



*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!

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Marnie W. Levy, CMCA®, AMS®,  
[manager@capegeorge.org](mailto: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.

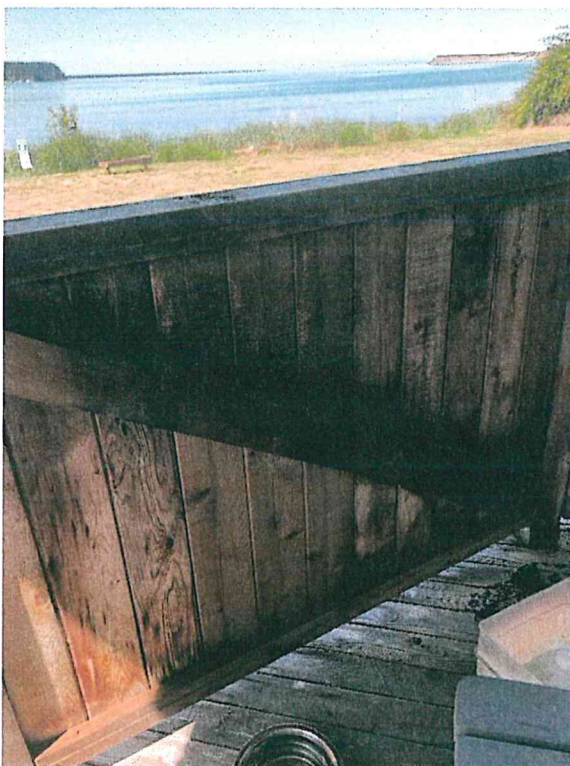
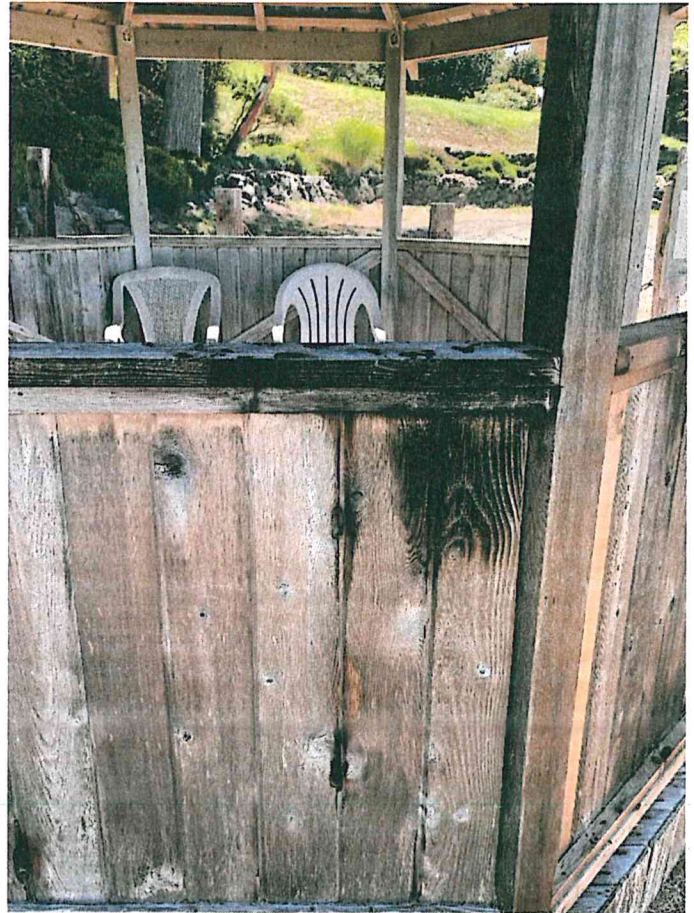
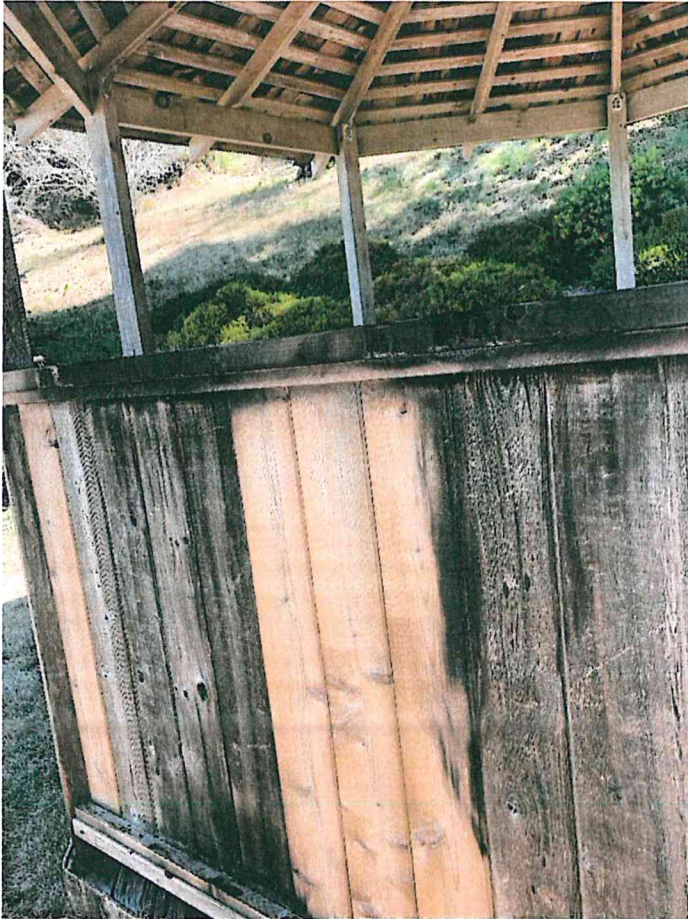
Thank you for considering my request.

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.