1,943.34
- #3 \$1,027.98 Remove the two dead Madrona trees.
- #4. \$1,373,21
- #5. Have staff cut back and/ or remove

Total: \$5060.50

4.21.2023

375081

JASON D. CECIL
 ISA Certified Arborist
 PN-7575-A
 Ronintree.cecil@gmail.com
 CC# RONINTC791PK



RONIN
 TREE CARE

COMPANY INFORMATION
 800 W. Park Ave #3
 Port Townsend, WA. 98368
 www.ronintreeinc.com
 (360)-808-1121

Name:	CAPE GEORGE COLONY CLUB C/O MARNIE LEVY
Phone:	360 - 385 - 2208
Address:	
Email:	manager@capegeorge.org

Assessment:	3-22-23	12 PM
Service Date:		

Equipment & Services	YES	NO
Wood Removal		X
Soil Drench / Injection		X
Chips On-site		X
Special Tools	X	

ALL

DESCRIPTION OF WORK	PRICE	TAX
45' sunset - cedar on transformer - remove * schedule make ready @ 1.75 hrs	656.25	59.72
Palmer - Cape George Douglas Fir - full decline 2 sm Dead Firs 2 Douglas Firs full decline 4.75 hrs	1781.25	162.09
Huckleberry - pacific madrona - dead - remove madrona - dead - remove sm douglas fir - remove dead madrona on bank - remove	825.50 575 825 55 525	75.12 52.33 5.00 547.75
1" Alder + Douglas Fir snag - remove fawled willow top douglas fir - galls - fruiting body - remove (#4) TOTAL	175 875	11.38 79.62
6' Hemlock - WP cedar under lines - remove #5 TOTAL	675	61.43
TOTAL:		\$

AUTHORIZING PARTY: _____ DATE: _____

The authorizing party warrants that all trees listed are located on the customers property, or that the authorizing party has received full permission from the owner to allow Ronin Tree Care to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Jason D. Cecil and Ronin Tree Care for any damages or costs incurred from the result thereof.

Unless otherwise agreed, payment for services rendered must be made within 3 days after completion of work. Failure to make payment in full, will subject the balance owed to a 10% fee and the total will be subject to a 20% monthly interest rate until payment completion



CUSTOMER PLACED CONDUIT OUTLINE AND REQUIREMENTS

Trenching and Placing Conduit

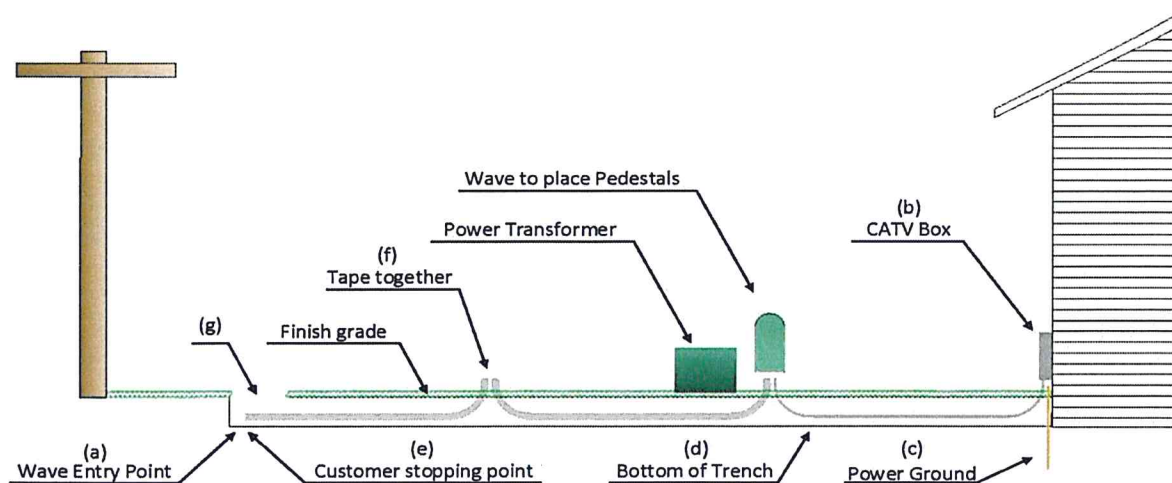
- Call for locates
- Determine route of trench, starting from Wave entry point (a) (e.g. utility pole, property line or right of way) and ending at proposed CATV box location. (b)
- Proposed CATV box needs to be between 12" and 24" from power ground (c)
- Excavate the trench on private property to a minimum depth of 24" and a minimum of 12" from existing power/gas lines. (d)
- Extend trench from proposed CATV box location to
 - Stop conduit 3' from utility pole (e)
 - Stop conduit 1' from property line or right of way (e)
- Remove all rocks and large stones from the bottom of the trench to prevent damage to the conduit.
- Push some clean fill into the trench to cushion the conduit to prevent damage when backfilling.
- Install conduit starting with bell end facing Wave entry point (a) (see 2" and 1" conduit requirements below)
- Make sure bell ends are down when sweeping conduits up at the sides of structures.
- Place pull string in conduit (use rodder, shop vac or place string through conduit as it is installed)
- When sweeping up two conduits make sure to tape both together as they come out of the trench before backfilling. (f)
- Make sure conduits are swept straight up, this will ensure Wave can set a 9" round pedestal over the conduit.
- Fill the trench halfway and compact it as required. Tamp the trench to provide compaction
- Bury warning/caution tape above the conduit during the back-fill process.
- Finish filling the trench and compact it as required.
- Tape both ends to prevent debris from entering conduit
- At utility pole, property line or right of way leave trench open 2' from end of conduit. Cover hole with plywood and cone or a visible object for safety reasons (g). Make sure to leave enough fill for Wave to bury conduit after finishing connection.
- Any and all underground utilities encountered are the responsibility of the property owner to locate, protect, and repair, if damaged.

2" Conduit Requirements

- 2" pvc schedule 40
- 2" pvc schedule 40 Minimum 36" radius 90 degree bends
- 2" pvc schedule 40 45 or 22 degree bends
- Sweep up every 350' or if bends exceed 270 degrees
- Total bends cannot exceed 270 degree. (e.g. 3 - 90 degree sweeps or 2 - 45s & 2 - 90s)
- If applicable from Wave entry point sweep conduit up to right side of transformer 1.5' away
- If transformer is within 250' from proposed CATV box location sweep 2" conduit up and finish path with 1" pvc.

1" conduit or Wave provided 3/4" c/c Requirements

- 1" pvc schedule 40
- 1" pvc schedule 40 Minimum 24" radius 90 degree bends
- 1" pvc schedule 40 45 or 22 degree bends
- Do not exceed 250'
- Total bends cannot exceed 360 degree.





Business Solutions Powered by **wave**

ORDER FORM

This Order Form (this "Order Form") is entered into as of the date of last signature below (the "Effective Date"), by and between ASTOUND BUSINESS SOLUTIONS, LLC, a Delaware limited liability company, acting on behalf of itself and as agent for its Affiliates (collectively, "Astound"), and the customer specified below ("Customer"). This Service Order Agreement is made pursuant to and will be governed by Astound's "Small Business Services Subscriber Agreement" which is posted on Astound's website at <http://www.astound.com/business/wave-smb-subscriber-agreement> (the "SBSSA"). The SBSSA is incorporated into this Order Form by this reference. All capitalized terms used but not defined in this Order Form shall have the meanings given to them in the SBSSA. By signing this Order Form, Customer agrees that Customer has read, accepts and agrees to comply with the SBSSA. NOTE: Affiliates of Astound Business Solutions, LLC include, but are not limited to, Wave Business Solutions, LLC (aka Wave Business).

CUSTOMER		DBA	CUSTOMER CONTACT NAME	CUSTOMER CONTACT INFO
CAPE GEORGE COLONY			Marnie W. Levy	Office: 360-385-2208 Mobile: Email: manager@capegeorge.org
CUSTOMER BILLING ADDRESS		ALTERNATIVE CUSTOMER CONTACT		
61 Cape George Drive, Port Townsend, WA 98368		ALTERNATIVE CUSTOMER CONTACT INFO		
CUSTOMER ACCOUNT NUMBER		SERVICE ORDER REFERENCE NUMBER		
0 -		OP358203		
		ACCOUNT SALES REP		
		Gary B. Schrier - 000107		

INITIAL SERVICE TERM	SEGMENT
24 months	SMB

Astound shall provide to Customer the services set forth below (each, a "Service"), at the location(s) set forth below (each, a "Service Site"), in exchange for the one-time, non-recurring installation charge ("NRC"), and the monthly recurring service charges ("MRC") set forth below:

PRODUCT LINE ITEM	Z-LOC ADDRESS (PRIMARY)	Z-LOC DEMARC	A-LOC ADDRESS	A-LOC DEMARC	UNITS	MRC / UNIT	TOTAL MRC	NRC / UNIT	TOTAL NRC
Additional Unlimited line (Includes Feat Pack)	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$24.95	\$24.95	\$0.00	\$0.00
Business HSI 1 Gb	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$229.95	\$229.95	\$79.95	\$79.95
Business Local Unlimited	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$19.95	\$19.95	\$0.00	\$0.00

Business Modem w/ Router and Wi-Fi (Integrated Data and Router Equipment)	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$11.95	\$11.95	\$0.00	\$0.00
Coax Installation	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$0.00	\$0.00	\$9,784.27	\$9,784.27
Coax Installation	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$0.00	\$0.00	\$99.95	\$99.95
Enhanced Business WiFi - Additional Eero Beacon	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		5	\$5.00	\$25.00	\$0.00	\$0.00
Enhanced Whole Business WiFi - Eero Base + 1 Eero Beacon	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$19.95	\$19.95	\$0.00	\$0.00
Unlimited Phone (Includes Feat Pack)	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$29.95	\$29.95	\$0.00	\$0.00
NOTE: If the Demarcation Point listed above for a Service Site is the MPOE, then Customer is responsible for providing any necessary demarc extension / additional inside wiring to reach the Customer's premises/suite.						TOTALS	\$361.70		\$9,964.17

Note: The charges listed above do not include applicable taxes, fees and surcharges.

NOTES

Welcome to Astound Broadband. This is a twenty-four-month service agreement. The Service rates, however, are fixed for thirty-six months. Services include, Internet, Wi-Fi throughout the Clubhouse, pool and fitness areas, and the Workshop building, and telephone lines (Astound "ports" your numbers from your outgoing service provider (do not call them prior to Services installation). Services will be scheduled for installation once construction of our cable facilities is completed (scheduling TBA). The Customer will participate in the construction with a copy of \$9,784.27, and by providing a specified trench between the power pole at the base of the hillside, Gov't Lot 4, and western edge of Lots 1 and 3, Sunset Blvd. (adjacent transformer), and the Clubhouse, terminating at the electric meter. Astound will supply the conduit and connectors and pull its cable end-to-end once the Customer has buried the conduit run. Astound, or its designated contractor, and the Customer will have an onsite meeting with its contractor to review this general scope of work and Astound's specified requirements for the trench (see also Wave "Customer Trench" spec. sheet).

Thank you very much for your business!

Important Notice Regarding E911 Service. The telephone Services provided hereunder are provided by Astound's Internet Protocol voice network (aka "VoIP"). Federal Communications Commission rules require that providers of VoIP phone services remind customers of these important E911 facts: (i) Astound needs a correct service site address in order to deliver accurate location information to E911; (ii) If you move your VoIP phone equipment to a different physical address, you must call Astound immediately to update the location information, otherwise E911 will not have your correct location information on file; (iii) VoIP services operate using the standard electrical power provided to the service site, so unless you have arranged for a back-up power supply, the Services will be unavailable during a power outage; (iv) You may not be able to make E911 calls if there is a power outage, network outage or other technical problems, or if your phone service is terminated or suspended. **By signing below Customer indicates that Customer has read and understands this notice regarding E911 service.**

The submission of this Order Form to Customer by Astound does not constitute an offer. Instead, this Order Form will become effective only when both parties have signed it. The date this Order Form is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the Effective Date of this Order Form.

 Authorized Customer Signature

Marnie W. Levy

 Printed Name

General Manager

 Title

 Date Signed

 Authorized Astound Signature

 Printed Name

 Title

 Date Signed



**CUSTOMER LETTER OF AGENCY
LOCAL NUMBER PORTABILITY & LOCAL / LONG DISTANCE
SERVICE PROVIDER**

COMPANY NAME	DBA	CONTACT NAME	CONTACT NUMBER
CAPE GEORGE COLONY	DBA: Legal Entity:	Marnie W. Levy	Office: 360-385-2208 Mobile:
BILLING ADDRESS			
61 Cape George Drive, Port Townsend, WA 98368			
SERVICE ADDRESS			
312 Marina Dr, Port Townsend, WA 98368, USA			
BILLING ACCT # (IF MULT. ACCTS, PLS USE SEPARATE FORMS)	TAX ID	PIN # (IF ANY)	ACTIVE ACCESS LINE FREEZE (Y/N)
360-385-3670 134B			

NAME OF INDIVIDUAL AUTHORIZED TO ACT FOR CUSTOMER (If different from customer named on the bill)	TITLE	BUSINESS PHONE #
Marnie Levy	G.M.	360-385-2208

Only one telephone company may be designated as my preferred carrier for each type of service for each telephone number.

_____ By initialing here and signing below, I am authorizing Astound Business Solutions, LLC and/or its affiliates (collectively, "Astound") to become my new telephone service provider in place of my current provider for local telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local telephone service provider to work with Astound to make the change happen.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for local toll telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local toll telephone service provider to work with Astound to make the change. I also prohibit any additional changes to my local toll service without my prior written authorization.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for long distance telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current long distance telephone service provider to work with Astound to make this change happen. I also prohibit any additional changes to my long distance service without my prior written authorization.

I understand that Astound will not charge me if I decide to switch providers again in the future. If I later wish to return to my current service provider for local exchange service, local toll service and/or long distance service, I may be required to pay a reconnection charge to those companies. I also understand that Astound may have different local calling areas, rates and charges than my current service provider for local exchange service, local toll service and/or long distance service, and that by signing below I indicate that I understand those differences (if any) and am willing to be billed accordingly.

_____ By initialing here and signing below, I hereby state all information contained herein is accurate and authorize Astound to perform all actions detailed below.

TELEPHONE NUMBER(S) (800 TNs go on separate 800 LOA)	CURRENT PROVIDER	Telephone number will: * Port (P) * Disconnect (D) * Stay active with current provider (A)	CURRENT HUNT SEQUENCE (IF ANY)	DIRECTORY LISTING APPEARANCE [specify preferred listing(s)]
360-385-3670	CenturyLink	P	N/A	Cape George Colony Clubhouse

Initial here _____ if the address Astound will service will be different than the address billed by current provider (above section)

Initial here _____ if you are attaching a list of additional telephone numbers



Business Solutions Powered by **RCN** | **GRANDE** | **wave**

I certify that I have read and understand this Letter of Agency. I further certify that I am at least eighteen years of age, and that I am authorized to change telephone companies for services to the telephone numbers listed above.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

PRINT NAME: **Marnie W. Levy** _____

DATE: _____

Customer Letter of Agency (LOA) is only valid for 60 days from signed LOA date.

In Process



**CUSTOMER LETTER OF AGENCY
LOCAL NUMBER PORTABILITY & LOCAL / LONG DISTANCE
SERVICE PROVIDER**

COMPANY NAME	DBA	CONTACT NAME	CONTACT NUMBER
CAPE GEORGE COLONY	DBA: Legal Entity:	Marnie W. Levy	Office: 360-385-2208 Mobile:
BILLING ADDRESS			
61 Cape George Drive, Port Townsend, WA 98368			
SERVICE ADDRESS			
312 Marina Dr, Port Townsend, WA 98368, USA			
BILLING ACCT # (IF MULT. ACCTS, PLS USE SEPARATE FORMS)	TAX ID	PIN # (IF ANY)	ACTIVE ACCESS LINE FREEZE (Y/N)
360-385-3619 111B			

NAME OF INDIVIDUAL AUTHORIZED TO ACT FOR CUSTOMER (If different from customer named on the bill)	TITLE	BUSINESS PHONE #
Marnie Levy	G.M.	360-385-2208

Only one telephone company may be designated as my preferred carrier for each type of service for each telephone number.

_____ By initialing here and signing below, I am authorizing Astound Business Solutions, LLC and/or its affiliates (collectively, "Astound") to become my new telephone service provider in place of my current provider for local telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local telephone service provider to work with Astound to make the change happen.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for local toll telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local toll telephone service provider to work with Astound to make the change. I also prohibit any additional changes to my local toll service without my prior written authorization.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for long distance telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current long distance telephone service provider to work with Astound to make this change happen. I also prohibit any additional changes to my long distance service without my prior written authorization.

I understand that Astound will not charge me if I decide to switch providers again in the future. If I later wish to return to my current service provider for local exchange service, local toll service and/or long distance service, I may be required to pay a reconnection charge to those companies. I also understand that Astound may have different local calling areas, rates and charges than my current service provider for local exchange service, local toll service and/or long distance service, and that by signing below I indicate that I understand those differences (if any) and am willing to be billed accordingly.

_____ By initialing here and signing below, I hereby state all information contained herein is accurate and authorize Astound to perform all actions detailed below.

TELEPHONE NUMBER(S) (800 TNs go on separate 800 LOA)	CURRENT PROVIDER	Telephone number will: * Port (P) * Disconnect (D) * Stay active with current provider (A)	CURRENT HUNT SEQUENCE (IF ANY)	DIRECTORY LISTING APPEARANCE [specify preferred listing(s)]
360-385-3619	CenturyLink	P	N/A	Cape George Colony, Fitness Ctr

Initial here _____ if the address Astound will service will be different than the address billed by current provider (above section)

Initial here _____ if you are attaching a list of additional telephone numbers



Business Solutions Powered by **RCN** | **GRANDE** | **wave**

I certify that I have read and understand this Letter of Agency. I further certify that I am at least eighteen years of age, and that I am authorized to change telephone companies for services to the telephone numbers listed above.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

PRINT NAME: **Marnie W. Levy** _____

DATE: _____

Customer Letter of Agency (LOA) is only valid for 60 days from signed LOA date.

In Process



**CUSTOMER LETTER OF AGENCY
LOCAL NUMBER PORTABILITY & LOCAL / LONG DISTANCE
SERVICE PROVIDER**

COMPANY NAME	DBA	CONTACT NAME	CONTACT NUMBER
CAPE GEORGE COLONY	DBA: Legal Entity:	Marnie W. Levy	Office: 360-385-2208 Mobile:
BILLING ADDRESS			
61 Cape George Drive, Port Townsend, WA 98368			
SERVICE ADDRESS			
312 Marina Dr, Port Townsend, WA 98368, USA			
BILLING ACCT # (IF MULT. ACCTS, PLS USE SEPARATE FORMS)	TAX ID	PIN # (IF ANY)	ACTIVE ACCESS LINE FREEZE (Y/N)
3322561633			

NAME OF INDIVIDUAL AUTHORIZED TO ACT FOR CUSTOMER (If different from customer named on the bill)	TITLE	BUSINESS PHONE #
Marnie Levy	G.M.	360-385-2208

Only one telephone company may be designated as my preferred carrier for each type of service for each telephone number.

_____ By initialing here and signing below, I am authorizing Astound Business Solutions, LLC and/or its affiliates (collectively, "Astound") to become my new telephone service provider in place of my current provider for local telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local telephone service provider to work with Astound to make the change happen.

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_____ By initialing here and signing below, I hereby state all information contained herein is accurate and authorize Astound to perform all actions detailed below.

TELEPHONE NUMBER(S) (800 TNs go on separate 800 LOA)	CURRENT PROVIDER	Telephone number will: * Port (P) * Disconnect (D) * Stay active with current provider (A)	CURRENT HUNT SEQUENCE (IF ANY)	DIRECTORY LISTING APPEARANCE [specify preferred listing(s)]
360-379-2603	Lumen	P	N/A	Unlisted

Initial here _____ if the address Astound will service will be different than the address billed by current provider (above section)

Initial here _____ if you are attaching a list of additional telephone numbers



Business Solutions Powered by **RCN** | **GRANDE** | **wave**

I certify that I have read and understand this Letter of Agency. I further certify that I am at least eighteen years of age, and that I am authorized to change telephone companies for services to the telephone numbers listed above.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

Marnie W. Levy

PRINT NAME: _____

DATE: _____

Customer Letter of Agency (LOA) is only valid for 60 days from signed LOA date.

