

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
January 10, 2019  
3:30 PM

**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

**In Attendance:** Katie Habegger, Ross Anderson, Ray Pierson, Karen Krug and George Martin

**Action on Minutes:** Karen Krug moved and Ray Pierson seconded to approve the minutes of the Regular Board Meeting dated December 13, 2018. Passed -4/0

Karen Krug moved and Ray Pierson seconded to approve the minutes of the Special Board Meeting dated December 19, 2018. Passed – 4/0

**Membership Report:** Katie Habegger

Lani Peterson purchased 20 Ridge Dr from Rick Riddle

Misty Jensen purchased 481 Dennis Blvd from Paul Beck

**Treasurer's Report:** Karen Krug

**CAPE GEORGE COLONY CLUB, INC. TREASURER'S REPORT  
PRELIMINARY STATEMENTS - SUBJECT TO CHANGE - As of December 31, 2018**

The following are a highly summarized comparative balance sheets and statements of revenues and expenses. Detailed preliminary statements are available on the Cape George website and more detailed financial information is available for review in the office. All bank statements have been received reconciled without exception. No financial institution holds balances over the FDIC/NCUA limits.

This year, like last, preliminary financial information is being provided in the normal month-end time frame. December financial activity will not be completed until the third or fourth week in January when full statements are sent to the external auditors. As a result, **the values presented here may change.**

**ALTHOUGH IT IS NOT ANTICIPATED THERE WILL BE MATERIAL CHANGES BETWEEN THESE PRELIMINARY STATEMENTS AND THOSE PROVIDED TO THE AUDITORS, CAUTION SHOULD BE EXERCISED WHEN REVIEWING OR RELYING ON THIS PRELIMINARY INFORMATION.**

*Balance Sheet as of December 31, 2018 and 2017*

<b>Assets</b>	<b>2018</b>	<b>2017</b>		<b>Liabilities and Fund Balances</b>	<b>2018</b>	<b>2017</b>	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking + Petty Cash	\$ 127,410	\$ 90,533	B1	Accounts Payable & Other Liabilities	\$ 20,522	\$ 19,763	
Operating Investment-Savings	82,299	82,024	B2	Unearned Income General/Water/Etc.	77,884	71,323	B7
Reserves-General, Water & Marina	990,400	885,023	B3	Unearned Reserve Assessment	14,774	11,866	B7
Routine Reserve Assessment	15,930	12,344	B4	Unearned Income Marina Wait List	2,200	1,650	B8
Total Cash & Equivalents	1,216,039	1,069,924		Total Current Liabilities	115,380	104,602	
Net Accounts Receivable	284	334	B5	<b>FUND BALANCES:</b>			
Total Net Fixed Assets	1,779,253	1,771,040	B6	Fund Balances (Combined	2,761,054	2,653,054	
Total Prepaid & Other Assets	21,179	24,357		Modified Cash Basis Income	140,321	107,999	B9
<b>Total Assets</b>	<b>\$3,016,755</b>	<b>\$2,865,655</b>		<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 3,016,755</b>	<b>\$ 2,865,655</b>	

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**BALANCE SHEET COMMENTS:**

B1 - The improvement in cash positions since last year is the result of operating activities that have performed at better than budgeted levels.

B2 - The savings account was established by Member vote in 1996 with a requirement that it maintain a minimum balance of \$70,000. The savings account is not a reserve account.

B3 - The 2018 reserve accounts **do** include the minimum transfer of excess operating cash as well as the allocation of the reserve assessment. Major expenditures from the reserves this year from the General Reserve include the Pool heat pump (\$11,300); Pool Painting (\$10,200) and Fitness Equipment (\$3,500). The expenditure from the Marina Reserve was for the Dock Electrical system (\$\$104,000). There were no expenditures from the water reserve. As of 12/31/2018, the individual reserve balances are: General = \$279,583; Water = \$675,748; and Marina = \$37,996.