In Process

Certificate Of Completion

Envelope Id: EBAC10AA3ED64E7F999D27A2EA271C76	Status: Sent
Subject: OP358203 - CAPE GEORG - Internet/Phone - SMB Standard Contract - Astound by Wave.docx	
Source Envelope:	
Document Pages: 9	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Gary B. Schrier
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 Carlson Circle
	San Marcos, TX 78666
	gary.schrier@astound.com
	IP Address: 34.226.12.182

Record Tracking

Status: Original 4/19/2023 7:00:04 PM	Holder: Gary B. Schrier gary.schrier@astound.com	Location: DocuSign
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Signer Events

Marnie W. Levy
manager@capegeorge.org
General Manager
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 4/20/2023 2:52:10 PM
ID: 4d75260d-8b8d-45c0-86e3-3a07f6d517a2
Company Name: Grande Communications

Gary B. Schrier
gary.schrier@astound.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signature

Timestamp

Sent: 4/19/2023 7:05:33 PM
Viewed: 4/20/2023 2:52:10 PM

IN PROCESS

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	4/19/2023 7:05:33 PM
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Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Astound Business (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.30 per-page fee. You may request delivery of such paper copies from us by emailing your request to legalnotices@rcn.net. Your email must clearly identify the documents you are requesting, and include the name of your company, your full name, the mailing address to which you would like the documents sent, your telephone number, and your email address.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Company

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request to legalnotices@rcn.net.

To advise Company of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at legalnotices@rcn.net and in the body of such request you must state your previous email address and your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Company

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to legalnotices@rcn.net and in the body of such request you must clearly identify the documents you are requesting, and state the name of your company, your email address, your full name, your mailing address, and your telephone number.

To withdraw your consent with Company

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to legalnotices@rcn.net and in the body of such request you must state the name of your company, your email address, your full name, your mailing address, and your telephone number.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify us as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by us during the course of your relationship with us.

RULES AND REGULATIONS – PERSONNEL

CGCC JOB DESCRIPTION

ASSISTANT MAINTENANCE POSITION

Regular Non-Exempt Part-Time Employee

MINIMUM STANDARDS:

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

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

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

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

RULES AND REGULATIONS – PERSONNEL

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

March 2023 Draft of Assistant Maintenance Job Description.

General Manager

Date



Cape George Colony Club

Member

Study Session Packet

Monday, May 22, 2023, 3:00 p.m.

Via Zoom

Cape George Colony Club

Monday, May 22, 2023

Zoom Audio/Video Conference Call

SETBACK VARIANCE REQUEST

2:45 PM

Lot Location: 475 Sunset Blvd.

Lot Owner: Kyle Taylor

Variance Requested: Garage south corner of build would be outside the required 5' setback.

Reason: Owner states that it is a small area to build in because a big part of neighbor's driveway is on his property.

Study Session Agenda

3:00 PM

- A. Call to Order – President's Comments and Announcements
- B. Letters from members – Two letters are attached.
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday's Board Meeting.
Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month's Study Session Agenda; 4) No action or further discussion required.
 1. Proposed change of Bylaw section Article III B 1 – Action Item: Fayla Schwartz
Current Bylaw
The maximum monthly assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than four per cent (4%) above the maximum assessment for the previous year...
Board-advised Change
The maximum annual assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than eight per cent (8%) above the actual assessment for the previous year...
 2. Committee Charter Updates – Jane Ludwig. See attached Water Advisory Committee charters.
 3. Certify candidates for Board of Trustees – Pat Gulick.
 4. Decide the time and date of the 2023 Annual Membership Meeting – Jane Ludwig.
 5. On June 1 the Ballot for the 2023 Board of Trustees Election and Proposed Bylaw change (see above) will be mailed – Jane Ludwig.
 6. Committee Chairpersons to submit 2022-2023 Committee Annual Reports by email to Marnie and Terri **by July 5** to include in the 2023 Annual Meeting packet – Marnie Levy.

Cape George Colony Club

Monday, May 22, 2023

Zoom Audio/Video Conference Call

7. Pool Proposal – Jane Ludwig. See attached.
8. Berm Protection update – Marnie Levy.
9. Proposal to form a standing Cape George shoreline protection committee – Marnie. See attached.
10. Internet to the Clubhouse – Marnie Levy.
11. Reserve Study Update – Marnie Levy.
12. Tech Committee update – Marnie Levy.
 - Website
 - Security Cameras
 - PUD Petition
13. Confidential: Requests to waive administrative and late fees – Marnie Levy. See attached.

E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Board of Trustees Meeting, via Zoom, Thursday, May 25, 3:00 pm.
- Memorial Day Barbecue, Monday, May 29, 5:30 pm.
- Granny's Attic, Friday, June 9 – Saturday, June 10.
- Marina Sale, Friday, June 16 – Saturday, June 17.
- CPR and First Aid Class, Tuesday, June 20, 9 am – 12 pm. Clubhouse.

RECEIVED MAR 27 2023

CAPE GEORGE COLONY CLUB
61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

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

VARIANCE REQUEST

Name: <u>Kyle Taylor</u>		Date: <u>3/27/23</u>
Mailing Street Address: <u>475 Sunset Blvd</u>	City: <u>Port Townsend</u>	State & Zip: <u>WA 98368</u>
Telephone (day): <u>(509) 845-1975</u>	Telephone (evening): <u>Same</u>	
Legal Location: Blk No. _____ Colony <input checked="" type="checkbox"/> Div No.: <u>2</u> Village <input type="checkbox"/> Lot No.: <u>45</u> Highlands <input type="checkbox"/>	Street Name and No.: <u>Sunset Blvd 475</u> <u>Block 438 100 445</u>	

Requesting variance for:

Home Manufactured/Mobile Home Addition Outbuilding Other

Description of Variance item:

Garage south corner of Blvd will be closer than 5' to property line

1. Attach elevation sketch to scale showing lot slope, location of house and road.
2. Attach sketch of plot plan to scale showing building(s) footprint, driveway and direction of land slope.

Reason for variance:

Small Area to Build Garage Because a Big Part of Neighbors Driveway is on our lot

Owner's or Agent's Signature: <u>Kyle Taylor</u>	Date: <u>3/27/23</u>
--	----------------------

----- CLUB USE ONLY -----

Your request for a variance has been reviewed and the following decision rendered at a meeting of the Board Trustees on _____ (date)

<input type="checkbox"/>	Your request is hereby approved.
<input type="checkbox"/>	Your request is hereby denied for the following reason(s); see policy for variances on reverse side:

Signature:	Title:	Date:
------------	--------	-------

APPROVED
SITE PLAN

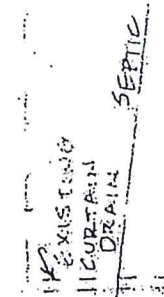
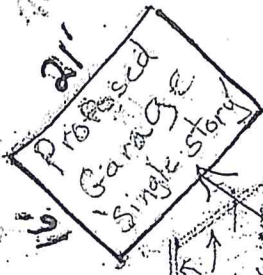
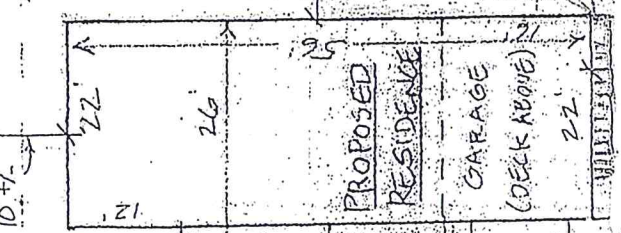
OCT 24 2018

JEFFERSON COUNTY
DEPT. OF COMMUNITY DEVELOPMENT
SIGNATURE: [Signature]

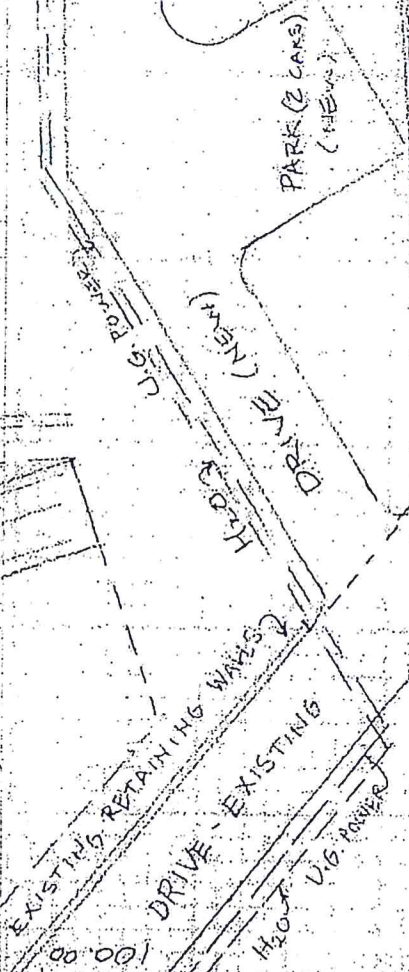
BLVD.

SITE PLAN

PARCEL # 938 100 445



6% SLOPE



150.00

10' +/-

5' MIN SETBACKS TO BLDGS

10' +/-

100.00

Standard

ROUTE FOOTING DRAINS, GUTTERS & DOWNSPOUTS TO 20' x 6' x 6' D. DRYWELL

NOTE:

TIGHT LINE DRAINAGE FROM GUTTER & DOWNSPOUTS AND FOUNDATION DRAINS SEPARATE

5' MIN SETBACK TO BLDGS

EXISTING RETAINING WALLS
EXISTING DRIVE SERVES NEIGHBOR

150.00

NOTE -

EXISTING DRIVE SHARED WITH SOUTH NEIGHBOR.

1"=20'

POLICY FOR VARIANCES

Cape George Colony Club's Building and Property Regulations regulate all properties in the community identically regardless of individual site characteristics. Therefore, there may be situations where the strict application of the regulations could be unreasonable. A variance, which is granted by the Board of Trustees, allows an owner to be relieved from meeting one or more provisions of the Building and Property Regulations.

Before granting a variance the Board of Trustees must be satisfied that each of the criteria set forth below are met in the application:

Criteria	Indicate Yes / No	
	Bldg Comm. Review	Board's Review
1. Would the requested variance violate the covenants, conditions and reservations of Cape George Colony Club?	YES	
2. Would the requested variance constitute a change in the restrictions or in the boundaries shown on the plat maps?	YES	
3. Do special conditions and circumstances exist which are peculiar to the land, such as size, shape, topography or location?		NO
4. Would denying the variance deprive the owner privileges enjoyed by other owners of similarly situated properties?		NO
5. Would the variance confer a special privilege to the property which is denied to other comparable lands in Cape George?	YES	
6. Do special conditions and circumstances exist that are the result of actions of the applicant?		NO
7. Do the reasons set forth in the application justify the variance, and is it the minimum variance which will make possible the reasonable use of the land?		NO
8. Would granting the variance be in harmony with the general purpose and intent of the Building and Property Regulations?		NO
9. Would granting the variance be detrimental to the general welfare of members or injurious to the neighborhood in which the property is situated?	YES	
10. Was the fact that the property may be used more profitably a consideration in granting the variance? (Profitability may not be a consideration)		NO
11. Would the variance grant the owner a use which is not otherwise permitted in Cape George (such as business activity, etc.)?		NO

Sent: Tuesday, May 16, 2023 10:35 AM
To: Terri Brown
Subject: variance

I need to record my objection to this construction. Currently, approximately 70% of our view of the bay, from our patio, is blocked by the house at 475 Sunset Dr. The construction proposed would block even more. This, in my opinion, detracts from the ambience of the community. Many of us in Cape George moved here to avoid the fenced in atmosphere of suburban living. If this proposal were approved, there would be little to stand in the way of adding an upper floor to the proposed garage and inhibiting the ambience of the community even further.

When we were house shopping in Jefferson County several years ago, realtors told us the bay view added about \$50,000 to the value of the property. This, to us is an important issue.

Scot Barr

Trustees,

I strongly support the proposal to raise the annual operating assessment limit from 4% to 8%. The recent surge in inflation caused by the pandemic and supply chain disruptions has made this increase necessary to maintain our association's quality of life and to preserve our property values.

In support of this increase proposal, I suggest the Trustees present the membership with inflation data from recent years:

Table: Average Annual U.S. Inflation Rates

Year	CPI (Annual Average)	Inflation Rate (Annual Average)
2023	300.615	5.8%
2022	292.655	8.0%
2021	270.970	4.7%
2020	258.811	1.2%
2019	255.657	1.8%
2018	251.107	2.4%
2017	245.120	2.1%
2016	240.007	1.3%
2015	237.017	0.1%
2014	236.736	1.6%
2013	232.957	1.5%
2012	229.594	2.1%

As indicated in the above table, annual inflation from 2012 to 2020 was below 2.5%. In 2021, it was 4.7%. In 2022, it was 8.0%. This year so far, it is 5.8%.

The current 4% limit on any increase does not equip our association to deal responsibly with the recent increases above 4%.

Richard Hilfer

Cape George Colony Club

Manager's Report

May 2023

Thank You!

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

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

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

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

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

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

Maintenance news

- Donnie and Eric are working diligently to clear the culverts in Cape George Colony and to trim the grass in all of the common areas. This is a large area of property, and the first mow of the season is time consuming. As everyone with a patch of grass knows: the grass is growing at lightening speed this month. Thank you for your patience!
- Donnie and Jose, our Water Manager, are doing maintenance on the backwash system for the water system.
- Peninsula Environmental has sprayed for Poisonous Hemlock. Please report common area noxious weeds unchecked to the office.
- The vacant lot mowing is scheduled to begin on May 30, depending on the weather.

Berm protection: Thanks to everyone who helped plant Dune Grass seeds on the Berm on May 13. More than twenty volunteers have shown up at each of the Berm Protection work parties, helping tremendously to ensure protection of the Berm! We have a new pile of rocks by the Marina – for the Berm Protection Committee to utilize. We will announce another work party, if need be.

- Informational and directional signage will be added to the Berm area.

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

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

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

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

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

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

Marnie W. Levy,

manager@capegeorge.org

360-385-2208

COMMITTEE CHARTERS

WATER ADVISORY COMMITTEE

PREAMBLE

1. The committee is advisory to the Board of Trustees on all matters pertaining to the water system and works to maintain the integrity of the system.
2. The Committee is composed of a chairperson, volunteer members with interest and a technical background/training in the area of water systems, and a Board liaison. Membership on this Committee must be approved by the Board of Trustees. The Committee will have a minimum of three members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

DUTIES

1. Studies matters relative to the water system as requested by the Board
- ~~2.~~ Prepares a written report to the Board following completion of a study, including copies of data used in the study.
- ~~3-2.~~ Keeps written minutes of all meetings which will include the members present, date, and signature of the chairperson and/or secretary of the Committee, and presents oral reports at regular Board of Trustee meetings when appropriate. The chairperson or designee submits an annual written and oral report at the CG Annual Membership meeting.
- ~~4-3.~~ Advises the Board and/or make recommendations on current issues relative to the water system such as, but not limited to: water quality; need for repair and/or maintenance; changes to relevant laws, water system security, regulations and requirements for the water system.
- ~~5-4.~~ Makes recommendations to the Board for updating the Water Comprehensive Plan as required by regulatory agencies.
- ~~6-5.~~ Coordinates its activities with the Water System and ~~Manager as well as the~~ Cape George Managers.

7.6. The committee will meet monthly or as necessary to accomplish its goals and activities. The committee will make at least one visit each year to the tank farm.

~~William A Stull~~
President

Gary Nelson
Secretary

~~Effective Date: December 2007~~

Mayda
 10890 Old Frontier Road NW
 Suite B
 Silverdale WA 98383
 Phone: 360-692-9003
 Fax: 360-692-9015

QUOTE

DATE	INVOICE #	CUST #
4/20/2023	0000075584	0003474

BILL TO:

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

SHIP TO:

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

P.O. NUMBER		TERMS	SALES PERSON	
		COD		
QUAN	DESCRIPTION	PRICE EACH	AMOUNT	
	Quote to install boiler to replace existing boilers. Piping and gas line will be relocated to pool room. Vent piping will be routed through side wall and roof. Electrical work is estimated. Permits and disposal of old boilers is not included.			
1.00	Navian 200k btu wall boiler	3,874.00	3,874.00	
1.00	Miscellaneous Materials	2,529.00	2,529.00	
24.00	Labor	110.00	2,640.00	
24.00	Labor Tradesman	70.00	1,680.00	
1.00	Weld Charge	25.00	25.00	
1.00	Truck Charge	40.00	40.00	
SUBTOTAL			\$10,788.00	
TAX			\$981.71	
TOTAL			\$11,769.71	

PROPOSAL TO ESTABLISH A WATERFRONT MANAGEMENT COMMITTEE

Proposal to establish a standing committee to:

1. Document the condition of the Cape George Colony waterfront, berm, and community assets, consisting of the Berm, the picnic area, the Clubhouse building, the Pool and Fitness Room, Workshop, Marina, and Memorial Park, no less than three times a year.
2. Advise the Board of changes taking place on the waterfront and what options might be considered.
3. Oversee and assist the General Manager and other relevant committees in managing the waterfront assets in a manner approved by the membership.

Marnie Levy
General Manager
Cape George Colony Club
5.22.2023

(From the Bylaws, to establish a Committee)

VI. B. MEETING OF THE BOARD

6. Committees of the Board. The Board may, by resolution passed by a majority of the Trustees, form and/or disband such committees of the Board as it, in its discretion, determines to be appropriate. The Board shall appoint the chairman of the committee, and the committee shall consist of no fewer than three Members. A charter/and or policy regarding each committee shall be prepared by the committee and approved by the Board. At least annually said charter and/or policy shall be reviewed by the President and the Club Manager, and a recommendation made to the Board on any revisions if necessary.



Cape George Colony Club

**Board of Trustees
Study Session**

Monday, June 26, 2023, 3:00 p.m.

On Zoom



Cape George Colony Club Study Session

Monday, June 26, 2023
Zoom Audio/Video Conference Call

Meet the Candidates 2:30 p.m.

Board of Trustee Candidates Nancy Charpentier, Mike Heckinger, and Steve McFarland will introduce themselves and answer questions – Jane Ludwig.

Study Session Agenda 3:00 PM

- A. Call to Order – President’s Comments and Announcements
 - A Special Meeting was held on June 14, 2023, to review and vote on the proposed 2023-2024 Association Insurance package. The proposal was approved by the Board. See attached.
 - An Executive Session will be held at the conclusion of today’s Study Session to discuss violations and a vendor contract.
- B. Letters from members –
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 - 1. Annual Membership Meeting – Jane Ludwig
 - 2. Request for new committee members – Marnie Levy
 - 3. Vice President John Dwyer will retire from the Board of Trustees on July 13 – Jane Ludwig
 - 4. Proposal to change Section 5/Livestock & Pets/Rules and Regulations – Betsy Coddington. See attached.
 - 5. Floating Kayak Rack proposal – Mike Heckinger. See attached.
 - 6. Culvert pipe under 91 San Juan – John Dwyer.
 - 7. Cape George Road bike path query – Marnie Levy. See attached.
 - 8. Ballots are due on Monday, July 10, at noon – Jane Ludwig

9. Committee Annual Reports are due by July 7 – Marnie Levy.

10. Waterfront Protection Committee – Marnie Levy

11. Ad hoc Tech Committee update – Marnie Levy

12. Reserve Study Update – Marnie Levy

13. Request to close the office on July 3, 2023 – Marnie Levy

E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- 3:00 p.m., Thursday, June 29 – Board of Trustees Meeting, via Zoom Meeting.
- July 4, 2023 – the office will be closed in observance of the National holiday.
- 5:30 p.m., Tuesday, July 4 – Meet and Greet followed by the Barbecue at the Clubhouse, sponsored by the Social Club.
- 5:00 p.m., Wednesday, July 12 – Band on the Beach: Badd Dog Blues Band, sponsored by the Social Club.
- 12:00 p.m., Monday, July 10 – Deadline to submit Trustee and Bylaw change ballots to the office.
- 2:00 p.m. Saturday, July 15 – 2023 Cape George Colony Club Annual Membership Meeting, via Zoom Meeting.
- A Special Meeting of the 2023-2024 Board of Trustees will be held immediately following the Annual Meeting.
- 2:00 p.m., Sunday, July 23, Salmon Barbecue, sponsored by the Workshop Committee. Tickets will be available in the office July 1.

Cape George Colony Club 10449

EXPIRING COVERAGE	Policy limits 06/19/2022-2023	Premiums 06/19/2022-2023	Proposal limits 06/19/2023-2024	Proposal 06/19/2023-2024	options 06/19/2023-2024	Change
	LIMITS	PREMIUMS	LIMITS	PREMIUMS	PREMIUMS	
Property	Guaranteed RC**	\$30,282	Guaranteed RC**	\$32,265	\$32,265	\$1,983
General Liability	\$2,000,000	included	\$2,000,000	included	included	
Crime/ Directors & Officers Combined	No numerical limit	included	No numerical limit	included	included	
				Chg to \$150,000	-\$1,603	-\$1,603
Earthquake	\$6,280,000	included	\$8,690,000	\$1,500,000	\$9,369	\$1,100
				included	included	
Auto	\$1,000,000	\$2,834	\$1,000,000	\$2,051	\$2,003	-\$783
Umbrella	\$10,000,000	\$2,615	\$10,000,000	\$4,690	\$4,135	\$2,075
Travelers Directors & Officers Liability	\$2,000,000	\$7,959	\$2,000,000	\$8,359	included	
Volunteer Accident Ins	see policy	\$300	see policy	\$300	\$300	
Annual Premium		\$43,990		\$47,665	\$46,469	\$2,772
Annual Cost Per Owner		\$66		\$72	\$70	increase

**Estimated Replacement Value at \$5,925,000
 \$10,000,000 Greenwch
 Umbrella extends
 Liability limits to
 \$12,000,000

**Estimated Replacement Value at \$8,690,000
 \$10,000,000 Greenwch
 Umbrella extends
 Liability limits to
 \$12,000,000

Cape George Colony Club

Manager's Report

June 2023



Thank You!

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

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

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

Granny's Attic and Marina Sale

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

Maintenance news

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

Committee Members Needed:

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

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

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

Marnie W. Levy,
manager@capegeorge.org
360-385-2208

PROPOSAL TO THE CAPE GEORGE BOARD

Situation:

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

When dogs are off the owner's property, they shall be on a leash at all times, EXCEPT FOR THAT area at the bottom of Marine Drive (north of the clubhouse to the south end of the marina) where they can be exercised off leash and under voice control. Owner must always be within strict line-of-sight of dog. When other members are in the specific area north of the clubhouse for different activities, (such as picnics or to use the playground) then dog owners must ask them first if it is alright to have the dog(s) off-leash.

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

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

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

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

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

Potential Obstacle:

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

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

Proposed Solution:

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

When dogs are off the owner's property, they shall be on a leash at all times, EXCEPT FOR THAT area at the bottom of Marine Drive (north of the clubhouse to the south end of the marina) AND between 2:00 p.m. and 4:00 p.m. at Memorial Park, where they can be exercised off leash and under voice control. Owner must always be within strict line-of-sight of dog. When other members are in these areas for specific activities, (such as a memorial service, picnics or to use the playground) then dog owners must ask them first if it is alright to have the dog(s) off-leash.

Here is the wording of the motion that was passed this morning lending the Marina Committee's support for floating kayak rack fees:

Motion: I move that the Marina Committee recommend that the Board approve an annual fee for space on the floating kayak rack of \$200. I further move that we initiate the project funding by offering a discount of \$50/year to anyone willing to pay fees five years in advance, which is \$750, guaranteeing a spot on the floating rack when it is completed.

All The Best,

Craig Muma

Cape George Marina Chair

Terri Brown

From: S G <green.siobhan@gmail.com>
Sent: Sunday, June 4, 2023 11:58 AM
To: Terri Brown
Subject: Cape George Road Bike Travel

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

We are Cape George Road residents and are planning to reach out to the county and the Olympic Discovery Trail about installing a bike path or a bike lane on Cape George Road connecting to the Larry Scott trail. We bicycle on the road for recreation and commuting and while the road was not ideal there had been at least some shoulder until last year. With the repaving last summer that shoulder disappeared making the road more dangerous to bike on.

We see a number of people biking and walking along the road and believe a bike path or lane would be heavily used. Given the focus on green transportation, the rising affordability of e-bikes and the county's general appetite for recreation we believe an extension as far out as the Colony would greatly improve the bikeability of Cape George Road and be a real benefit to the community: given the large population in the Cape George Colony it would likely be one the larger volumes of people served per mile of extension in the county.

To your knowledge has this topic been explored in the past? It is such a valuable extension it seems unlikely the topic has not been brought up before. We were hoping to obtain a population count on the Colony (as well as the Village and the Highlands) as part of what we would like to contact the ODT and the commissioners about.

If a bike path or lane is extended to the Colony would Cape George be willing to connect the Colony and the Village via a bikeable path wide enough to accommodate a bike trailer? This would effectively allow each of the three areas of Cape George to access the Larry Scott trail with minimal shared road travel and hopefully bolster a case for extending the trail.

Thank you for your time in reviewing this.

All the best,

Siobhan Green & Ossian Smith



Cape George Colony Club

MEMBERS

Study Session
Monday, July 24, 2023
3:00 p.m.
Via Zoom



**Cape George Colony Club
Study Session**

Monday, July 24, 2023
Zoom Audio/Video Conference Call

**Study Session Agenda
3:00 PM**

- A. Call to Order – President’s Comments and Announcements
-Introduction of the 2023 -2024 Board of Trustees.
- B. Letters from members – See attached letters.
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting.
Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 1. Recommendation to accept the 2023-2024 board officers, President Betsy Coddington, Vice President Bart Mooyman-Beck, Secretary Pat Gulick and Treasurer Nancy Charpentier, and appoint them as signers on all accounts held at Chase Bank, Kitsap Bank, and Pacific Premier Bank – Nancy Charpentier.
 2. Recommendation to move 2022 audited Net Cash for each Cost Center from the Operations accounts to their respective Reserve Fund accounts:
 - i. \$20,348 - General Operations Reserve Fund
 - ii. \$86,726 - Water Reserve Fund
 - iii. \$22,212 - Marina Reserve Fund
 3. Recommendation to accept Nancy Charpentier's resignation as Chair and name Mark Kochendorfer Chair of the Finance Committee – Nancy Charpentier.
 4. Recommendation to add Fayla Schwartz as a Member of the Finance Committee – Nancy Charpentier.
 5. Recommendation to accept the 2023 Reserve Studies as submitted by Reserve Consultants LLC – Nancy Charpentier
 6. Discuss proposed Environmental Committee motions regarding Cape George Rules and Regulations PP01 Livestock & Pets – Pat Gulick. See attached.
 7. Water manager update – Bart Mooyman-Beck

8. Recommendation to change Cape George water use billing cycle to monthly billing – Bart Mooyman-Beck.
9. Discuss establishing a policy where all Cape George residents would provide contact information for use in community emergencies – Bart Mooyman-Beck
10. Discuss proposed Bylaw changes from 2019 – Marnie Levy. See attached.
11. Discuss having our members, who are professional artists, show and sell their artwork at the clubhouse one day a month for a percentage of the sales price – Marnie Levy.
12. Village Kiosk update – Nancy Charpentier
13. Waterfront Protection Committee – Marnie Levy
14. Ad Hoc Tech Committee update – Marnie Levy
15. Confidential: Requests to waive administrative and late fees – Marnie Levy. See attached.

E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Board of Trustees Meeting, via Zoom, Thursday, July 27, 3:00 pm.
- Waterfront Festival, Saturday, August 12,
- Board of Trustees Study Session, via Zoom, August 21, 3:00 pm
- Board of Trustees Meeting, via Zoom, Thursday, August 24, 3:00 pm.

PROPOSAL TO THE CAPE GEORGE BOARD

Situation:

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

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

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Proposed Solution:

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July 17, 2023

This is to communicate our strong opposition to allowing Memorial Park to become a leash-free park for dogs. Much as we love dogs, we cherish the park for the peaceful sanctuary it provides. There is already a leash-free area for the dogs that would seem sufficient for this size community. Also, there is very limited parking at Memorial Park. The hours that were chosen (2-4pm) are the best times for sitting on the benches because the sun is at the right angle to avoid its direct glare.

Dogs already use the park at all times now. They are already off leash running after frisbees & chuck-it balls. When we were there last, 3 dogs with 2 owners were playing & chasing without leashes. The balls end up under the bench where we were sitting, and there's plenty of noise. At least this is not always the case & it's spread out so no parking problems as well. Also, not all owners are conscientious about picking up their dog's waste, so we're always careful getting to the benches. We can't imagine the unnecessary problems that this not-so-well thought out idea will create and what that would deny to those of us who cherish what it offers us at present.

Thank you for your consideration...Barbara Solomon & Barry Soble

June 13, 2023

Dear Cape George Board of Trustees,

Steve and I have owned our lot on Sunset Boulevard since 2001 and moved into our home in 2006. Our grandchildren, who live nearby, are six and almost ten now. Since they were babes in the stroller, Memorial Park, its beach and the adjacent ravine have been our go-to parks. Over the years, we have watched the condition of Memorial Park decline with increased dog use.

Amy Brandon, Kitty Rucker, Robin and Jack Scherting, Bob Tilley and other members of the Environmental Committee worked for years to clear the brush and create a space for quiet enjoyment and remembrance. Memorial Park should be preserved and protected for its intended use. Individual dog owners will continue to be able to accompany their dogs for walks on-leash in the park and on the beach.

It's been only 172 years since Port Townsend was settled and much has changed. The water quality of the Salish Sea has declined because of pollution, development and climate change. Keystone species like orca and salmon are severely endangered. Canine feces poses a health risk to dogs and people, especially children, and it can make people very sick if it contaminates shellfish. As property owners and stewards of this place we all love, we should focus on caring for our environment and protecting the waters of the Salish Sea.

The idea that Memorial Park is the best place for doggie playtime has gained popularity since 2018 when it was being used for ad hoc doggie playtime without permission from the board, which was averted. During the most recent berm repair, the board set a regrettable precedent by moving doggie playtime to Memorial Park. With the danger to the marine ecosystem caused by canine waste, it is hard to understand why such an enchanting place would be designated as a second authorized daily dog play area. Doesn't the area north of clubhouse to the south end of the marina provide enough space for dogs to play under the supervision of their owners until a more environmentally sound solution can be found?

We suggest that the community locate a site that can be fenced, away from the beach, for dogs of all sizes to safely run and play while owners socialize without continuing to pose a threat to the health of Discovery Bay and adjacent waters.

Best Regards,

Jo and Steve Blair

I totally agree with Marion. As a long time resident & dog owner I have always thought the area north of the club house as inappropriate for an off leash area. To much traffic, to many activities & a children's area make it unsafe.

Now there is an added problem to this area. The newly built-up berm, which is roped off, is only crossable at the far north end and south end of the shop. Dogs are unable to recognize the purpose (some people too) for the rope so they will be crossing to the beach. Dog owners will have no choice but to cross the rope to retrieve their dog.

Memorial park has no traffic, limited humans, and 4 sides with 2 narrow access points. A much more appropriate area for dogs to be off leash.

Thank You
Bob Tilley & our fury friend Vincent

July 18, 2023

Dear Board, Manager and Fellow Members,

I am writing in support of broadening the space and hours available for dog owners to use our parks to exercise, socialize and play with their dogs. Many members have a dog in their life whom they think of as a member of the family. Thoughtful owners provide food and shelter, of course, but also training, exercise. social time and fun for their dogs.

I have been part of “the dog group” for around 15 years and seen it through several versions and a whole generation of doggies. I have also seen the members of this group improve the sanitation problem by picking up the poop of not only their own dogs, but that left by others. Our parks are remarkably clean when you consider the ever-increasing number of dogs in our community.

For many years the area around the clubhouse and marina sufficed for off-leash dog play. However, with the needed berm, we now have about 50% less space and more sand in that area, at the same time we have quite a few more dogs. Allowing a daily hour or two of off-leash play time in our second park, Memorial, let’s conscientious owners choose the best spot for their dog, be it large and fetch-obsessed, medium and active or tiny and elderly with special needs for a small peaceful place.

I would also speak for the people involved – this is not exclusively about dogs! The social time, shared conversations, and further friendships that evolve out of the group are dear to those of us who enjoy them and enrich the fabric of the community.

Please vote yes to continue afternoon use of Memorial Park for off- leash dog play and social time for dog owners.

Thank you,

Ann Candioto

360 379 2563

anncandi@cablespeed.com

MEMO

To: CG Board of Trustees
From: Robin Scherting
Date: July 20, 2023
RE: FYI – Memorial Park

Many years ago (July 1996) when we first moved here what is now called Memorial Park was no more than an entrance to the bay, although it had acquired the name of Colman Park. The area was covered with wild blackberries and had only a path to the water. Several years later I and several other members of the Environmental Committee decided it would be a good idea to make this area usable for the entire CG community; and a subcommittee was formed to pursue this idea.

In March and April 1999, The CG Board moved and approved a motion to allow this subcommittee to hire a professional arborist to prepare a memorial garden plan using their fund raising monies. The CG Board also approved monies for additional improvements to the area; and the CG Board also approved a motion to install a water tap in that area with monies coming from the grounds budget.

In June 1999, a motion was moved and approved by the CG Board to accept the proposal to establish a garden memorial park in the common area known as Colman Park located at the bottom of Colman Drive in the Colony and the trailhead of the ravine trail to the Village and Huckleberry. The Park also was named Cape George Memorial Park. The plan was to be accomplished in several stages over a period of time by both professionals and volunteers. The plan was to be used as a guide for family and friends if they want to make a donation to the memorial park. The plan was in the CG office for review.

In July 1999, The Board moved and approved additional monies to continue the landscaping of CG Memorial Park with half coming from the Environmental Committee and the other half from CG general operations account. Some of these projects included rock wall, gravel for the parking area, chain link fence, grass, plantings, water, etc. The Gazebo was purchased separately by the Environmental Committee from fund raising monies for that specific project.

In September 1999, the contracted work was completed for the CG Memorial Park and payment was made. There are many things left out of this memo, but these are the basics that I remember.

In October 1999, the Environmental Committee work party of volunteers planted heather and grass. Future memorial trees and shrubs will be interspersed as donations are received.

In April 2000, the basic preparation for the CG Memorial Park was completed. This has been an ongoing project over the years. There are so many members that have been involved in this project that it would be hard to list everyone but believe me there have been so many.

My point in writing this is to hope with all my heart this area will remain true to the intention of the CG members who worked so hard to make it what it is today--a small entrance to the Bay for ALL CG members, friends and family not only to access the water and walk the beach but to enjoy the beauty and inclusiveness for ALL members ALL of the time and to remember what it is to have such a serene area for ALL of us to enjoy.

Thank you. Robin Scherting

MEMO

Date: May 7, 2018
To: Cape George Board of Trustees
From: Robin Scherting
Re: Some background information concerning Memorial Park

I am becoming increasingly concerned about what is happening to Memorial Park; and, since I was instrumental in the forming and naming of Memorial Park I would like to put forth some background information as to how this change took place.

March 1999 - A subcommittee from the Environmental Committee along with members from the Memorial Committee was formed to discuss having a Memorial Park established at the beach area at the end of the Ravine Trail.

April 1999 – The Environmental Committee made a request to the Board that the beach area at the end of the Ravine Trail to be named “Cape George Memorial Park” and a memorial garden be established within the park. Also requested permission to spend environmental funds to have landscape drawings created for the memorial garden and five entrances; and also requested additional rocks for the park out of environmental funds.

It was moved and passed by the Board to name the beach area at the foot of the Ravine Trail “Cape George Memorial Park.” It was moved and passed to spend \$200 from environmental funds to have a professional arborist prepare a memorial garden plan. This plan will be used as a guide when family/friends want to make a donation in memory of a loved one. It was also moved and passed to spend up to \$300 from environmental funds to purchase additional rocks for the memorial park. And, it was moved and passed to spend up to \$100 from environmental funds to obtain professional advice on landscaping the front entrances to the club.

June 1999 – In Part from the June 1999 Newsletter – Cape George Memorial Park ‘The Board has approved the proposal and changed the name of the park to the “Cape George Memorial Park.” The Environmental Committee asked for and received a landscape architect’s plan which was presented to the Board at the May meeting. The plan is to be accomplished in several stages over a period of time by both professionals and volunteers, and was approved by the Board. Memorial trees and plants can be donated in memory of residents and recognition will be given to those individuals. A copy of the landscape plan can be found on the community bulletin boards or are available in the office.’

July 1999 – It was moved and approved by the Board to approve an AFE of \$3,000 for landscaping Memorial Park; one-half of the funds coming from the environmental account and the other half from the general operational account.

With all of this in mind I am wondering how anyone can say that CG Memorial Park does not exist.

April 1990 – Rule PP01 Livestock and Pets was approved by the Board. It clearly states where dogs can be off leash and under what circumstances; and, what the consequence will be if this ruled is not observed.

2018 - MS104 – Cape George Fine Schedule - #23 clearly states that Violation of Livestock/Pet Rule (C) PP01 will result in a fine from \$50 to \$100 for the first violation, and could increase with future violations.

I would like to recommend that everyone follow our Rules and Regulations and look into the history of these before they arbitrarily make changes to existing rules. Thank you.

July 18, 2023

Dear Cape George Board Members,

I am writing to express my support of the request that has been submitted for the Board's approval to allow dog owners to bring their dogs to Memorial Park for play, daily from 2:00 to 4:00 p.m.. This proposal carries the caveat that Cape George members who have specific reason to use the Park on a specific day during that 2 hour period may do so by submitting that request to the Office.

The reason for this change allowing dog owners to have off-leash use of the Memorial Park within just that two hour time frame is due to the reality that there is a larger "population" of dogs now in residence in Cape George, ranging in age from elderly dogs to puppies. This results in differences in playfulness and energy, as well as differences in social behaviors and athletic activities. By having more than one location, it would better to accommodate the differences in the range of ages, energy, social needs and behavior of the dogs.

We are grateful for your consideration of this possible rule change, which we believe would minimally impose on the use of Memorial Park by all Cape George residents and would increase the safety and comfort of dog owners and their dogs. We hope that you will find this need to be valid and allow the change in the existing rule regarding off-leash dogs in Memorial Park, which will involve just a couple of mid-afternoon hours, with the option that the Park will be available for other activities, with cause and sufficient notification.

Thank you for your thoughtful consideration of this request.

Judith Chambliss
260 S. Palmer Dr.

Dear Board Members,

I support the proposal for the off-leash use at Memorial Park. This is a safer park for dogs and passersby.

Kriss Edwards

Sent from my iPad

Marnie Levy

From: Ann Hueter <pibird130@gmail.com>
Sent: Sunday, July 2, 2023 2:34 PM
To: Terri Brown
Subject: For the Board re: Off leash rules and times

As 2 legged residents we enjoy many places and times for social interaction and exercise in this community.

Our four legged friends and companions have some of the same needs. Social connection and exercise . They come in different ages and sizes but all need safe space and time to interact , run, play or chase a ball.

Giving them dedicated times each day to/ meet these needs seems fair and quite reasonable . An area away from traffic is even better for the younger more active dogs ! Star and I hope this will become part of our sharing, caring community .

Ann Hueter
130 Colman Dr,

Please know that many of us occasionally join the daily dog meet n greet and having a choice of romping bigger dogs and more sedate smaller/older pups to choose from us a wonderful gift. Adding Memorial Park as a venue has been terrific. Please vote to keep it for the future.