B4 - At year end this account is comprised primarily of next year's, or prepaid, assessments. (See also Comment #6)

B5 - Total gross receivables at 12/31/18 were \$1,954. They are shown net of estimated uncollectibles.

B6 - Annual depreciation, which reduces Net Fixed Assets, is included. The values for 2018 and 2017 are \$122,000 and \$124,000 respectively. The reserve expenditure items listed in B2 were added to fixed assets this year along with fitness equipment acquired with donated funds.

B7 - The amounts in these accounts represent prepayments of the coming year fees. The comparison between this year and the prior year that shows higher pre-payments is largely the result of rate increases.

B8 - Marina wait list collections become income only when a slip is received or when a Member withdraws from the wait list. As of 12/31/18 there were twenty-one (21) boats on the wait list with the majority in the over 29 ft. category.

B9 - Net income will change as a result of some of the adjustments discussed earlier as well as any adjustments required to prepare statements for audit and any adjustments required by the external auditors.

**CAPE GEORGE COLONY CLUB, INC. TREASURER'S REPORT**  
**PRELIMINARY - SUBJECT TO CHANGE - As of December 31, 2018**

*Summary Revenue and Expense Statements for the periods ended December 31, 2018 and 2017 respectively (Modified Cash Basis)*

	2018 Year to Date					COMPARATIVE			
	Actual	Budget	Variance	%		2018 YTD	2017 YTD	Variance	%
<b>GENERAL</b>									
General Assessment	\$ 296,576	\$ 296,576	-	0%	G1	General Assessment	\$ 296,576	\$ 286,408	\$ 10,168 4%
Donations	12,827	-	12,827	>100%	G2	Donations	12,827	8,630	4,197 49%
Revenue - All Other Sources	23,270	22,870	400	2%	G3	Revenue - All Other Sources	23,270	31,519	(8,249) -26%
Total General Revenue	332,673	319,446	13,227	4%		Total General Revenue	332,673	326,557	1,919 2%
Expenses:						Expenses:			
Salaries, Benefits, PR Tax	144,568	147,301	2,733	2%	G4	Salaries, Benefits, PR Tax	144,568	139,642	(4,926) -4%
Repairs & Maintenance	20,594	17,166	(3,428)	-20%	G5	Repairs & Maintenance	20,594	14,124	(6,470) -46%
Contracted Services	40,056	39,052	(1,004)	-3%		Contracted Services	40,056	40,222	166 0%
Pool Expense inc. Utilities	31,932	39,000	7,068	18%	G6	Pool Expense inc. Utilities	31,932	35,132	3,200 9%
Insurance	20,201	19,689	(512)	-3%	G7	Insurance	20,201	19,001	(1,200) -6%
Supplies, Small Tools, etc.	9,933	9,681	(252)	-3%		Supplies, Small Tools, etc.	9,933	14,775	4,842 33%
Utilities	9,910	9,641	(269)	-3%		Utilities	9,910	10,568	658 6%
Business & Property Tax	1,439	1,950	511	26%		Business & Property Tax	1,439	1,743	304 17%
Federal Income Tax	181	1,000	819	>100%	G8	Federal Income Tax	181	1,120	939 84%
Bad Debts	686	3,408	2,722	80%	G9	Bad Debts	686	2,735	2,049 75%
Purchases - New Capital	-	-	-	N/A	G10	Purchases - New Capital	-	16,368	16,368 100%
Other Expenses	5,973	2,550	(3,423)	-134%	G11	Other Expenses	5,973	3,748	(2,225) -59%
Total General Expenses	285,473	290,438	4,857	2%		Total General Expenses	285,473	299,178	(9,230) 5%
General Net Income	\$ 47,200	\$ 29,008	\$ 18,192	63%	G12	General Net Income	\$ 47,200	\$ 27,379	\$ 19,821 72%



# CAPE GEORGE COLONY CLUB

## BOARD OF TRUSTEES MEETING MINUTES

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#### GENERAL OPERATIONS COMMENTS:

G1 - The difference in the general assessment revenue between 2017 to 2018 are due entirely to the 3.6% rate increase.