Thanks much,
Bailey Mollino-Hamilton and her staff

Laura Hamilton

Hi Terri,
This letter is for our Board packet. I vote yes for our Members and dogs to enjoy off leash at Memorial Park.
Thanks, Penny Jensen

July 5, 2023

Anne Jimenez
284 South Palmer Drive
Port Townsend WA 98368

Cape George Manager and Board of Directors,

I often walk down to Memorial Park here in Cape George Colony and sit savoring the peace and beauty there. I see others also enjoying this lovely park – families coming to walk and play; people picnicking; others sitting on the benches admiring the view; people meditating or practicing tai chi. The original intent of Memorial Park was to have a beautiful and peaceful place to go to enjoy and appreciate our beautiful surroundings as many community members do.

My concern is that now that the park is being used as a dog park it is not able to be used as it was intended.

Yes, I know the dog owners who use the park try to be very careful to pick up after their dogs, but some is missed and it is not considered as clean any more. Do you want to sit on the lawn, play on the lawn, picnic on the lawn where you know many dogs come daily and have soiled the lawn?

The lawn is no longer as lush and pleasant as it was before the daily use of all the dogs. It is noticeably more trampled and torn up.

Allowing the Memorial Park to become one of the sites for the dog park is taking away from all the other Cape George residents a place that was intentionally meant as a clean, peaceful park for all to use and enjoy.

The dog park is an important and much enjoyed amenity here in Cape George. It was bumped from the marina berm area during the repair work. It is available again and is more appropriate. There are other areas around the marina that could also be used.

Please keep Memorial Park the clean and peaceful park that it was intended to be for the use of all Cape George residents and do not allow it to be used as a dog park.

Thank you,
Anne Jimenez

Cape George Board of Trustees:

I have recently heard that the dog people who use the area near the Clubhouse are asking the Board to allow them to use the Memorial Park area for a second dog play area every day from 2 until 4. I don't have a dog but I enjoy being around them.

I am in favor of there being two dog play areas from 2 until 4pm. The little dog owners are concerned about their pets being towered over by the bigger dogs and even injured by them. The Memorial Park is empty most of the time so there is plenty of time and room for this.

There is plenty of beach and there are plenty of other areas for people to walk in, and plenty of times where people can avoid dogs. There are 22 other hours in the day besides the dog park times. Okay, only 14 other daylight hours per day. But that's still plenty.

I have been to the dog park. The owners are great about scooping up the dog poop. I do sometimes see dog poop around the clubhouse area or the beach, and I expect it is from dogs whose owners don't participate in the dog park. The dog owners at the park are very responsible.

All outside areas in Cape George except for carefully kept fenced-in yards contain animal poop and urine. Most of this is from the wild birds and animals that we often see here. Kids shouldn't be rolling around in the grass in the parks, regardless of whether there are dog parks held there or not.

I feel Cape George should be supportive of dog owners by allowing two separate dog parks per day.

Thank you for your consideration on this issue.

Sincerely,

Julie Hotard
32 Dungeness Place

Cape George Board of Trustees:

I have recently heard that the dog people who use the area near the Clubhouse are asking the Board to allow them to use the Memorial Park area for a second dog play area every day from 2 until 4. I love dogs, although I don't have one at this time. I love playing with them when I am at the beach. I am not anti-dog.

I am opposed to there being two dog play areas from 2 until 4pm. The dog people have been given the use of the play area at the Clubhouse. I understand that the little dog people are concerned about their pets being outsized by the bigger dogs, but I do not feel good about using both of our wonderful park areas for the dogs at the same time.

The issues that concern me are the dog waste that is inevitably going to happen. The dog owners are very good about cleaning up after their pets, but there are also occasions when they miss some waste. Also, there is the urine problem that can't be removed. One doesn't want small children rolling in that.

There are also members who are afraid of dogs and would rather not have them loose in the parks at all. To have one park dedicated to dogs from 2 until 4 should be more than enough.

Finally, I was a part of the building of the Memorial Park. It is a small, special area that was designed for quiet activity. I went down there yesterday to renew my thoughts on it. It is not a place where anyone can avoid the dogs in that small area. If it were to be at 9 am it wouldn't be the same problem.

To have dogs controlling both of our parks at the same time is not desirable for the members who want to go to the beach to escape life, or those who don't like dogs at all. We do have many members who fit the latter.

I really ask that you not devote Memorial Park to a dog park. Please allow us members in search of a quiet place to enjoy the beach to have it at Memorial Park and to be able to walk through the park without having to navigate a group of people who are exercising their dogs or letting them run loose through the small area that people have to walk.

Thank you for your consideration on this issue.

Sincerely,

Kitty Rucker

Dear Marnie,

I completely agree with Marion & Bob Tilley.

I would add three things:

1. SAFETY: The playground area is at the bottom of a hill which encourages even our most responsible residents to speed up without realizing it. This, of course, makes the area even more dangerous to the dogs playing nearby.
2. POOP:
 - a. Several times I have seen persons drive down to Memorial Park and sit in their car enjoying the view while their dog explores & poops but don't pick it up. None of these cars had a Cape George sticker. To avoid conflict, I just pick it up after they leave.
 - b. During Doggie Playtime at Memorial Park we watch each other's dogs, then alert the doggie's parent anytime they might have missed a poop event.
 - c. Doggie Playtime parents have also been picking up any poop we see, irrespective of where it might have come from.
3. TRASH: I concur about the beach & crabbing debris that's often in that can as well. In addition, often see household type trash (sometimes a lot of it) in the bin at Memorial Park and have often been a part of many discussions about surprise that the garbage can is used that way.

Sincerely, Marta Krissovich & our furry friend, Nutmeg.

10 Rhododendron Street
Port Townsend, WA 98368
July 3, 2023

Cape George Board of Directors

Dear Board Members,

I am writing in support of the motion to change Cape George rule PP01 Livestock & Pet to include Memorial Park between 2 p.m. and 4 p.m. daily.

I am owned by a dog (Carmelita) and, even though we take an hour (leashed) walk each morning, she demands that I get her out to run every afternoon. She greatly enjoys running with her pals at Memorial Park. We did not go as often to Marina Park due to the danger of traffic in the parking lot, as well as the presence of many people utilizing that area for a variety of reasons.

Memorial Park is set away from traffic, usually empty, and, although not fenced, is geographically safer for our furry family members.

In my experience, we are generally only there from 2:30 to 3:00 p.m., although a wider time frame allows people more flexibility.

Our group is vigilant about picking up dog poo and controlling our fluffy beasts when non-doggie members arrive, which seems to be a rare occurrence, particularly in the winter.

I believe it will be very helpful for both those with and without dogs to be aware of designated times so they can plan accordingly. Any member wishing to have a party or other gathering during dog play time would be welcomed and we would be happy to stay away at any time when such an event is happening.

I can certainly understand and am sympathetic to those who are fearful or just don't enjoy being greeted by a gang of doodles when they walk through the park, which is why we are only asking for a short period of time. I believe that by working together as neighbors and friends, we can make this a successful transition.

Thank you for your consideration,

Molly Torres & Carmelita



Cape George

July, 01, 2023

I'm all for amending the dog rules to include off leash from 2pm to 4pm daily at Memorial Park.



Margaret Leaf

20 Marine view Place

Dear Marnie,

Please pass this on to the Board as soon as possible.

I am writing in support of the Memorial Park designation as an appropriate location for dog owner use. As a dog owner I have recently discovered it as a perfect and local area where my dog, Cali, can romp and run for **30 MINUTES A DAY** with a few other dog friends in Memorial Park. At no time in the past six weeks have there been more than six or seven dogs together at one time and usually 3 - 5 small dogs is the norm.

According to some opponents of using Memorial Park for off-leash dog fun, it is "covered with poop"...and is being "ruined by the dogs playing there." That the garbage can is "overflowing with poop bags." What I have observed personally, is that the garbage can has been filled with crab pot ropes and lines as well as a few floats! Also, one day I noticed the junk mail of a resident here (who shall remain nameless) tossed into the already full garbage can. So the assertion that the garbage can is being overloaded with dog poop bags is a gross exaggeration as well as contradictory to the claim that dog poop is all over the park!

For three years I have been walking my dog almost daily around the neighborhood where I pass by Memorial Park on a regular basis. MOST of the time, other than from 2:30 - 3 PM, the park has been absolutely empty of humans, dogs or wildlife. I have seen people walk from the parking lot to the beach, sometimes w/a kayak, but not staying in the park. I have seen the occasional workmen taking a lunch break, a few of whom have a dog with them. Whether they clean up after their dogs, I wonder.

As for dog owners leaving poop on the premises, that is simply UNTRUE! At least as far as the Puppy Playtime participants are concerned. More often than not, I am appalled by the piles of poop I encounter on the streets of Cape George as I am walking (and picking up after) my own dog wondering how residents here could be so inconsiderate as to ignore their dogs' waste making.

Lastly, Memorial Park is for ALL residents to enjoy and is a far better choice for dogs to play in a semi protected area than in the open area around the Marina where cars and trucks frequently come and go with no safeguards or space to shield against dogs possibly running into their path.

Prohibiting dog owners from using Memorial Park for a minimal time each day is simply unfair and unreasonable. I strongly support scheduling use of Memorial Park for off-leash dogs and owners.

Thank you for your consideration.

Sincerely,

Marion Clair
CG Resident

Cape George Board of Trustees:

I have recently heard that the dog people who use the area near the Clubhouse are asking the Board to allow them to use the Memorial Park area for a second dog play area every day from 2 until 4. I love dogs, although I don't have one at this time. I love playing with them when I am at the beach. I am not anti-dog. I am opposed to there being two dog play areas from 2 until 4pm. The dog people have been given the use of the play area at the Clubhouse. I understand that the little dog people are concerned about their pets being outsized by the bigger dogs, but I do not feel good about using both of our wonderful park areas for the dogs at the same time.

The issues that concern me are the dog waste that is inevitably going to happen. The dog owners are very good about cleaning up after their pets, but there are also occasions when they miss some waste. Also, there is the urine problem that can't be removed. One doesn't want small children rolling in that.

There are also members who are afraid of dogs and would rather not have them loose in the parks at all. To have one park dedicated to dogs from 2 until 4 should be more than enough.

Finally, I was a part of the building of the Memorial Park. It is a small, special area that was designed for quiet activity. I went down there yesterday to renew my thoughts on it. It is not a place where anyone can avoid the dogs in that small area. If it were to be at 9 am it wouldn't be the same problem.

To have dogs controlling both of our parks at the same time is not desirable for the members who want to go to the beach to escape life, or those who don't like dogs at all. We do have many members who fit the latter.

I really ask that you not devote Memorial Park to a dog park. Please allow us members in search of a quiet place to enjoy the beach to have it at Memorial Park and to be able to walk through the park without having to navigate a group of people who are exercising their dogs or letting them run loose through the small area that people have to walk.

Thank you for your consideration on this issue.

Sincerely,

A handwritten signature in cursive script that reads "Kitty Rucker". The signature is written in black ink and is positioned above the printed name.

Kitty Rucker

Hello!

I'm writing against the additional proposed permanent off leash place at Memorial Park. It was originally put out as a temporary fix for the club house area. We were told it's only temporary.

People use Memorial Park as a family gathering place, especially during the warmer months. I've seen blankets spread out, chairs and small tables. Even if owners clean up after their pets, there is still a remainder left behind. Can't clean pee up either. Would you want to spread your picnic blanket down and have snacks or a picnic? Have your grandchildren crawl or play on the "grass"?

Just this last week, the garbage was full but doggie poop bags were still added and left behind, falling to the ground. Kudos to Donnie or Eric for picking up after that mess.

There is no other place with a water view and grass for gathering unless you sit at a picnic table by the club house. Plus Memorial Park is the closest water access to The Village.

Yes most of the dog owners are respectful and careful but the ground damage is happening and would be less noticeable in the original area by the clubhouse. I know a lot of the dogs and they are fun good puppies, as are their people.

I've heard the clubhouse is not as safe because of traffic but if the dogs are voice controlled should that be an issue?

If you decide to keep the park as a dog area perhaps 3pm-4pm. only instead of expanding it to two hours. Not everyone enjoys walking through the friendly approaching dogs.

And yes I know anyone anytime can take their leashed dog down there but there is a lot less left behind. And easier for a walker to avoid a dog or two on a leash.

Thanks for your consideration. Patty Dunmire

I have an added part to my letter:

Complaining without a solution isn't great . So my solutions are to go back to what's worked for years at the club house or Have a community fund raiser for a fenced in area to address the safety issue which seems to be the top concern of the off-leash area. I'd contribute and I don't even have a dog. Across from the club house is huge grassy area. Then there would be all the time unfettered access. The fund raising could include benches.

Thanks for listening. Patty Dunmire

July 19, 2023

SUBJECT: Proposed Change to PP01, Livestock & Pets

Dear Board Members,

I would like to voice my support for the change of this rule to permit continuing the time- limited use of Memorial Park as an offleash pet area. Active and social dogs are happy dogs, and usually less “barky.” Happy dogs are friendlier to neighbors. Happy neighbors is what makes our community great.

In my experience, members who bring their pets to the offleash areas are diligent about picking up waste and when they gather as a group, we all look out for “the pack.”

Memorial also has the added advantage of being farther from road and pedestrian traffic, which reduces risk of accidents for both drivers and dogs. Plus, the more limited access across the berm at the clubhouse area makes it more difficult for owners to follow and control their dogs.

One of the side effects of the pandemic was the increase in the number of young dogs in our community. Added space to exercise and especially socialize these dogs would be a benefit to us all.

Georgette Semick & Gary Rossow

31 N Rhododendron

Dear Trustees of Cape George Colony Club,

While I have already been an avid proponent of the proposed rule change for an off leash 2-4 time to be allowed at Memorial Park, I wanted to make 3 additional points.

First is that while I appreciate the fact that there might be those opposed to 2 hours a day to be dedicated to the socializing of dogs and members at Memorial Park, I wanted to make the observation that Memorial Park itself is most frequently used as a pass through to the beach. I believe that as a membership, we would like to see all our amenities (the pool, the clubhouse, the fitness center, the marina, the workshop, the trails, sport courts, playground, etc.) used as much as possible and to the benefit of as many members as possible. Providing this small amount of time to be allotted for a dog play time would allow just that.

Secondly, use other than dog play time would receive priority. That would not prevent folks from scheduling events in Memorial Park. In addition, the dog owners I know have respect and safety as high priorities when dealing with folks who don't share a love of dogs or actually have a fear of dogs, and respond accordingly to those situations.

Thirdly, while most folks congregate with their dogs between 2:30 and 3:30, expanding the off-leash hours to 2:00 to 4:00 would allow dogs that do not socialize as well with the dogs that come during the 2:30-3:30 time to have a half hour before or after that time to get in some exercise. This would be a boon for those dogs and their owners.

Thank you for your consideration.

Sincerely, Allan Zee & Oliver (and his friend Cody)

Cape George Colony Club Manager's Report July 2023



Two Thank You's!



♥ My humble thank you to the outgoing Board of Trustees. The time and energy expended by that group of Trustees was remarkable. They were positive, respectful, engaged, diligent, open, and genuinely concerned about every member, every problem, every issue that had an impact on the community.

♥ Many thanks to the new Board of Trustees for jumping into the mix as existing Board Members, veteran board members, and brand-new Board Members. This Board will face a different set of challenges, at a different moment in time, with a different perspective. I look forward to the new dynamic and am excited to work with these individuals who bring such a high-level mix of skills and talents to the table.

Ballot Results

The Cape George Annual Meeting was held last Saturday. The results of the Board of Trustees election and the vote on the proposed change to Bylaw Article III B 1 were announced. The bylaw change passed with 187 votes in favor of increasing the assessment for general operations to a maximum of eight percent above the actual assessment of the previous year. There were 91 no votes.

Welcome to the new trustees Nancy Charpentier and Steve McFarland. Thank you to Mike Heckinger who was appointed to the board to fill a position last year and was elected to the Board in the July election. Ray Pierson, a BOT veteran was appointed to the Board to fill John Dwyer's remaining year when he stepped down from the Board.

The Nominating and Election Committees managed the nominating and election process transparently and seamlessly. Thank you for your diligence and efforts!

Summer Fun!

The Salmon BBQ, sponsored by the workshop committee and many volunteers. The tickets sold out early in the week before the BBQ! Thank you to all of the volunteers and food brought by members!

We look forward to the Waterfront Festival on Saturday, August 12, sponsored by the Marina Committee!



Maintenance News

- **A Jefferson County Burn Ban is in effect.** For details: <https://www.co.jefferson.wa.us/DocumentCenter/View/16709/2023-Declaration-of-Burn-Ban---final>
- Jefferson County Health Department inspected the pool for the first time since Covid ended. The water quality test results were excellent. There are two building violations that will be resolved in the next week. And one handrail required tightening. Bravo to Donnie for his daily attention to the pool facility.

- Pool Notice: The pool will be closed for a few weeks in October for resurfacing and the installation of a new boiler, which will cut down on the cold-weather maintenance issues of the last few years. Both projects are approved reserve maintenance projects and will be paid for from the reserve account and through pool committee's most excellent fundraising efforts.
- Eric and Donnie are mowing the last bits of grass and weeds in the common areas and culverts.
- Landscape clean-up in the Highlands is ongoing.
- The Fitness Room doors were painted, and the new Welcome and Rules signs are beautifully mounted. Thank you, Donnie and Eric!
- A member who is a retired professional plumber fixed the dish sanitizer in the Clubhouse! Thank you George!

Violations: Violations for illegal parking, noise in neighbor-to-neighbor situations, driveway apron building violations, un-mowed lot warnings and hedge violations have been issued this month. Several of the violations have been removed when members met regulations and/or worked issues through with neighbors.

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

Marnie W. Levy,
manager@capegeorge.org
360-385-2208



Cape George Colony Club

61 Cape George Drive, Port Townsend, WA 98368-9403

July 27, 2023

In accordance with Cape George Colony Club rule FIN08 Critical Account Policy and Minutes of the Organizational meeting, the Board of Trustees approves the following Trustees and General Manager as signatories on the listed financial accounts.

Chase Bank

XXXXX1366 Checking Account: GM, Martha Woodward, President, Betsy Coddington, Vice President, Bart Mooyman-Beck, Secretary, Patricia Gulick, and Treasurer, Nancy Charpentier.

XXXXX5161 Savings Account: GM, Martha Woodward, President, Betsy Coddington, Vice President, Bart Mooyman-Beck, Secretary, Patricia Gulick, and Treasurer, Nancy Charpentier.

Pacific Premier Bank

XXXXX0125 Operating/savings GM, Martha Woodward, President, Betsy Coddington, Vice President, Bart Mooyman-Beck, Secretary, Patricia Gulick, and Treasurer, Nancy Charpentier.

Money Market: GM, Martha Woodward, President, Betsy Coddington, Vice President, Bart Mooyman-Beck, Secretary, Patricia Gulick, and Treasurer, Nancy Charpentier.

CDARS Cert. of Deposits: GM, Martha Woodward, President, Betsy Coddington, Vice President, Bart Mooyman-Beck, Secretary, Patricia Gulick, and Treasurer, Nancy Charpentier.

Kitsap Bank

CDARS Cert of Deposit: GM, Martha Woodward, President, Betsy Coddington, Vice President, Bart Mooyman-Beck, Secretary, Patricia Gulick, and Treasurer, Nancy Charpentier.

The following are no longer authorized signatories: Linda Jane Ludwig, John Dwyer, and Fayla Schwartz.

Treasurer: _____ Date: _____

**TO: Pat Gulick
Cape George Board Liaison to the Cape George Environmental Committee**

RE: Motions Adopted at the July 11, 2023 Meeting of the Cape George Environmental Committee

The following two motions were adopted at the July 11, 2023 meeting of the Cape George Environmental Committee.

Motion 1

To preserve the original intended use of Cape George Memorial Park and to reduce the risk of adverse environmental impacts, we recommend maintaining the Cape George Rule PP01 Livestock & Pets as it stands, with organized off-leash dog playtime reverting to the grounds around the clubhouse as allowed in the current Rule PP01.

Motion 2

We encourage the dog group to investigate other options for a fenced-in dog park away from the beach because of both safety and environmental concerns.

Respectfully submitted July 12, 2023,
Ruth Ross
Secretary
Cape George Environmental Committee

After Recording Mail To:
Cape George Colony Club
61 Cape George Drive
Pt. Townsend, WA 98368

NOTE: The reference to the word Club in these bylaws is to be changed to "Association" to make the Bylaws clear that the community is subject to RCW 64.38. Club is a reference to the Corporate name only.

BYLAWS OF THE CAPE GEORGE COLONY CLUB

ARTICLE I DEFINITIONS

The Cape George Colony Club, **Inc.** (the "**Club Association**") is a Washington Nonprofit Corporation and a Homeowner's Association subject to Chapter 64.38-005 through 64.38.095 and portions of RCW 64.90 of the Revised Code of Washington as now enacted and as hereafter altered, amended, or reenacted (the "**Acts**"). All definitions in the **Acts** are incorporated herein by this reference. The **Club Association** is also governed by the provisions of the Washington Nonprofit Corporation Act, RCW Chapter 24.04 as now enacted or as hereafter altered, amended, or reenacted (the "**Nonprofit Corporation Act**").

- 1) In addition to the foregoing, the governing documents of the Club (the "Governing Documents") are:
 - a) **Articles:** The Articles of Incorporation of the **Club Association**.
 - b) **Bylaws:** These Bylaws, which include and incorporate by this reference the Building and Maintenance of Property **Rules Bylaws** as a part.
 - c) **Rules and Regulations** that are approved by resolution of the Board. ~~from time to time.~~
 - d) **Covenants:** The Agreement For Reservations, Covenants And Restrictions And Providing For Annexation of Plat dated July 8, 1963 and recorded in Volume 161, pages 548 through 555, records of Jefferson County, Washington, under Auditor's File No. 176650, and the Dedication and Restrictions for Cape George Colony recorded on the various plats of Cape George Colony.
 - e) **Plats:** Those Plats identified in the attached Exhibit "A", which is incorporated herein by this reference, including such real property as may be hereafter annexed thereto.

Without limitation to definitions appearing hereinabove, the following further definitions shall apply:

- 2) **Member:** Owner of a Lot or Lots included in the real property described in the attached Exhibit "A" or the surviving spouse or heirs or successors of such owner.
- 3) **Board:** The Board of Trustees, which is the governing body of the **Club Association**.

- 4) **Trustee:** A member of the Board of Trustees.
- 5) **Rules and Regulations:** The Rules and Regulations adopted by the Club Association or the Board. ~~from time to time~~
- 6) **Common Areas:** Property owned or otherwise maintained, repaired, or administered by the Club Association.
- 7) **Common Expense:** Costs incurred by the Club Association in order to exercise any of the powers provided for in the Governing Documents, the Act, or the Nonprofit Corporation Act.
- 8) **Lot:** A Lot included in the real property described in the attached Exhibit "A". The term shall not include certain exceptions recognized as exempt from assessment by the Board or the Courts ~~a court of law~~.
- 9) **Club General Manager:** ~~A managing agent for the Club.~~ Employee and Chief Operating Officer of the non-profit corporation that manages the daily operations of the community.
- 10) **Membership:** Membership in Cape George Colony Club is acquired through purchase or acquisition of a Lot.

ARTICLE II REGISTERED OFFICE AND AGENT

The registered office of the Cape George Colony Club shall be 61 Cape George Drive, Port Townsend, Washington 98368. The Registered Agent shall be the Secretary of the Board.

ARTICLE III GOVERNING BODY

A. THE BOARD.

1) The governing body of the Club Association is the Board of Trustees, as provided in the Governing Documents, the Act, the Nonprofit Corporation Act, or as hereinafter provided. The Board shall act in all instances on behalf of the Club Association.

2) The Board shall consist of seven Trustees who shall be Members in good standing of legal age.

Neither Trustees nor members of any Committee of the Board shall receive any salary or compensation for their services. ~~However, by resolution of~~ The Board members a sum may be ~~fixed~~ reimbursed for expenses such as tuition for such educational programs as the Board may determine to be in the best interest of the Association, or mileage and supplies, etc. Nothing herein shall preclude any Trustee from serving the Club Association in any other capacity and receiving compensation, therefore.

B. POWERS OF THE BOARD.

The Board shall possess and exercise the powers set forth in the Governing Documents and those powers set forth in the Act and the Nonprofit Corporation Act. The Board shall not take any action that requires a vote of the Members. The powers of the Board include but are not limited to the following:

1) **Payments, Charges, Fees and Assessments**. The Board may impose and collect payments, charges, fees, and assessments for the use, rental, or operation of the Common Areas and for the Common Expense.

~~The maximum monthly assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than four per cent (4%) above the maximum assessment for the previous year (with \$25 being the base amount for the budget year 2001/2002), with the actual amount determined by the Board. The proposed assessment shall be presented as part of the annual budget for ratification by the membership in accordance with Article VI, A3 and A (4) and Article VIII of these By Laws. [As Amended at Special Membership Meeting, December 14, 2006, and as previously amended at Special Membership Meeting, March 14, 2002]~~

~~In addition to this assessment for the regular operation and ordinary maintenance of the Club there shall be an annual reserve assessment collected. The Annual Budget includes assessments funds for reserves per RCW 64.90.525 (e & f) for the future maintenance, repair or replacement of all or a portion of the Common Areas as set forth in the Club's association's then current reserve studies. The initial amount of this annual reserve assessment shall be \$180.00 per lot. The annual reserve assessment shall be allocated to reserves on a pro-rata basis using the Club's association's then current individual professional reserve studies. This reserve assessment may be increased each year without a vote of the Members if it is not more than two and one half percent (2.5%) above reserve assessment for the previous year, with the actual amount determined by the Board. [As Amended at the Special Board Meeting, December 09, 2014, and effective January 1, 2015]~~

In addition to the annual assessments authorized above, the Board may levy in any assessment year a special assessment for the purpose of defraying in whole or in part the cost of any construction, reconstruction, repair or replacement of **an asset or capital improvement reserve component** upon the Common area provided that any such assessment be approved by the membership. ~~[As amended at Special Membership meeting, March 14, 2002]~~

The time and manner of paying such charges, fees, and assessments shall be as specified by ~~resolution~~ of the Board. The Treasurer shall cause the owner(s) of each Lot subject to a payment, charge, fee, or assessment, to be notified at least ~~one (1) month~~ **two (2) weeks prior** to the time it shall become due and payable and of the time and manner in which such payment, etc. is due. Such notification shall be given in accordance with the provisions of these Bylaws concerning Notices. If a charge or assessment is made payable on a monthly or other installment basis, notice shall be mailed or delivered upon the initial levy of the charge or assessment, but additional Notices need not be sent as the individual installments fall due.

2) **Fines, Late Charges**. The Board may impose and collect charges for late payment of payments, charges, fees, or assessments. The Board may also levy reasonable fines for violation of these Bylaws or the Rules or Regulations of the Club **Association** which fines shall be specified in a schedule adopted by the Board and furnished to the Members.

Fines shall be imposed against Members only after Notice and an opportunity to be heard by the Board.

Notice of intent to impose such fines shall be given to Members with a Notice opportunity to appear before the Board not less than ~~fourteen~~ **ten** nor more than sixty days in advance of the next scheduled monthly meeting of the Board. The Notice shall be delivered in accordance with the provisions of these Bylaws concerning Notices. The Notice shall identify with particularity the Member's default(s) and the consequences of failure or refusal on the part of the Member to comply with his or her obligations to the ~~Club~~ **Association** or appear before the Board in response to the Notice.

3) **Employees, Agents.** The Board may appoint, terminate, discharge, fix the compensation, and provide for the duties and powers of such officers, agents, and employees as, in the judgment of the Board, shall be advisable.

4) **Rules and Regulations.** The Board shall from time to time make and publish ~~Club~~ **Association** Rules and Regulations as it deems appropriate to implement the letter and intention of the Governing Documents, the Act, and the Nonprofit Corporation Act.

5) **Vacancies/Unexpired Terms.** The Board shall fill vacancies in its membership of the unexpired portion of any term.

C. DUTIES AND POWERS OF OFFICERS OF THE BOARD.

Within two (2) weeks after the election of Trustees, the Board shall take office and select from their members a President, Vice President, Secretary, and Treasurer. The duties and powers of officers of the Board shall be as follows:

1) **The President:** The President shall be the chief executive officer of the ~~Club~~ **Association** and shall preside at all meetings of the ~~Club~~ **Association** and of the Board. The President shall rule on all matters of procedure and decorum during such meetings. The decisions of the President on these matters shall control the conduct of meetings and be binding upon both the Trustees and Members of the Club.

The President, as chief executive officer **of the non-profit corporation**, shall have the power to administer ~~Club~~ **Association** activities including but not limited to the power to appoint **ad hoc** committees from among the Board or the Members from time to time as the President may in his or her discretion deem appropriate to assist in the conduct of the affairs of the ~~Club~~ **Association**. **The President approves all meeting agendas with input from the Board of Trustees and General Manager. The President exercises authority normally granted by Roberts Rules of Order.**

2) **The Vice President:** The Vice President shall have all the powers and authority and perform all of the functions and duties of the President in the absence of the President or his or her inability for any reason to exercise such powers and functions or perform such duties.

3) **The Treasurer:** The Treasurer shall have oversight responsibility for ~~Club~~ **Association** funds and shall be responsible for causing to be kept full and accurate accounts of all receipts and disbursements in the books belonging to the ~~Club~~ **Association**. The Treasurer shall have oversight responsibility for deposits of all monies and other valuable effects in the name and to the credit of the ~~Club~~ **Association** in such depositories as may from time to time be designated by the Board.

~~Club~~ **Association** funds shall not be commingled with the funds of any other entity ~~nor with~~

~~the funds of any manager of the Club~~ or any other person whether responsible for the custody of such funds or not. The Treasurer shall be responsible for supervision of the ~~Club's Managing Agent~~ **General Manager** with respect to funds of the **Club Association** and financial and other financial related records as hereinafter provided.

The Treasurer shall cause all financial records of the **Club Association** to be kept in a manner sufficiently detailed to enable the **Club Association** to fully declare to each Member the true statement of its financial status. All financial and other records of the **Club Association** including but not limited to checks, bank records, and invoices in whatever form they are kept, are the property of the **Club Association**.

4) **The Secretary**: The Secretary shall have oversight responsibility for minutes of meetings of the Board and minutes of the meetings of the **Club Association**. The Secretary shall have oversight responsibility for calling the elections and assuring their proper conduct, for recording election results, and for maintaining election records. The Secretary shall have oversight responsibility for all Lot records, books, and papers and will be the legal liaison of the **Club Association** in matters pertaining to said records.

The Secretary shall require a complete list of Members and their registered mailing addresses to be compiled and kept up to date at the principal office of the **Club Association**. Such list shall also show opposite each Member's name the number or other appropriate designation of the Lot or Lots owned by such Member. Such list shall be open to inspection by Members and other persons lawfully entitled to inspect same at reasonable times during business hours.

The Secretary shall cause all Notices and announcements of meetings of the Board or the Members to be delivered in the manner and at the times required by law or these Bylaws. **In the absence of the President and Vice President, the Secretary will preside over all Board or Association meetings.**

5) **Assistant Secretary and Assistant Treasurer**: In order to maintain continuity, the Board of Trustees may elect an Assistant Secretary and/or Assistant Treasurer.

ARTICLE IV MEMBERSHIP

1) The Members of the **Club Association** shall at all times consist exclusively of the owners of a Lot or Lots, both developed or undeveloped. In order to be eligible for membership, a person must have entered into a real estate contract to purchase a Lot(s) or have acquired title to a Lot(s). The Governing Documents require each and all purchasers or owners of Lots to be Members of the **Club Association**.

2) A voting membership is acquired upon the purchase of a Lot. The **Club Association** shall have but one class of voting membership. The owner or owners of each individual Lot shall have one vote in the affairs of the **Club Association**. The owner or owners of each individual half Lot shall have one-half vote in the affairs of the **Club Association**.

A membership shall be held by, and a Member must be, a person of legal age, a partnership of persons of legal age, a corporation, or a trust.

Membership is not assignable or transferable except upon sale of a Lot or other

transfer of title. Membership terminates immediately upon transfer of title.

3) **Membership Rights.** A Member in good standing is entitled to use the roads, receive water service, use the Common Areas and facilities of the Club **Association**, and said Member may vote in Club **Association** elections.

If a Lot is purchased as Tenants in Common or Joint Tenancy, all members of that community or relationship shall enjoy all rights and privileges of membership (provided their membership remains in good standing as hereinafter provided), and they shall hold a voting membership. Only one member shall cast that Lot's vote in Club **Association** elections.

4) **Membership Obligations.** Members shall pay such payments, charges, fees, assessments, late charges or fines as may be imposed from time to time by the Board or the Members.

5) **Members Not in Good Standing.** A Member is not in good standing if, (a) at any given time, such Member has not paid all Club payments, charges, fees, assessments, late fees, and/or fines within 20 days of their due date, or (b) the Member is in violation of the Governing Documents or the Rules and Regulations of the Club as promulgated by the Board or the Club from time to time.

ARTICLE V ELECTIONS

The announcement of the newly elected members of the Board shall take place at the annual meeting of the Members. ~~The election of Board members shall be conducted only by mail in accordance with the Election Procedures approved by the Board. In 2007 only, four (4) trustees will be elected. The two (2) nominees receiving the highest number of votes shall each serve three (3) year terms. The two (2) nominees receiving the next highest number of votes shall each serve two (2) year terms of office.~~ From 2008 on, elections shall follow a three year cycle. In the first year, the three nominees receiving the highest number of votes shall each serve three (3) year terms and in each of the next two (2) years, the two (2) nominees receiving the highest number of votes shall each serve three (3) year terms. Starting in 2009, after six (6) consecutive years in office as an elected Trustee, a Trustee is ineligible for office for one (1) year. In the event of a tie vote of the Members in a Board election or a tie vote among the Board for an officer or officers of the Board, the winner shall be determined by lot by the Board. ~~[As amended at Special Membership meeting, December 14, 2006]~~

The Members by a majority vote of the voting power in the association present, in person or by proxy, and entitled to vote at any meetings of the Members at which a Quorum is present, may remove any member of the Board with or without cause.

ARTICLE VI MEETINGS

Robert's Rules of Order shall be recognized as the authority governing all meetings when not in conflict with law, the Articles of Incorporation hereof, or these Bylaws.

A. MEETING OF THE MEMBERS

1) A meeting of the Members shall be held at least once each year. The Annual Meeting of the Members shall be held on the third weekend of July of each year, or at such other time as the Board may determine, at the Cape George Colony Club Community Center or at such other

place in Jefferson County, Washington, on a date and time specified by the Board. The Secretary shall mail or deliver to each Member written Notice of the time and place of such meeting at least thirty (14) days but not more than sixty (60) days prior to the appointed time. The Notice shall state the time and place of the meeting and refer to the business to be placed on the agenda by the Board for a vote by the Members. If for any reason, the Annual Meeting cannot be held as herein provided, a delayed Annual Meeting may be called and held upon giving a like Notice in accordance with the provisions of these Bylaws concerning Notices.

2) Special meetings of the Club Association may be called by the President or a majority of the Board or by Members having ten percent (10%) of the votes in the Club Association and will be held at a place in Jefferson County, Washington, convenient to the Members. Upon a receipt of a request in writing from said Members or majority of the Board setting forth the proposed Special Membership Meeting, the Board shall fix a time and place for such meeting and shall cause written Notice thereof, setting forth the time, place, and purpose of the meeting, to be given each Member by personal delivery or by mail or member approved electronic notification in accordance with the provisions hereof for Notices.

3) **Quorum of Members.** A quorum of Members in good standing must be present in person or by written proxy, the form of which has been approved by the Board, for the transaction of business at the Annual Meeting of the Club Association and at Special Meetings of Members where the outcome is dependent on a vote of the Members. A quorum for such meetings is twenty-five percent (25%) of the total Cape George membership in good standing at the time the votes are tallied. Meetings may be adjourned if a quorum is not present. Notice of the adjournment and the meeting's rescheduled time, date and place and duplicate supporting materials shall be provided to Members in accordance with the provisions of these Bylaws concerning Notices.

4) **Matters Requiring a Vote of The Members.** The following matters shall require a majority vote of the Members at an annual or special meeting at which a Quorum of Members is present:

- a) Election of Trustees,
- b) Any proposal to determine the number, qualifications, powers, duties, or terms of office of members of the Board or to remove a trustee, (provided that the Board shall fill vacancies in its membership of the unexpired portion of any term),
- c) Any proposed amendment to the Bylaws or Bylaw Building Regulations,
- d) Any budget or changes in the previously approved budget as ratified by the Members that results in a change in assessment obligation,
- e) Any proposed Special Assessment pursuant to Article III.B(1) of these Bylaws,
- f) The annual proposed Reserve Account expenditures for the prospective budget year pursuant to Article VIII, Sec 1 of these Bylaws,
- g) Any unapproved non-bona fide emergency and/or excess Reserve Account expenditures pursuant to Article VIII, Sec 1b) and c) of these Bylaws.

5) **Matters Requiring a 67% Vote of the Members:** The following matters shall

require a 67% vote of the Members voting at an annual or special meeting at which a quorum of Members is present:

- a) Any proposed amendment to the Articles of Incorporation,
- b) Any proposal to waive the annual audit,
- c) Any proposal to terminate the Club.

6) **Annual Budget.** The annual ~~operational~~ budget shall be ratified by a vote of the Members as outlined in Article VIII of these Bylaws. **The annual budget includes reserves per RCW 64.90.525 (e & f).**

B. MEETING OF THE BOARD.

1) Regular meetings of the Board for the purpose of administration of the affairs of the Club shall be held once each month at a time and place determined by a majority of the Board, and announcement of such meetings **will be sent electronically, and** posted on the bulletin boards, and printed in the monthly newsletter. **The Board may cancel a monthly Board meeting with an affirmative vote of a majority of the Board. Meetings may be held electronically in lieu of in person meetings.**

2) Additional meetings may be called at such other times as the interests of the Club require, as determined by the President or a majority of the Board. Announcement of additional meetings of the Board shall be posted **electronically** and on the bulletin boards in the community no less than 48 hours prior to said meeting except that the President may determine that it is in the best interest of the Club that an emergency meeting be convened without such notice.

Meetings may be adjourned to another time and place from time to time in the event that a Quorum of the Board does not appear or business to be conducted is not completed prior to adjournment. Announcement of adjournment to another time and place shall be posted at the door of the place from which a meeting has been adjourned and on the community bulletin boards.

3) Except as provided in this subsection, all meetings of the Board shall be open for observation by all Members and/or their authorized agents. The Board shall keep minutes of all actions taken by the Board; such minutes shall be available to all Members. Upon affirmative vote in open meeting to assemble in closed session, the Board may adjourn to such closed session to consider personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the Governing Documents, **contracts**, and matters involving possible liability of a Member to the Club **association**.

The motion shall state specifically the purpose for the closed session. Reference to the motion and the stated purpose for the closed session shall be included in the minutes. The Board shall restrict the consideration of matters during the closed portions of meetings only to those purposes specifically exempted and stated in the motion.

No motion, or other action adopted, passed, or agreed to in closed session may become effective unless the Board, following the closed session, reconvenes in open meeting and votes in the open meeting on such motion or other action that is reasonably identified. The requirements of this subsection shall not require the disclosure of information in violation of law or information that is otherwise exempt from disclosure.

4) **Quorum of the Board.** A majority of the Board shall constitute a Quorum for the

transaction of business, and a majority of such Quorum shall determine any question except as otherwise provided by law, the Governing Documents, or the Nonprofit Corporation Act. If a Quorum is not present, the majority of those Trustees present may adjourn to such future time and place, as they shall determine, and notification of such meeting shall be given to Trustees and Members as herein provided for meetings of the Board; three Trustees shall constitute a Quorum at such deferred meeting.

5) **Vacancies.** All vacancies on the Board by reason of death or otherwise, shall be filled by appointment by the remaining Trustees, even though less than a Quorum be present. A Trustee thus appointed to fill any vacancy shall hold office for the unexpired term of his or her predecessor.