G2 - The two largest donations in 2018 were \$8,086 from the Fitness Committee for equipment and \$4,056 from the Pool Committee for additional work on the shower rooms. During the year in-kinds donations were received from the family of a former Member and the Social Club.

G3 - There are numerous different types of income in this line item and most performed at levels consistent with both budget and prior year. Exceptions include a \$5,145 non-cash loss on the required early disposal of a pool heat pump and the recovery of \$4,600 in previously written-off bad debts.

G4 - Labor expenses were favorable compared to budget as the seasonal caretaker was hired later in the year than originally planned and slightly fewer hours than budgeted were used by the office staff.

G5 - The largest component of general repairs and maintenance are annual minor road repairs. In 2018, \$9,200 was spent on such repairs nearly identical to the budget but considerably higher than the \$6,200 spent last year. Repairs to the fitness room side walk and a new mailbox enclosure are responsible for most of the 2018 variance.

G6 - Pool utilities that were significantly lower than the 2018 budget were responsible for one-half of the favorable variance from budget. The new dehumidification system, once it stabilized the room, operates much more efficiently than the old air handling system as is evidenced by the difference between the current and prior year utility costs. Slightly warmer weather also helped keep utility bills perform slightly better than anticipated.

G7 - General insurance premiums for the second half of the year were less than anticipated but a \$2,000 per year earthquake policy was added. Earthquake insurance had been unobtainable for the past several years.

G8 - Cape George is not recognized as a non-profit for Federal income tax purposes. As a result some revenue items are subject to income tax. Calculation of the actual tax liability is not practical until the audit is completed so this item varies considerably from year to year and is usually budgeted based on prior year actual.

G9 - Focused collection practices that include the use of an external collection agency coupled with several chronically delinquent properties being sold to new owners resulted in bad debt expense significantly lower than budget and the prior year.

G10 - There were no new capital purchases in 2018. In 2017 the workshop drainage project was acquired using current year cash. Including this line item in a net income statement is atypical but done to ensure appropriate use of current cash.

G11 - Other expenses in 2018 included about \$3,300 in Manager recruitment costs or 60% of the total recruitment costs to date. Those expenses were unknown when the 2018 budget was prepared.

G12 - The majority of the favorable net income variance was generated by the 2018 unexpected donations. Non-cash depreciation expense of \$75,000 is not included in this summarization. General net income can be used to increase the balance in the operations savings account, to acquire new capital and or to discretionarily augment reserves. As of 12/31/2018, \$29,008 in excess general cash had been transferred to the General Reserve and any additional transfers occurring when the audit is completed.

#### CAPE GEORGE COLONY CLUB, INC. TREASURER'S REPORT PRELIMINARY - SUBJECT TO CHANGE - As of December 31, 2018

##### Summary Revenue and Expense Statements for the periods ended December 31, 2018 and 2017 respectively (Modified Cash Basis)

2018 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2018 YTD	2017 YTD	Variance	%
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 188,715	\$ 187,920	\$ 795	<1%	Revenue - Water Use Fees	\$ 188,715	\$ 186,960	\$ 1,755	1%
Revenue - All Other Sources	8,268	1,500	6,768	451%	Revenue - All Other Sources	8,268	5,544	2,724	49%
Total Water Revenue	196,983	189,420	7,563	4%	Total Water Revenue	196,983	192,504	4,479	2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	63,797	65,891	2,094	3%	Salaries, Benefits, PR Tax	63,797	63,249	(548)	-1%
Repairs & Maintenance	3,138	11,329	8,191	72%	Repairs & Maintenance	3,138	14,785	11,647	79%
Contracted Services	18,666	21,298	2,632	12%	Contracted Services	18,666	17,275	(1,391)	-8%
Supplies, Small Tools, etc.	9,814	13,160	3,346	25%	Supplies, Small Tools, etc.	9,814	10,730	916	9%
Insurance	10,146	9,912	(234)	-2%	Insurance	10,146	9,692	(454)	-5%
Utilities	12,671	12,450	(221)	-2%	Utilities	12,671	12,057	(614)	-5%
Business & Property Tax	10,724	11,300	576	5%	Business & Property Tax	10,724	10,471	(253)	-2%
Federal Income Tax	-	-	-	N/A	Federal Income Tax	-	-	-	N/A
Bad Debts	438	1,800	1,362	76%	Bad Debts	438	1,080	642	59%
Other Expenses	2,500	1,400	(1,100)	-79%	Other Expenses	2,500	3,076	576	19%
Total Water Expenses	131,894	148,540	16,646	11%	Total Water Expenses	131,894	142,415	10,521	7%
Water Net Income	\$ 65,089	\$ 40,880	\$ 24,209	59%	Water Net Income	\$ 65,089	\$ 50,089	\$ 15,000	30%

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**WATER COMMENTS:**

W1 - The slight difference between 2018 actual and budget and when compared to 2017 is the result of new water users. Billing for new users starts in the quarter the connection is established. On 12/31/18 there were 524 billable water connections throughout Cape George. Water rates did not increase between 2017 and 2018.

W2 - New water hookup fees of \$1,100 per service, are not budgeted due to the uncertainty of when new services will be added. In 2018 there were four new connections. The excess water fees included in this line were \$2,400 in 2018, nearly identical to the 2017 value. Also included in the 2018 line item are the \$1,233 in recoveries for previously written off bad debts.

W3 - Labor expenses were favorable compared to budget as the seasonal caretaker was hired later in the year than originally planned and slightly fewer hours than budgeted were used by the office staff.

W4 -Water repairs are always budgeted high to ensure needed maintenance can be completed. In some years like 2017 there are noticeable needed repairs while in others, like this year, no significant repairs were necessary. No water repairs or maintenance was deferred or postponed during the year it was just nothing major needed to be fixed.

W5 - The 2018 budget anticipated starting the process to update the Water System Plan which is due in 2020. This did not occur.

W6 - The chemical supplies used to treat our water comprised about half this category. The expenses were lower than budget and lower than last year.

W7 - Water system transactions are not currently subject to Federal income taxation as charges fall within the IRS safe-harbor provisions.

W8 - Focused collection practices that include the use of an external collection agency coupled with several chronically delinquent properties being sold to new owners resulted in bad debt expense significantly lower than budget and the prior year.

W9 - Other expenses in 2018 included about \$1,650 in Manager recruitment costs or 30% of the total recruitment costs to date. Those expenses were unknown when the 2018 budget was prepared.

W10 - As in years past, water operations performed better than budget in large part due to the conservative contingencies included in the expense categories for this critical service. Non-cash depreciation expense of \$23,500 is not included in this summarization. Excess cash from operations in the water cost center can be used to purchase new assets or to discretionarily augment the reserves. As of 12/31/2018, \$40,880 in excess water cash had been transferred to the Water Reserve with any additional transfers occurring when the audit is completed.

**CAPE GEORGE COLONY CLUB, INC. TREASURER'S REPORT**  
**PRELIMINARY - SUBJECT TO CHANGE - As of December 31, 2018**

*Summary Revenue and Expense Statements for the periods ended December 31, 2018 and 2017 respectively (Modified Cash Basis)*