6) **Committees of the Board.** The Board may, by resolution passed by a majority of the Trustees, form and/or disband such committees of the Board as it, in its discretion, determines to be appropriate. The Board shall appoint the chairman of the committee, and the committee shall consist of no less than 3 Members. A charter and/or policy regarding each committee shall be prepared by the committee and approved by the Board. At least annually said charter and/or policy shall be reviewed by the President and the Club **General** Manager, and a recommendation made to the Board on necessary revisions, if any.

ARTICLE VII CLUB **GENERAL** MANAGER

~~The Club **General** Manager shall be a Managing Agent of the Club~~ **is an employee of the Association** and shall be appointed by the Board to serve at its pleasure. The Club **General** Manager shall report to **AND BE SUPERVISED BY** the Board President. The **General** Manager shall perform such duties as the Board may assign from time to time. Among such duties are the following:

1) The Club **General** Manager shall be responsible for the business affairs of the Club **Association** and its day- to-day administration.

2) The Club **General** Manager shall keep all records of the Club **Association** at the Club **Association business** office during normal working hours, including the names and addresses of Members and other occupants of Members' Lots. Upon reasonable advance notification records shall be available for examination by all Members, holders of mortgages on the Lots, and their respective authorized agents. The Club **General** Manager shall not release the unlisted telephone number of any Member **or any personal information of members or employees.**

~~Acting on behalf of the Club, the Club Manager may impose and collect a reasonable charge for copies and any reasonable costs incurred by the Club in providing access to records.~~

ARTICLE VIII BUDGETS

1) Within thirty days after the adoption by the Board of any proposed regular operational budget of the Club, the Board shall set a date for a meeting of the Members to consider ratification of the budget. Such meeting shall be held not less than ~~fourteen~~ **Ten** nor more than sixty days after mailing of the budget summary. Unless at that meeting the votes of a majority

of the Members reject the budget, the budget is ratified, whether or not a Quorum is present; such vote may be in person **by ballot** or by proxy.

The budget summary mailed to the Members shall include a list of the projected reserve account expenses for the budget year. The Members shall have the opportunity to vote on the list of projected reserve account expenses separately from the rest of the budget.

- a) If the list of projected reserve account expenses is approved by a majority of the Members who voted at the meeting, the Board need not seek any further Member approval of those projected reserve account expenses.
- b) If a proposed reserve account expense was not approved as part of this process and is over \$50,000 (as indexed for inflation from the date of adoption of this amendment), then the Board shall submit it to the Members for approval by a majority vote as outlined in Article VI(A)(3) of these Bylaws.
- c) If a reserve account expense was approved as part of this process but later exceeds the budgeted amount by twenty-five percent (25%), then the Board shall submit it to the members for approval by a majority vote as outlined in Article VI(A)(3) of these Bylaws.
- d) In the event of a bona fide emergency, the Board may be required to authorize the expenditure of reserve account funds. In such an emergency, the Board need not seek Member ratification as required in (b) and (c) above.

2) A Reserve accounts **or accounts** for the construction and maintenance of facilities, including but not limited to water facilities, roads, community buildings, pool, and marina, shall be established and set up as designated accounts. The Board, by a majority vote of all Trustees, may authorize a loan from designated reserve accounts.

3) In no case may any operating budget submitted to the Members for ratification propose expenditures greater than revenues.

4) In the event the proposed ~~operational~~ budget is rejected or the required Notice is not given, the periodic budget last ratified by the Members shall be continued until such time as the Members ratify a subsequent operational budget proposed by the Board.

ARTICLE IX RESERVES, RESERVE STUDIES AND RESERVE DISCLOSURES

All references in Article IX are subject to the provisions of the RCW 64.38, the "Act," as now enacted and as hereafter altered, amended, or reenacted. In any dispute, discussion or clarification of Article IX, the provisions of the "Act" shall control.

1) The association is encouraged to establish and maintain distinct and identifiable reserve accounts to fund major maintenance, repair, and replacement of common elements that will require major maintenance, repair, or replacement within thirty years. The board of directors is responsible for administering the reserve account(s).

2) Unless doing so would impose an unreasonable hardship, the association shall update the reserve study annually. At least every three years, an updated reserve study must be prepared

and based upon a visual site inspection conducted by a reserve study professional. ~~The first reserve study prepared by a reserve study professional for Cape George was completed in 2014.~~

3) The decisions relating to the preparation and updating of a reserve study must be made by the board of directors in the exercise of the reasonable discretion of the board. The decisions must include whether a reserve study will be prepared or updated, and whether **with the required** assistance of a reserve study professional ~~will be utilized~~.

4) A reserve study must include the specific elements detailed in RCW 64.38.070.

5) A reserve study must also include the following disclosure: "This reserve study should be reviewed carefully. It may not include all common and limited common element components that will require major maintenance, repair, or replacement in future years, and may not include regular contributions to a reserve account for the cost of such maintenance, repair, or replacement.

The failure to include a component in a reserve study, or to provide contributions to a reserve account for a component, may, under some circumstances, require you to pay on demand as a special assessment your share of common expenses for the cost of major maintenance, repair, or replacement of a reserve component."

6) The association may withdraw funds from its reserve account to pay for unforeseen or unbudgeted costs that are unrelated to maintenance, repair, or replacement of the reserve components. The board of directors shall record any such withdrawal in the minute books of the association, cause notice of any such withdrawal to be hand delivered or sent prepaid by first-class United States mail to the mailing address of each owner or to any other mailing address designated in writing by the owner, **or by electronic notification**, and adopt a repayment schedule not to exceed twenty-four months unless it determines that repayment within twenty-four months would impose an unreasonable burden on the owners. Payment for major maintenance, repair, or replacement of the reserve components out of cycle with the reserve study projections or not included in the reserve study may be made from the reserve account without meeting the notification or repayment requirements under this section.

7) Monetary damages or any other liability may not be awarded against or imposed upon the association, the officers or board of directors of the association, or those persons who may have provided advice or assistance to the association or its officers or directors, for failure to: Establish a reserve account; have a current reserve study prepared or updated in accordance with the requirements of this chapter; or make the reserve disclosures in accordance with this chapter.

8) As part of the summary of the ~~operational~~ budget provided to all owners, the board of directors shall disclose to the owners all of the elements specified in RCW 64.38.025 including but not limited to the funding rate as recommended in the fully funded reserve study, the association's funding rate, additional future assessments that may be necessary and projected year end reserve balances for each of the next thirty years

ARTICLE X AUDITS

At least annually, the ~~Club~~ **Association** shall prepare, or cause to be prepared, a financial statement of the ~~Club~~ **Association**. The financial statement of the ~~Club~~ Association shall be audited at least annually by an independent certified public accountant. Said audit may be waived if sixty-seven percent (67%) of the Members in Good Standing, voting in person or by proxy at a meeting of the Club at which a Quorum is present, vote each year to waive the audit.

**ARTICLE XI
RENTAL PROPERTY**

A Member may rent out his or her Cape George house and appurtenant structures to any person or entity for residential purposes only. The Member shall be financially responsible for the tenant's violations of the governing documents and for damages to Cape George property caused by the tenant.

**ARTICLE XII
INDEMNIFICATION & LIMITATION ON LIABILITY**

1) **Definitions.** The definitions contained **RCW 23b.08.510** grant indemnification of officers and Board of Trustee members.

2) **Right to Indemnification.** Each person who was or is threatened to be made a party to or is otherwise involved (including, without limitation, as a witness) in any proceeding by reason of the fact that he or she is or was a Trustee, ~~or~~ **Employee, Volunteer, or Officer** of the ~~Club~~ **Association** shall, as a contract right, be indemnified and held harmless by the ~~Club~~ **Association** to the full extent permitted by applicable law, including, without limitation, the Washington Business Corporation Act, Title 23B RCW as then in effect, against all expenses, liability and loss (including attorneys' fees, judgments, fines, and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith.

3) **Nonexclusivity of Rights.** The right to indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Article shall not be exclusive of any other right that any person may have or hereafter acquire under any statute; provision of the Articles of Incorporation; Bylaws; agreement; vote of Members, if any; or vote of disinterested Trustees or otherwise.

4) **Insurance, Contracts and Funding.** The Club may maintain insurance at its expense to protect itself and any Trustee, Officer, Employee, or agent of the ~~Club~~ **Association**.

5) **Indemnification of Employees and Agents of the Club.** The ~~Club~~ **association** may, by action of its Board, from time to time provide indemnification and pay expenses in advance of the final disposition of a proceeding to employees and agents of the ~~Club~~ **association**.

6) **Limitation of Liability.** Trustees shall have no personal liability to the ~~Club~~ **Association** or its Members for monetary damages for acts or omissions as a Trustee unless such acts or omissions involve intentional misconduct by a Trustee, a knowing violation of law by a Trustee, or a transaction from which the Trustee will personally receive a benefit in money, property, or services to which the Trustee is not legally entitled.

**ARTICLE XIII
NOTICES**

1) Except as provided in Article VI, B of these bylaws, any notice, request, demand, instruction, or other document to be given hereunder ("Notice") to any Member shall be

effective for any purpose if either personally delivered to the Member at the address filed by the Member at the Registered Office of the Club Association or delivered by First Class U.S. Mail or, at the option of the Board or the Secretary, ~~by registered or certified mail, postage prepaid, return receipt requested.~~ or by electronic email if member has given authorization for such delivery.

2) Notice shall be deemed to have been given when personally delivered or three (3) days following deposit in any United States post office box in the State of Washington, postage prepaid, addressed as set forth above. The address and addressees for the purpose of this paragraph may be changed by giving written Notice of such change in the manner herein provided for giving Notice. Unless and until such written Notice is received, the last address and addressee as stated by written Notice, or provided herein if no written Notice of change has been sent or received, shall be deemed to continue in effect for all purposes hereunder.

**ARTICLE XIV
SEVERABILITY**

If a court of competent jurisdiction shall adjudge to be invalid or unconstitutional any clause, sentence, paragraph, section or part of these Bylaws, such judgment or decree shall not affect, impair, invalidate, or nullify the remainder of these Bylaws, but the effect thereof shall be confined to the clause, sentence, paragraph, section, or part of these Bylaws so adjudged to be invalid or unconstitutional.

**ARTICLE XV
ATTORNEYS FEES AND VENUE**

In the event any Member, person, or entity brings any action at law or in equity to interpret, construe, enforce, or void these Bylaws or any portion or provision hereof, the court may award reasonable attorney's fees and costs of suit to the prevailing party as part of its judgment. Venue for such action shall be in the Superior Court of Jefferson County, Washington, at Port Townsend.

**ARTICLE XVI
SUPERSESION**

All prior Bylaws of the Club are hereby superseded, revoked, and rendered null and void. Approved by the membership of Cape George Colony Club on February 21, 1996, and as amended at Special Membership Meetings on March 14, 2002; December 14, 2006; December 6, 2007; December 7, 2009; December 11, 2012; December 9, 2014, December 10, 2015, December 15, 2016 respectively; and December 11, 2018.

~~DATED this 11th day of December 2018~~

~~Katie Habegger, President~~

~~Joel Janetski, Secretary~~



Cape George Colony Club

**Board of Trustees
Study Session**

Monday, August 21, 2023, 3:00 p.m.

On Zoom



Cape George Colony Club Study Session Agenda

Monday, August 21, 2023, at 3:00 PM
Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members – See attached letters.
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting.
Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.

Note: Each topic will be introduced by a Board Member or the Manager. Discussion will follow. Board Members will be called on to speak first. Members will be called on after the Board members speak.

- 1. The Shoreline Stewardship Committee and recommendation to adopt the submitted Charter and chair (Steve McDevitt) – Pat Gulick. See attached.
 - 2. The Fitness Committee is requesting one handicap parking space and sign placed south of the Fitness Room – Betsy Coddington. See attached.
 - 3. Security gate update – Mike Heckinger.
 - 4. South marina crab shack update – Mike Heckinger.
 - 5. Fire in Memorial Park gazebo – Mike Heckinger. See attached.
 - 6. Weather protection at the Colony mail kiosk – Marnie Levy.
 - 7. Ad Hoc Tech Committee update and recommendation to approve Michael Volkman as chair – Marnie Levy.
 - 8. PP01 Livestock and Pets rule change focus group update – Betsy Coddington
- E. Member Participation (Compliments, Issues, Concerns)
NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Board of Trustees Meeting, via Zoom, Thursday, August 24.
- Office closed for Labor Day, September 4.
- Board of Trustees Study Session, via Zoom, Monday, September 25.
- Board of Trustees Meeting, via Zoom, Thursday, September, 29

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

and member recommendations will be taken into consideration regarding timing and cost of reserve assets. Then, a 5 year projection, alongside the reserve studies, will be presented to the Board of Directors for their acceptance and for use in the budgeting process.

I would be interested in the Board of Directors guiding our community to a full funding plan for the three reserve accounts which will involve a change of the reserve assessment bylaw paragraph. There are pros, cons, and questions to such an approach which were comprehensively addressed by the Board of Directors from 2010 to 2014 (see letters from Board President Richard Hilfer dated August 31 and October 31, 2012 and August 6, 2013). During this time and while members were considering adding a reserve assessment paragraph to CGCC bylaws, the community approved a special assessment for the marina seawall as well as for the original berm.

My major reasons for preferring reserve full funding are

1. that potential purchasers of CGCC property understand the costs over time that will be part of living in this community in addition to water fees, real estate taxes and the impacts of inflation
2. that assets will be maintained throughout their useful life and replaced as needed (appreciating that cost adjustments will occur over time and emergencies are unplanned events)
3. that special assessments be avoided if at all possible
4. that I be a responsible member financially contributing to the upkeep of community assets even though I do not use some of these assets.

Issues that I recognize would need to be addressed under a full funding plan are

1. approaches for community members of limited income who, in particular, have been long-term residents who bought into the community before the 2012 reserve assessment was established with membership approval and reserve disclosures became required under the laws of Washington State
2. any additional procedural requirements for the Board of Directors that would respond to member concerns regarding the potential expenditure of reserve funds without adequate member knowledge, opportunity for input and meeting the fiduciary duty of the Board
3. payment plan adjustments in an effort to accommodate the cash flow of some members.

What I would be looking for if there is not a full funding reserve plan

1. an estimate of when there would be special assessments and for what amounts
2. what assets are to be maintained on a less frequent schedule than proposed by the reserve studies and how that changes reserve expenditures and how that may effect asset quality
3. what assets would no longer be supported by the community in order to reduce total reserve costs
4. what additional volunteer efforts would result in lower reserve costs.

Thank you for your patience in reviewing this input which I appreciate being able to submit.

- Judy Caruso
41 Vancouver Drive

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





Cape George Colony Club
August 2023
Manager's Report

When I think of the Dog Days of Summer I think of the hot sultry afternoons of late July and August. The days are long and irritating, like that pesky fly buzzing in lazy circles around my office right now. It is light when I get up, and light when I go to sleep. The noise in the neighborhood seems like jagged shards of glass being pulled down a chalk board. Dogs barking in the cars driving by seem more frequent, and louder than usual. My window is open at night to catch any faint breeze, but the neighbors' noise is the only visitor I have each night.

Add to this the fact that my significant other is ill. The future is unsettling and that puts me on edge. I am at a loss and am having a hard time finding any place to turn that doesn't add to my raw pain.

Does this sound familiar? Does it describe someone you know? Probably, because a number of people are going through something like this right now. They may be quiet, or they may be unpleasant to people around them.

I bring this up to ask you to be kind and patient as we wind through the summer season together. A kind word, or thoughtful gesture from you might help your neighbor through the day and bring some solace.

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

Our Water Manager. 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, to get up to speed managing some non-urgent water maintenance issues, long-term projects, and routine processes, such as taking samples. 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. **Welcome Ken!**

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. They rented a chipper and chipped until the chipper broke... to be continued.

Electrical. Double D Electric replaced some circuit wiring in the clubhouse and replaced a switch in the pool room. They are working on an estimate to repair an exhaust fan in the fitness room.

Internet switch. Thank you to the Ad Hoc Tech Team for helping us switch internet systems to provide a better Wi-Fi connection in the clubhouse and marina.

Keypads. New electronic keypads were installed at the clubhouse, fitness room and workshop (a new electronic keypad was installed at the pool in 2022). We are working to get the fobs to work in all areas. The new keypad system is an approved 2023 reserve expenditure.

Reminders

- ❖ **Please clean up after your dog.** In the park areas, on the streets, in the Marina, on the beach, and everywhere else. Even if you think no one is looking.

- ❖ **Cape George is private property.** Door-to-door construction and landscape solicitors are trespassing. Visitors in any common area parking lot, or at the ravine trailheads on Huckleberry Place and Marine View Place, without a Cape George parking sticker on their windshield, or a guest pass (from the Cape George Office) on their dashboard are trespassing. Please report trespassers and vehicle license plates to the office.

- ❖ **Cross connection and backflow testing.** The inspection letters will be mailed in early September.

- ❖ **Mowing.** The final vacant lot mowing take place in the week after Labor Day.

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

Marnie W. Levy, CMCA®, AMS®,
manager@capegeorge.org
360-385-2208

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.

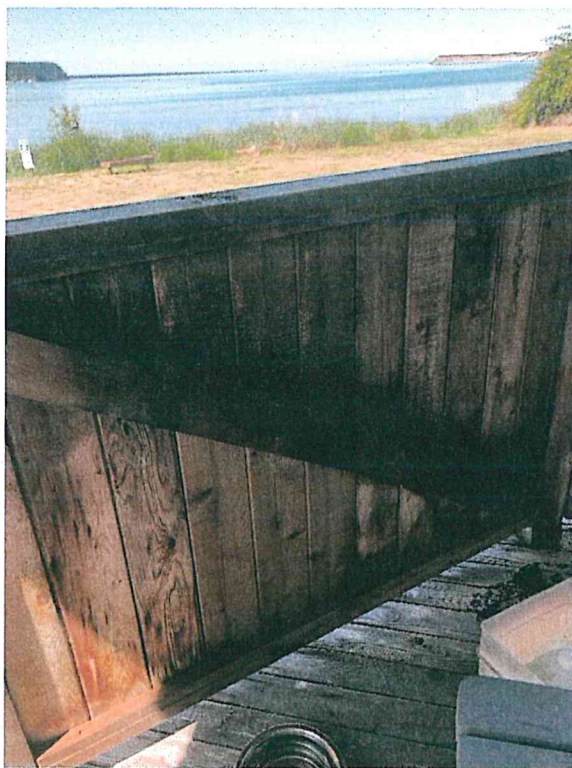
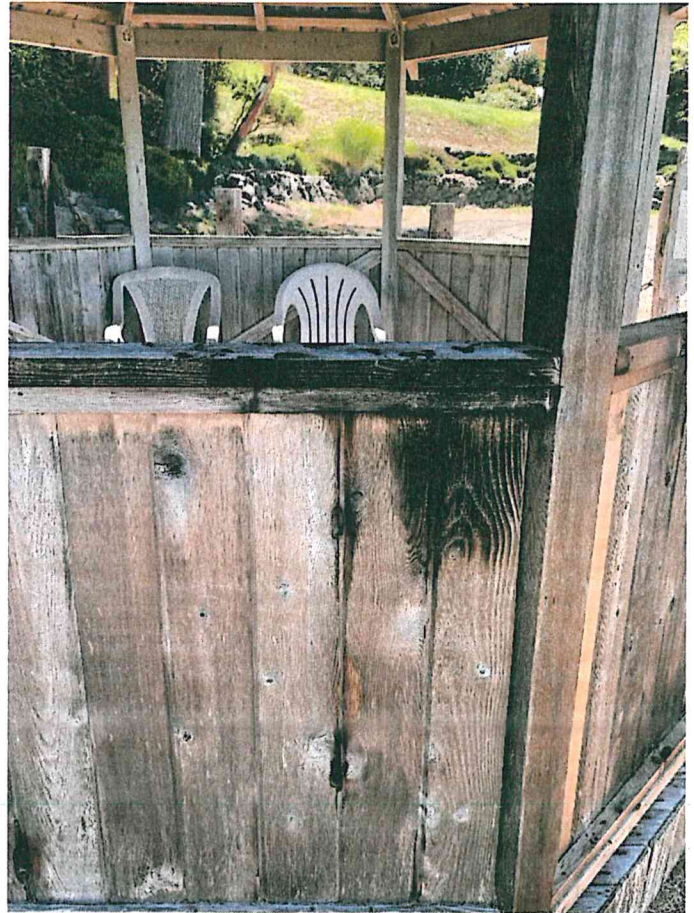
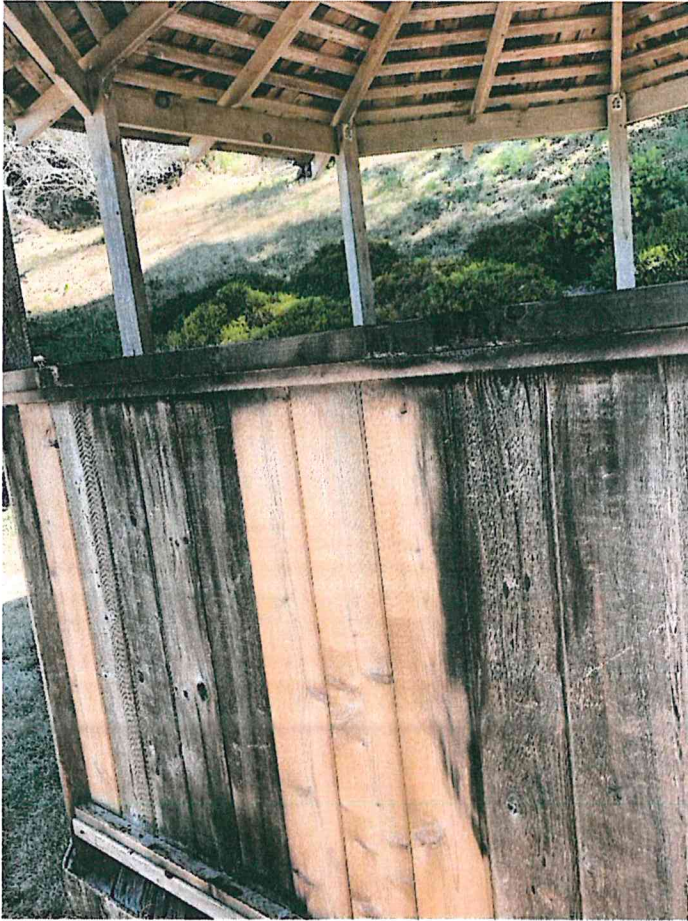
Thank you for considering my request.