2018 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2018 YTD	2017 YTD	Variance	%
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 57,067	\$ 56,094	\$ 973	2%	M1	Revenue - Moorage/Parking	\$ 57,067	\$ 54,294	\$ 2,773 5%
Donations	-	-	-	>100%		Donations	-	1,736	(1,736) >100%
Revenue - All Other Sources	14,642	10,765	3,877	36%	M2	Revenue - All Other Sources	14,642	15,088	(446) -3%
Total Marina Revenue	71,709	66,859	4,850	7%		Total Marina Revenue	71,709	69,382	2,327
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	15,294	16,126	832	5%	M3	Salaries, Benefits, PR Tax	15,294	15,179	(115) -1%
Repairs & Maintenance	13,290	18,255	4,965	27%	M4	Repairs & Maintenance	13,290	13,506	216 2%
Contracted Services	2,308	5,237	2,929	56%	M5	Contracted Services	2,308	7,742	5,434 70%
Supplies, Small Tools, etc.	3,556	1,577	(1,979)	-125%	M6	Supplies, Small Tools, etc.	3,556	1,957	(1,599) -82%
Insurance	7,179	6,399	(780)	-12%		Insurance	7,179	6,783	(416) -6%
Utilities	5,944	6,500	556	9%	M7	Utilities	5,944	6,523	579 9%
Business & Property Tax	320	600	280	47%		Business & Property Tax	320	234	(86) -37%
Federal Income Tax	-	1,000	1,000	>100%	M8	Federal Income Tax	-	1,120	1,120 100%
Bad Debts	-	-	-	N/A	M9	Bad Debts	-	-	- N/A
Other Expenses	1,125	1,000	(125)	-13%	M10	Other Expenses	1,125	711	(414) -58%
Total Marina Expenses	49,016	56,694	7,678	14%		Total Marina Expenses	49,016	53,735	4,719 9%
<b>Marina Net Income</b>	<b>\$22,693</b>	<b>\$10,165</b>	<b>\$ 12,528</b>	<b>123%</b>	<b>M11</b>	<b>Marina Net Income</b>	<b>\$ 22,693</b>	<b>\$ 15,647</b>	<b>\$ 7,046 45%</b>



**CAPE GEORGE COLONY CLUB**  
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**MARINA COMMENTS:**

M1 - Boat parking and moorage were slightly better than budget due to increased use. The favorable variance from the prior year relates mostly to rate increases.

M2 - Most other items that comprise this grouping performed at or near budget. An exception was the receipt of \$1,050 from the sale of scrap copper that was removed during the replacement of the Marina's electrical system.

M3 - Labor expenses were favorable compared to budget. The Marina is charged with virtually no caretaker expenses so the variance is due to fewer hours than budgeted by the office staff.

M4 - This category is mostly costs associated with dredging and dock repair. As a result of the focus on replacing the marina electrical system, routine dock repair was \$4,200 lower than budgeted. (See also Comment M6).

M5 - In 2018 contracted services included consulting contingencies of \$3,700 of which only \$2,700 was spent.

M6 - Nearly all the variance in this category occurred in direct marina supplies, mostly consumable supplies and materials for the docks.

M7 - During replacement of the marina electrical system power was shut off for nearly a month. This coupled with warmer weather generated the favorable variance.

M8 - Some Marina revenue activities are considered taxable income for Federal purposes. The amount of tax is determined after audit.

M9 - Since nearly all marina fees are due and payable during the first month of the year, the Marina seldom incurs bad debts.

M10 - Other expenses in 2018 included about \$520 in Manager recruitment costs or 10% of the total recruitment costs to date. Those expenses were unknown when the 2018 budget was prepared.

M11 - Marina operations performed better than budget and better than the prior year. Non-cash depreciation expense of \$23,400 is not included in this summarization. Excess cash from operations in the marina cost center can be used to purchase new assets in the current year or to discretionarily augment the reserves. As of 12/31/2018, \$10,165 in excess marina cash had been transferred to the Marina Reserve with any additional transfers occurring when the audit is completed.

2018 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2018 YTD	2017 YTD	Variance	%
<b>Reserve Assessments</b>					<b>Reserves</b>				
Routine Reserve Assmnt	\$ 124,456	\$ 124,456	-	0%	R1 Routine Reserve Assmnt	\$ 124,456	\$ 121,808	\$ 2,648	2%
Assmnt Other Income/(Exp)	-	-	-	N/A	R2 Assmnt Other Income/(Exp)	-	(2,047)	2,047	100%
Bad Debts & Recoveries	378	(1,128)	1,506	-134%	R3 Bad Debts & Recoveries	378	(719)	1,097	153%
Reserve Interest - all	2,390	50	2,340	>100%	R4 Reserve Interest - all	2,390	778	1,612	-207%
<b>Reserve Net Income</b>	<b>\$ 127,224</b>	<b>\$ 123,378</b>	<b>\$ 3,846</b>	<b>3%</b>	<b>R4 Reserve Net Income</b>	<b>\$ 127,224</b>	<b>\$ 119,820</b>	<b>\$ 7,404</b>	<b>6%</b>