Robin C. Scherting



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.



Cape George Colony Club

BOARD OF TRUSTEES
AND
MEMBERS

Study Session
Monday, September 25, 2023
3:00 p.m.
Via Zoom



Cape George Colony Club Study Session Agenda

Monday, September 25, 2023, at 3:00 PM
Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements.
- B. Letters from members – See attached letters.
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting.
Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.

Note: Each topic will be introduced by a Board Member or the Manager. Discussion will follow. Board Members will be called on to speak first. Members will be called on after the Board members speak.

- 1. Shoreline Stewardship Committee update – Pat Gulick.
- 2. Environmental Committee Comments – Pat Gulick.
- 3. In person meetings – Mike Heckinger.
- 4. Budget and Reserve Study – Betsy Coddington.
- 5. PP01 Livestock and Pets rule change focus group update – Betsy Coddington. See attached.
- 6. WUE Report information only– Marnie Levy. See attached (information only.)

E. Member Participation (Compliments, Issues, Concerns)

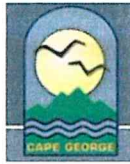
NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic, with a 3-minute time limit, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Board of Trustees Meeting, via Zoom, Thursday, September 28.

- Board of Trustees Study Session, via Zoom, Monday, October 23.
- Board of Trustees Meeting, via Zoom, Thursday, October 26.



Cape George Colony Club
September 2023
Manager's Report

RUMOR

"General talk or hearsay, not based on definite knowledge." Consider the Manager a good source to confirm or deny rumors. 360.385.2208. Manager@CapeGeorge.org.

PROCESS

"A continuous and regular action or succession of actions occurring or performed in a definite manner." The Board of Trustees follows processes set forth in the Cape George Colony Club Governing Documents. <https://capegeorge.org/index.php?governing-documents>

♥ Thank you to all committee Chairs!

The task of chairing a committee is a challenge. Consistency, communication, and organization are key. The committees have a charter that the Chair is responsible to follow and abide by. A huge thank you to the twenty-three Committee Chairs who give so much of their time to help facilitate the hundreds of volunteers who, together, make Cape George a great place to live!

Assessments Due October 1, 2023.

Please make sure to pay your assessment, online or by bringing your check to the office.

Budget and Reserves

We are working on the proposed 2024 Budget and Reserve Assessment package to present to membership for approval. Thank you to the board and members who attended the meeting held by Reserve Consultants, LLC. Their presentation was direct and succinct. At the membership meeting following RCL's presentation members shared opinions and ideas of how to go forward.

If you have not had a chance to look at the 2023 Reserve Studies, please go to the Cape George website where they are posted. The link to the page is <https://capegeorge.org/index.php?reserve-schedules>

Reserve Study Consultants, LLC, has included in each reserve study (General, Water, and Marina) their recommendations for funding as well as the outlook for Cape George reserve funds, if members continue funding the reserves as we have been. The recent years of inflation, and less-than-recommended funding levels in prior years have left Cape George in a potentially vulnerable position. I encourage every member to become familiar with the reserve studies.

In the second week of October (specific date and time to be determined) the Board will meet to discuss the proposed budget and reserves. 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 and member inquiry issues 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 beautiful years and will be sorely missed, especially by me. We will schedule a retirement get together for Terri in October.

Maintenance

- The swimming pool will be closed for resurfacing in the middle of October. We will close the pools five days in advance to drain and clean the pool. Please look for notices of the specific closure dates.
- Picnic area lawn hydroseeding. The last step of the berm repair is to hydroseed the lawn from the north end of the clubhouse to the north end of the berm. I will be receiving a proposal for the lawn hydroseeding that will probably be scheduled in mid-October. Our goal is to have a few weeks when we are getting some rain and before have any freezing weather.

Tech updates.

- As I write, I can say that we are very close to having the new locks, fobs and computer programs working together to make access to the Clubhouse, Workshop, Pool, and Fitness Room fobs and cards work consistently.
- The Tech Team is working on acquiring equipment and staging for blended Zoom/in-person meetings at the Clubhouse to be utilized when approved by the Board. Scheduling time to go through that has been our biggest issue, we know this is a hot topic and will try to set it up shortly.

Violations

Violation letters were sent for abandonment of property, one maintenance violation, a barking dog violation, unshaded exterior night lights, and a trash violation.

Reminders

- ❖ **Cape George is private property.** We have had reports of a team of door-to-door solar panel salespeople trespassing in Cape George. Please report any solicitors to the office.
- ❖ **Cross connection and backflow testing.** Inspection letters were mailed in early September. Three testing companies are listed on the second page of the letter you received.
- ❖ **Please clean up after your dog.** In the park areas, on the streets, in the Marina, on the beach, and everywhere else. Even if you think no one is looking.

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

Marnie W. Levy, CMCA®, AMS®,
manager@capegeorge.org
360.385.2208

Dear Betsy and Members of the Board,

As a member of the Adhoc Dog Group Committee I am submitting this letter to be submitted alongside the final proposal and minutes of the Adhoc Committee dated 8/25/23. Those decisions were made in the absence of 2 of the members of the Pro-Change PP01 group (continued use of Memorial Park as a limited-hours off-leash gathering place) who were not told that this would be the final meeting of the group. When requesting to chime in with my thoughts, I was told by the facilitator that “the committee’s work is done.” As a dis-enfranchised member of the committee, I feel an obligation to the folks whose views I represent to publicly present my response to a proposal that purports to speak for the entire Committee when it actually does not. **The statement in the proposal that “the committee members propose that Memorial Park may be used for dogs off leash from 2:30-3:30 daily up until but no later than 4/30/24” and others make it sound that this was a unanimous decision. Clearly it was not signed onto by myself as I was not present, nor was my vote solicited. I believe it is up to the Board to make that decision based on the evidence we provide below.**

So here are the points I would like to make:

The Adhoc Committee was given the charge to consider the concerns brought up to the Board in response to the proposal to change the off-leash rule to include 2 hours per day at Memorial Park, and try to resolve those concerns with a win-win solution. In addition, we were asked to think outside the box for an “ideal” doggie park IF CG could create one.

In my mind, these were not mutually exclusive tasks, but the group spent most of their energy promoting and responding to the facilitator’s proposal for a partially fenced off-leash area at the north end of Marina Park while not directly addressing the proposal presented to the Board.

The Pro-Change group spent a lot of effort addressing the concerns of the No-Change group and we provided a document outlining our response that were attached to the minutes, but which I am summarizing here to make sure it is seen. I would like to ask the Board to use it as a basis to vote for changing the current off-leash rule to include Memorial Park on an on-going limited-hours basis. Memorial Park is an ideal place for an off-leash meeting

place for those folks with active dogs. The off-road parking provides a unique safe space in a naturally contained bowl in a beautiful grassy setting. Even so we have hopefully bent over backwards to alleviate the concerns of those who have felt otherwise.

1. The No-Change group wants to maintain the original intention of the Memorial Park. It is understandable that those who put time and energy into creating that green space feel a strong sense of ownership. However this community is a living organism and its needs change. Just as there was a need years ago to change the space at Memorial Park, there is now a need to consider a change for a community that has many more dogs. Once again, **the need is not to convert Memorial Park into a dog park. It is to have the park serve as a multiuse amenity** just as the Club House does, as well as the swimming pool does, serving multiple interests. Memorial Park is a much underused amenity. It is our understanding that no group of people or committee can create rules for commonly owned amenities except the Board of Directors. The intention of Memorial Park would be preserved at least 22 hours out of 24 and the bulk of daylight hours. Hours would be posted to that effect and the community would plan their visits accordingly just as the Clubhouse and Swimming Pool have hours posted for when it is reserved for special interests or events. Special events (such as Memorials, event gatherings) would take precedence as long as it was cleared with the Office. In addition, we would support the Board in appointing a committee to oversee the restitution of some sort of Memorial to those members who have passed to replace that which was vandalized previously. (This idea was put forth by Nancy Charpentier). A lot of artistic knowhow is in this community and creating a new memorial would also help keep the original intent of the Park alive.

2. Concerns about Pet Waste. The ways to avoid the potential bad effects of pet waste is to pick it up and dispose of it responsibly. We're not sure how many incidents of human disease from canine fecal contamination have been reported in Cape George Colony, but we are sure it is minimal and can take place anywhere in the Colony. The amount of fecal matter produced in the colony is the same whether or not Memorial Park would be a leashed or unleashed area for 2 hours a day. The potential problem would only come from the same people that are not responsible in picking up their pets' waste. Having a responsible group that comes daily to act as a poop patrol (all times of the year, all kinds of weather) would ensure that any poop that was left

before they got there would be picked up and disposed of. Without that group coming, who would take on that responsibility?

3. **Concerns about safety of people who are afraid of dogs.** By having posted hours of dog use, people could plan their times of accessing the park accordingly. The Dog People Group are respectful of those needs and would certainly leash up their dogs if requested so that people could access the beach comfortably during off-leash hours.

4. **Concerns about Noise/Barking.** Having a limited time for dog play will certainly minimize the amount of barking. It will certainly be less time than the noise impact that the pickle court usage has on neighbors.

5. **Degradation of the Park.** We would suggest that a routine maintenance program for the park be looked into - staffed by volunteers or contracted out. We're confident this could be funded by donations. Adhoc Committee members suggested that users of MP not congregate routinely in one area to facilitate equal usage of the grassy area. While all our public grassy areas that are not irrigated show its wear at this time of year, it seems there was little deleterious impact over the winter and spring months when the off-leash use of MP was in effect.

6. **Protect marine life/environment.** This was addressed above as relating to a poop patrol. Any impact from the small amount of dog poop would certainly be minimal to the amount of impact that any fossil-fueled motor boat operating out of our Marina would have on the health of the bay.

In addition to addressing those concerns above, the **Pro Change** group recommends:

1. The usage hours be posted on a sign at the entrance to the park and in the newsletter.
2. Requests for other use (such as memorials, other events) that may conflict with those hours be directed to the office for approval.
3. That an additional waste receptacle be added to the existing one - one for dog waste and one for other trash and signed as such.
4. That any person desiring that dogs be on leash for their own comfort to access the beach area be given the right of way by the Dog People Group

5. That the daily length of time allotted to the Dog People Group be decreased to 1 or 1.5 hours instead of 2 hours to further minimize the impact on Memorial Park.
6. That the Board consider forming a Committee to look into the installation of a new memorial piece of some sort to replace the one that was vandalized.

We trust that the above should provide the Board with an excellent basis to move forward with voting to change the current off-leash rule to extend to Memorial Park on a limited-hour basis permanently until decided otherwise by the Board. The above points are supported by my 2 cohorts on the Committee, Molly Torres and Marta Krissovich.

The second issue that I personally would like to address is the Committee's proposal for a partially fenced-in area for dogs at the northern tip of Marina Park. I praise Susi for the work she put into her proposal and the excellent input provided by Richard VanDeMark. I feel there are many big ifs that need to be decided, not the least of which is the approval by the community of such a project. It would certainly change the character of the Cape George shoreline and, to some, wouldn't fit in with the open feel of our shoreline. I do feel that having the playground nestled in that protected area as it is currently is an excellent place for it. As a community that would hope to attract more younger families in the future, having an updated play structure in that area that is also adjacent to the beach (our natural playground) seems like a perfect spot. There seems to be mixed reports as to whether or not keeping the playground in the existing area would be legal and that needs more research. Having the playground relocated across the road seems to be risky in terms of its proximity to traffic. Suggesting that enlarging the areas abutting the hillsides to the east of the proposed partially fenced off-leash area and east of a relocated playground area east of the road by taking out a major amount of shrubs must first take into consideration what impact that would have on the stability of those hillsides and potential runoff.

I personally agree that our dog community needs to have a fenced-in area for dogs that need that kind of constraint and think that the area near the Firehouse in the Village should be looked into as a possibility. Susi makes a good point that the Village has fewer amenities than the Colony.

If the Board agreed that the Adhoc Committee's proposal be sent to a membership forum, I would recommend that all the possible options be

presented to the forum, not just the Committee's recommendation. Kim had an excellent idea to have the community surveyed after that forum to better ascertain the will of the community. That idea had been received enthusiastically by most of the committee members but never made it into the proposal, perhaps due to Susi's caution that it's very difficult to produce adequate numbers of responses. While that may be true, I believe there are many of us that would welcome the challenge to solicit responses.

Addressing the above changes in the Marina Park area and a partially-fenced dog play area may take quite awhile, if it is addressed at all. In the meantime, having a safe, protected, well-cared for area such as Memorial Park for younger, active dogs and their owners to socialize on a regular basis without an expiration date until the Board had other plans for that area, seems like the best solution - it would be a win for those in the dog community and a win for those concerned about the environment and intent of Memorial Park.

I thank all the committee members for the good will and open ears they brought to the two meetings that I attended and only regret that I wasn't allowed to participate in bringing the proposal to what would have felt like a more satisfying conclusion to me.

As we already know, this is a very charged issue and I hope the divisiveness it has brought can be toned down and mutual respect be nurtured and expressed. Cape George is a family and we have to live with each other regardless of our differences.

I hope the Board will find a path that can bring us together.

Respectfully, Allan Zee

Memo

To: Cape George Board of Trustees
Re: One more thing about dog restricted areas
From: Robin Scherting
Date: July 24, 2023

Sorry I did not get this to the office in time to be included in the Study Session Packet--time got away from me and I missed the deadline; but I wanted you to have this information for any discussion you may have concerning restricted dog areas in CG.

I called the other homeowners associations that I know about in this area. All of the answers were about the same. None of them have restricted areas for dogs anywhere or anytime. In fact, their rules concerning dogs are much more restrictive than ours, even on their beaches.

With this in mind, I think what this group is asking for is excessive. All members need to be considered at all times when making such a rule change. This is a community for all members to use and enjoy, not just a few.

Please leave the rule as it now stands.

Sincerely, Robin C. Scherting

To: Dog People Email List; Marnie Levy, Manager; Jane Ludwig, Board President; Betsy Coddington; any interested Cape George Member

From: Ann Candioto, manager of a distribution email list aimed at participants in the daily Dog Group, Dog Park, or Doggy Playtime, as you prefer

I had hoped to let sleeping dogs lie. However, as George has pointed out, and most of us knew, the off-leash use of Memorial Park is a temporary privilege granted our group by the Board in recognition of the fact that the Berm renovations made our use of the traditional area impossible. This permission will need inevitable review as everyone weighs in on this issue. I would like to make a case for continuing the privilege.

The Berm job is pretty much done and all sorts of activities are returning to that area. *Great Job Berm Committee!* However, the resulting changes do affect its use for the recreation of dogs and their owners. Primarily, the size of the grassy area has been greatly reduced and it is my thought that the wear and tear that is inevitable from many active dogs may be too much for the now narrow area to sustain. Even years ago, with fewer dogs, wear was obvious.

Secondly, there are now simply more dogs at Cape George. The group has always varied, of course, as to numbers, breeds, sizes and ages of participating dogs, but has worked remarkably well over at least 15 years of daily use, thanks to courtesy, realistic expectations, and the countless small adjustments people make when living in community.

Third, the proposed, **voluntary**, divisions of use are logical. The north and south ends of the Clubhouse Off-Leash Area already exist and provide, in the north, long runs for athletic ball - obsessed dogs, while the smaller area around the existing gazebo at the Marina entrance is all that small and elderly dogs need.

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

The existence of the Dog Group has provided hundreds of hours of healthy activity, every year, not only for the dogs but, importantly, for the people. It is a social center and the heart of one of the many sub-communities in dear old Cape George.

Dear Board Members and community,

The proposed permanent change to allow off leash dogs at Memorial Park after being granted a long term temporary status is a no-win situation. It has turned quite ugly and highly emotionally charged.

So many things have been said and misconstrued during this whole process. People saying things they know nothing about. One such rumor was that we didn't want dogs at all at the Memorial Park, not true. Leashed dogs are allowed almost everywhere in CG. Because I'm not in favor of an off leash at Memorial Park, I've been accused of being anti-dog, part of a faction of people who don't like dogs, and being inflexible. I am not the enemy, I just have a different opinion which I'm allowed to have. I don't hate dogs, I love a number of them.

I wrote my first letter because I talked to a number of people who didn't understand why Memorial Park was still being used as a doggie off leash area when doggie off leash is 24/7 down by the Marina. The Whole marina area is an off leash area. It has been for years.

Betsy asked me to be part of the ad hoc committee. I said yes. We listened to why the folks wanted Memorial Park in addition to the whole marina area. Safety of the dogs, easy access for people, access to the water, social for the people.

We were told to think big. Consider ALL the dogs that are at CG. We came up with a proposal that uses a space that has safety, water access, people access, and social at the Marina area. No fenced in area, but a safety barrier so dogs won't run out into the street which was one of the biggest concerns given to us. If road safety was a concern for those using Memorial Park, it would also be a concern for the other dog owners who use the Marina as an off leash area.

As an adhoc committee we were coming closer to a proposal we could present to the board and hopefully also the community as a whole. At our next to last meeting, we learned two members could not be there for the last meeting. We were close enough to a reasonable proposal that the two absent members gave another member permission to speak, but we misunderstood the parameters of that permission. We had a well thought out idea to propose.

So at this point do what you will. Again It's a no -win situation. Perhaps extend the temporary ok for a year and see how Memorial Park does. Right now a smaller group of dogs meets there, but if it is ok'd as a permanent rule change, there is no limit on what sized dogs will be allowed there or how many. Who will enforce the one hour a day?

Although the committee members worked well and respectfully coming up with a reasonable proposal, it has not been worth the negative impact it has had.

Good luck in your decision making. Patty Dunmire

Letter to the Board, September Study Session

September 7, 2023

Dear Cape George Board of Directors,

I feel angry and disappointed that this Board has agreed with a very tiny group of people (5 to be exact) on the Environmental Committee that the Dog People Group must spend thousands of dollars to fence in a new dog park and not use Memorial Park a couple of hours/day. This is a terrible idea that based on fiction.

1. **The EC's claim that the dogs are a threat to water quality is specious and unfounded.** The Dog People Group has proven that we pick up after our pets. In fact, Memorial Park is cleaner than before unleashed dogs were allowed in the park. Even the Environmental Committee agrees that we Dog People pick up after our pets. Yet the Environmental Committee wants you to believe that even if we pick up the poop *immediately*, it somehow threatens water quality in our bay. Ridiculous! If the Environmental Committee was really concerned about the water in our bay, they would be looking at actual water quality threats like failing septic systems, run-off from our roads, and the rampant use of proven toxics like Round Up that people in the neighborhood routinely spray on their yards.
2. **A fenced dog park would cost thousands of dollars, which the Dog People Group does not have.** Asking the community to raise and spend thousands of dollars on an amenity that is not used is not reasonable. Even if we had the money, where would we put a fenced dog park? There are very few green spaces in the community. Some members of the Environmental Committee have suggested the area across from the Clubhouse for a fenced dog park. This area is inundated with Poison Hemlock, something that's extremely toxic to both dogs and humans.

Other Environmental Committee members have suggested getting rid of the kids' playground. You want to deny little kids their playground? Our neighborhood has more kids than ever before. Where are these kids going to go to play? Where are grandparents in the neighborhood going to take their grand kids?

3. **Studies have shown that putting dogs of various sizes, backgrounds, and behavioral issues into a fenced area can cause undue aggression.** Some dog experts say that fences can cause some dogs to become "barrier reactive" and become aggressive when they are behind a fence. I know I will not take my dogs into a fenced dog park. I have spoken with a number of community members with dogs who feel similarly and will not use a fenced-in area for safety reasons.
4. **Environmental Committee members have suggested that off-leash dogs in Memorial Park somehow violate the peace and sanctity of this park.** Yes, the original idea for the park was to honor Club members who have passed. I bet a number of those departed members had dogs and would love to see them frolicking in the park. Why does a park honoring past members have to be like a cemetery? Besides that, the Dog People Group is asking for only 2 hours per day for dogs to visit the park. That leaves 22 hours of every day available for this "peace" the Environmental Committee so highly values.

The truth is that prior to the Dog People Group, **very few people actually visited Memorial Park.** Go to this space nearly any time of the day (other than at doggie time) and often *no one is there*. The Dog People and their pets have actually revitalized this park, breathing life and joy into it, and making it a place that is actually used by many members instead of a place visited only very rarely by a few.

The Board is supposed to make decisions for the majority of members, not just a very few. Please don't be swayed by a very small and biased group of people who want to keep a valuable green space just for their use. All of us pay for all of the amenities in this community and all of us should be able to use them.

Thank you.

Bobbie Hasselbring
42 Quinault Loop
Port Townsend, WA 98368
360-385-9046
bjhasselbring@icloud.com

September

12, 2023

To Cape George Board and Manager

From: Varn Brooks

Subject: Dog Doo

At the environmental committee this morning two issues came up about dog doo. First is that many people are not picking up in the neighborhoods, and secondly people are piling poop bags up in the community trash cans until they overflow. Following are some of my observations and recommendations.

Dog poop in the neighborhoods has been a problem for the twenty years I have been here, but has gotten much worse in the last few years. I don't see any easy solution for this problem other than constant repeated notifications: newsletter, emails, signs?

Over the same twenty years trash cans overflowing with dog poop have been a problem. Whether a can gets filled up in three days or 3 months it doesn't seem to get emptied until it is overflowing. Asking people to take their poop home won't solve this problem and it will aggravate the problem of poop left in the neighborhoods.

I would suggest we move the trash cans to locations on the street where they could be picked up and dumped regularly, and contract to have them dumped. In heavy use areas like the playground we might have two cans, one on the lawn and one at the pickup location. Then when I'm walking by and one is full I can swap the cans out myself. Short of doing that, the cans should be dumped on a regular schedule. On many occasions I have seen a full can on Friday of a holiday weekend. Most of these cans would be easy to dump if it were done on a weekly basis.

In the 20 years I've been here the population of people and dogs has increased substantially. The solutions that worked well then are insufficient now. I think we need solutions that make it easier for people to comply with the rules, not make it more difficult.

Marnie Levy

From: Nancy Farrelly <nancyfarrelly@aol.com>
Sent: Thursday, September 14, 2023 9:55 AM
To: Terri Brown
Cc: tinasilberman50@yahoo.com
Subject: process

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Terri,

I am relatively new here, a few years, but have owned my property at 500 Sunset since 1994, and of course my Uncle was here before me, my sister lives here as well.

How do I go about reaching out to stop Memorial Park from becoming off leash, meet up ? I know you're not a complaint station :), but you can please tell me the process.

For instance, should I write to the board or get signatures ?

Some dog owners are great but others just let their dogs bark non stop. Today has been barking since very early and it is really hard because sound carries, there is no way ignore it. I keep thinking some one is hurt and a dog is signaling. Lassie memories... lol.

That park was always a place of peace for our whole community to use at any time.

When people brought dogs, no one cared, because they were quiet and respectful. Now it's a barking fest for a lot of the day, dogs running, not a place that a resident would be able to use with little kids, or elderly being able to just enjoy.

Please let me know a kind and respectful way to get this to the board. I'm not alone on this, and I love dogs but we have a place for them to romp and bark, it should not be Memorial park since we have the clubhouse area.

Thank you for letting me express my dog gone disappointment :)

Nancy

cc neighbor Tina

To the Cape George Board of Trustees

September 18, 2023

Dear Board Members,

At their meeting on September 12, the Environmental Committee discussed and approved the following statement to be submitted to you and to the community.

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.

Respectfully,

Ruth Ross, Secretary for the Cape George Environmental Committee

RULES AND REGULATIONS -- USE OF PRIVATE PROPERTY

LIVESTOCK AND PETS

The covenants and restrictions for Cape George Colony Club include the provision: "Keeping of livestock, pets and poultry shall be subject to the approval of the corporation in writing."

1. Livestock including poultry are permitted in the Highlands only. Livestock is defined pursuant to Washington State Revised Code (RCW16.36.05 (15)). Keeping livestock for any business purpose is not permitted.
2. Household pets are defined as dogs and cats. The number of total pets per lot with a home is Five (5). If an owner needs as exception, an owner may make a written request to the Board of Trustees. Pets that have a litter are exempt for a period of 120 days from this requirement.
3. Indoor only pets are not subject to the household pet limit.
4. Household pets are allowed in all areas of Cape George Colony Club without a formal written permit, EXCEPT THAT livestock or household pets or poultry creating a nuisance for neighbors or other residents may have approval revoked at any time, upon evidence to the Board that a nuisance situation exists.
5. When dogs are off the owner's property, they shall be on a leash at all times, EXCEPT FOR THAT area at the bottom of Marine Drive (north of the clubhouse to the south end of the marina) where they can be exercised off leash and under voice control. Owner must always be within strict line-of-sight of dog. When other members are in the specific area north of the clubhouse for different activities, (such as picnics or to use the playground) then dog owners must ask them first if it is alright to have the dog(s) off-leash.
6. Any person owning or in charge of any pet which defecates anywhere on Cape George Colony Club common property shall immediately remove the feces and deposit it in a sanitary manner. Any feces disposed in a Club trash can must be in a sealed, nonabsorbent, leak proof container.
7. Pet owners must comply with all applicable State and Jefferson County statutes and regulations dealing with pet ownership. (Please carefully read the rules and regulations published by Jefferson County Animal Services which are available from the County by contacting them at 385-3292.)

Any violation of this regulation will result in a fine levied against the member involved in accordance with Cape George Colony Club Schedule of Fines.

Approved by Board of Trustees on April 15, 2009

Approved by Board of Trustees on July 16, 2020

Katie Habegger, President

Joel Janetski, Secretary

Proposed Solution:

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

When dogs are off the owner's property, they shall be on a leash at all times, EXCEPT FOR THAT area at the bottom of Marine Drive (north of the clubhouse to the south end of the marina) AND between 2:00 p.m. and 4:00 p.m. at Memorial Park, where they can be exercised off leash and under voice control. Owner must always be within strict line-of-sight of dog. When other members are in these areas for specific activities, (such as a memorial service, picnics or to use the playground) then dog owners must ask them first if it is alright to have the dog(s) off-leash.

CAPE GEORGE COLONY CLUB
MINUTES - AD HOC DOG GROUP COMMITTEE
August 25, 2023

Members Present:

Marta Krissovich, Jo Blair, Patty Dunmire, Kim Wilding, Susi Feller (facilitator)

Members Absent:

Allan Zee, Molly Torres

- A. The final version of the minutes of the meeting on 8/21/23 were approved. The final version of these minutes from 8/25/23 were approved via email communication with the committee members.
- B. More letters from members were forwarded by the office to the members of this committee. No new information was gleaned from the letters.
- C. One of the representatives of the change-PP01 group reminded everyone of the strong desires to keep Memorial Park as a gathering and socialization place for people and an off-leash play area for dogs. At the same time there are deep concerns about containing dogs, especially with fencing at Marina Park.
- D. The new chair of the Shoreline Stewardship Committee, Steve McDevitt, has informed one of the no-change-PP01 members of the plan to "daylight" the creek that is presently contained in a culvert underneath Memorial Park. The culvert will be removed to create a meandering, curvy swale with rocks as the creek bed designed to manage water runoff, filter pollutants, and increase rainwater infiltration. Bioswales are swales that involve the inclusion of plants or vegetation in their construction. Restoring the stream will decrease the size of the grassy area.
- E. Richard VanDemark was not able to attend the meeting, however Susi met with him on 8/24 to review with him what had been discussed and considered so far by the committee and to get his overall input and suggestions. His comments were as follows:
1. The playground presently does not meet standard guidelines for playgrounds. There are several issues including incorrect set-backs and undesirable ground cover with the type of gravel that is presently there. Also, shade is desirable for playgrounds and presently there is none.
 - The playground should be rebuilt in a more suitable location.
 - 3 suitable locations have been identified:

- At the Marina, across the street. The brush can be cut back 10-20 feet. If this site is chosen then shade trees should be planted to provide shade.
- Grassy area North side of Firehouse. This area is already shaded.
- Near the pickleball court

Playgrounds should be fenced as appropriate to the site so that the children are safe. Richard may have access to significantly better equipment at lower than usual cost. The playground equipment is due for replacement and this is already in the budget for 2024.

2. The north end of Marina Park is a reasonable spot for a dog park. The grounds that were torn up by the Berm construction should be graded and stones/rocks removed. Then seeded with either some kind of traditional grass or dutch white clover. Grasses generally will require several weeks-months to take hold. If Dutch white clover were seeded then the grounds could be used very soon after seeding. Clover would assist in erosion control. However clover has flowers and attracts bees but if mowed regularly during flowering season then bees could be avoided.

3. Once this committee has decided on a final proposal, Richard would be happy to provide specific suggestions with drawings and photos. These could be used for an all membership forum at the clubhouse prior to finalizing the proposal to the Board.

F. **Summary:**

The change-PP01 group's primary reason for requesting permanent off-leash use of Memorial Park was to provide safety for the dogs away from motorized vehicles and to allow for socialization of both the dogs and their owners and that this be accomplished without a fully fenced in dog park. The committee members worked together in collaboration and ultimately came to the conclusion that Marina Park could be converted into a safe and social place for dogs and their owners without building a fully fenced in dog park.

Dog Group Committee's Proposal:

The committee members propose that Memorial Park may be used for dogs off leash from 2:30-3:30pm daily up until but no later than 4/30/2024. This will have given the dog owners 1.5 years of use of Memorial Park since berm construction. Dog owners will avoid clustering repeatedly in the same spot (e.g. the middle of the park) to avoid excess wear and tear of one area.

1. In order to provide a safe area for dogs that allows their owners to socialize, the northern tip of Marina Park will be prepared for safe off leash dog use as soon as possible. This will include a partial fence. A permanent esthetically pleasing partial fence could be installed starting at the southern end of the brush along Marina Drive curving along the bollards and large chain that are presently in place to the garbage can (close to the opening in the chain), designating about 10,000 square feet from the northern tip heading South (Memorial Park is approximately 11,000 square feet). At that point the distance between the fence and the berm is about 40 feet. The fence

could be extended towards the berm for another 10-20 feet (or not). The remaining 20-30 feet between the fence and the berm would remain open. A "moveable" material/netting could be installed on a post at the berm and this could be dragged across and hooked to the fence as a safety barrier for those dog owners who would like to have an enclosed off leash area. This area has bathrooms, a gazebo for shade, potable water and beach access through the approved berm cross-overs.

2. Temporary fencing/netting should be installed along the berm until the vegetation has grown and matured and creates a barrier to prevent dogs from climbing over the berm. More planting of vegetation would help speed up this process.
3. Create a Dog Owner Committee. The Dog Owner Committee would oversee the design of the off leash area, engage in fundraising, help with dog waste stations and other issues as they arise.
4. Consider the options for relocating the playground:
 - a. Firehouse
 - b. Across the street from the Clubhouse.
 - c. Near the pickleball court.
5. Move Horse Shoe courts to Firehouse.
6. By moving certain recreational activities to the Firehouse, this would create some amenities in the Village which presently has no amenities.
7. Board review of all of the above.
8. If Board agrees then hold an all membership forum at Clubhouse for feedback and other suggestions. Send out a copy of the proposal to all membership for their review prior to the forum.
9. Send final proposal to the Board for review and approval/denial.

Respectfully submitted,

Susi Feller (facilitator)



Date Submitted: 9/12/2023

Water Use Efficiency Annual Performance Report - 2022

WS Name: CAPE GEORGE COLONY CLUB INC

Water System ID# : 11050 WS County: JEFFERSON

Report submitted by: *Ken Loomis*

Meter Installation Information:

Estimate the percentage of metered connections: *100%*

If not 100% metered – Did you submit a meter installation plan to DOH? *No*

Within your meter installation plan, what date did you commit to completing meter installation?

Current status of meter installation:

Production, Authorized Consumption, and Distribution System Leakage Information:

12-Month WUE Reporting Period *01/01/2022* To *12/31/2022*

Incomplete or missing data for the year? *No*

If yes, explain:

Total Water Produced & Purchased (TP) – Annual volume gallons *23,692,245* gallons

Authorized Consumption (AC) – Annual Volume in gallons *22,968,380* gallons

Distribution System Leakage – Annual Volume TP – AC *723,865* gallons

Distribution System Leakage – DSL = [(TP – AC) / TP] x 100 % *3.1 %*

3-year annual average - % *7.0 % 2020, 2021, 2022*

Goal-Setting Information:

Enter the date of most recent public forum to establish WUE goal: *12/03/2013*

Has goal been changed since last performance report? *No*

Note: Customer goal must be re-established every 6 years through a public process.

Customer WUE Goal (Demand Side):

Reduce water usage during the peak months of June through September by 2.2% from the usage the prior year. The savings will be by year, #1 218,821, #2 216,633, #3 214,466, #4 212,322, #5 210,198, #6 208,096. The total saved over 6 years 1,280,536.

Customer (Demand Side) Goal Progress:

Additional Information Regarding Supply and Demand Side WUE Efforts

Describe Progress in Reaching Goals:

- Estimate how much water you saved.
- Report progress toward meeting goals within your established timeframe.
- Identify any WUE measures you are currently implementing.
- If you established a goal to maintain a historic level (such as maintaining daily consumption at 65 gallons per person per day for the next two years) you must explain why you are unable to reduce water use below that level.

The following questions will help DOH better understand water usage, water resources management and drought response. The data will be used to provide technical assistance, not for regulatory purposes.

All questions are voluntary

Month	Date of Measurement	Static Water Level (feet below measuring point)	Dynamic Water Level (feet below measuring point)
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Water level data:

Please provide the following information (if known) to help us better utilize the water level data.

Well tag Id number:

Well depth:

Water level accuracy (within 0.01 ft < 1 ft ~ 1 ft)

Completion type (e.g., cased open interval, cased open-ended, cased open-ended with perforations, etc...)

Location coordinates (latitude, longitude) and accuracy of the coordinates (< 1ft, ~1ft, >100ft)

Water level parameter name (e.g. depth below measuring point, depth below top of casing, depth below ground surface)

Elevation of top of casing OR elevation of measuring point if different than top of casing (as specified in question 7)

Monthly/Seasonal Water Usage:

What was your maximum daily water demand for the previous year (in gallons per day)?

Month	Volume of Water Produced in gallons
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Water shortage response:

Did you activate any level of water shortage response plan the previous year?

- Yes No There was no need to

If you activated a water shortage response plan the previous year, what level did you activate? (Check all that apply)

- Advisory Conservation Voluntary Conservation
 Mandatory Conservation Rationing Other

What factors caused your water shortage the previous year?

- Drought Fire Landslides Earthquakes
 Flooding Water Supply Limitations Other

Do not mail, fax, or email this report to DOH



Date Submitted: 8/30/2022

Water Use Efficiency Annual Performance Report - 2021

WS Name: CAPE GEORGE COLONY CLUB INC
 Water System ID# : 11050 WS County: JEFFERSON
 Report submitted by: *Jose Escalera*

Meter Installation Information:

Estimate the percentage of metered connections: *100%*
 If not 100% metered – Did you submit a meter installation plan to DOH? *No*
 Within your meter installation plan, what date did you commit to completing meter installation?
 Current status of meter installation:

Production, Authorized Consumption, and Distribution System Leakage Information:

12-Month WUE Reporting Period *01/04/2021 To 01/03/2022*
 Incomplete or missing data for the year? *No*
 If yes, explain:

Total Water Produced & Purchased (TP) – Annual volume gallons	<i>27,961,000</i> gallons
Authorized Consumption (AC) – Annual Volume in gallons	<i>25,393,665</i> gallons
Distribution System Leakage – Annual Volume TP – AC	<i>2,567,335</i> gallons
Distribution System Leakage – DSL = [(TP – AC) / TP] x 100 %	<i>9.2 %</i>
3-year annual average - %	<i>8.7 % 2019, 2020, 2021</i>

Goal-Setting Information:

Enter the date of most recent public forum to establish WUE goal: *12/03/2013*
 Has goal been changed since last performance report? *No*

Note: Customer goal must be re-established every 6 years through a public process.

Customer WUE Goal (Demand Side):

Reduce water usage during the peak months of June through September by 2.2% from the usage the prior year. The savings will be by year, #1 218,821, #2 216,633, #3 214,466, #4 212,322, #5 210,198, #6 208,096. The total saved over 6 years 1,280,536.

Customer (Demand Side) Goal Progress:

Additional Information Regarding Supply and Demand Side WUE Efforts

Describe Progress in Reaching Goals:

- Estimate how much water you saved.
- Report progress toward meeting goals within your established timeframe.
- Identify any WUE measures you are currently implementing.
- If you established a goal to maintain a historic level (such as maintaining daily consumption at 65 gallons per person per day for the next two years) you must explain why you are unable to reduce water use below that level.

The following questions will help DOH better understand water usage, water resources management and drought response. The data will be used to provide technical assistance, not for regulatory purposes.

All questions are voluntary

Month	Date of Measurement	Static Water Level (feet below measuring point)	Dynamic Water Level (feet below measuring point)
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Water level data:

Please provide the following information (if known) to help us better utilize the water level data.

Well tag Id number:

Well depth:

Water level accuracy (within 0.01 ft < 1 ft ~ 1 ft)

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Elevation of top of casing OR elevation of measuring point if different than top of casing (as specified in question 7)

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What was your maximum daily water demand for the previous year (in gallons per day)?

Month	Volume of Water Produced in gallons
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February	
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July	
August	
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October	
November	
December	

Water shortage response:

Did you activate any level of water shortage response plan the previous year?

- Yes No There was no need to

If you activated a water shortage response plan the previous year, what level did you activate? (Check all that apply)

- Advisory Conservation Voluntary Conservation
 Mandatory Conservation Rationing Other

What factors caused your water shortage the previous year?

- Drought Fire Landslides Earthquakes
 Flooding Water Supply Limitations Other

Do not mail, fax, or email this report to DOH