**RESERVE COMMENTS:**

R1 - The difference in the Routine Reserve assessment revenue between 2017 and 2018 is entire due to the 2.2% rate increase.

R2 - There were no unusual capital transactions or donations in 2018.

R2 - Focused collection practices that include the use of an external collection agency coupled with several chronically delinquent properties being sold to new owners resulted in bad debt expense significantly lower than budget and the prior year. Also in 2018 there were \$600 in recoveries of previously written off bad debts.

R4 - To be conservative and given the historically low interest rates and reserve balances, interest income has not been budgeted.

**Manager's Report:** Sharon Mitchel

January 10, 2019

Outdoor lighting has become an issue once again. Members are encouraged to turn off outside at night so that others can enjoy the beautiful night sky. A number of members feel they need to keep their outside lights on at night for security. If you feel you must keep your lights on later into the night, shielded "dark-sky" lights work well since they

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provide light yet won't illuminate neighboring homes as much. Motion sensitive lights could also provide more security since they only come on when there is movement.

While the pool was closed, we repaired the plaster in the deep end. The County Environmental Health Specialist recently inspected the repair and while here he inspected the rest of the facility. He was satisfied that we are doing a good job.

A member reported that the shower room floors are slippery. We will be treating them as soon as possible with an anti-slip product and ask members and guests to use an abundance of caution and wear slip resistant shoes/flip-flops when walking on the wet surfaces. Wearing slip resistant footwear will also help prevent the spread of fungus that thrives in wet environments. We sanitize the facility weekly, but fungus does grow in warm damp environments.

It was also reported that the shower rooms are cold. The heater is set for 75 degrees and it seems to be functioning properly. The Lincoln-log style walls are not insulated and are quite porous so the shower rooms simply don't retain heat in the cold winter months.

A residence under construction in the Colony remains incomplete on the exterior. After many months the home is nearing completion. Fines continue to be applied monthly until the house is completed on the outside including paint as outlined in our Covenants.

Projects being worked on by the Office Administrator, Terri Brown:

- Preparing 2019 files
- Processing Accounts Payable
- Applying 2019 1st quarter charges and processing payments
- Processing marina registrations
- Preparing water overage invoices

Projects being worked on by the Maintenance Staff, Donnie Weathersby:

- Cut up and disposed of downed trees and branches
- Assisted volunteers with the pool shower update
- Assisted marina volunteers with marina debris removal

I have received the following reports/complaints/concerns over the past month:

- Mobile home being demoed in the Village without permit
- Multiple inoperable vehicles parked in a member's front yard
- Outdoor lighting on all night in the Village
- Large dog knocked down a member in the Village
- Moss and tree branch covered roads in the Highlands have become slippery

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Marina. The reports are attached to these minutes and incorporated by reference.



**CAPE GEORGE COLONY CLUB**  
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**Information Items:**

The Trustees discussed fire danger in Cape George and suggested that Emergency Preparedness Committee sponsor a day and an evening community presentation next summer.

The Trustees directed the Manager to send a letter to the Postmaster to her know that members were notified about mail theft with an email blast and newsletter announcement.

The Trustees directed the Manager to send a response to the member who objected to paying for pickleball court maintenance.

**Member participation:** none

**New Business Action Items:**

**Motion 1:** George Martin moved and Ross Anderson seconded to rescind the portion of the motion of December 13, 2018 to place a stop sign at the base of Marina Drive and instead place other cautionary signage including reducing the parking lot speed to 10 MPH. Passed – 4/0

**Motion 2:** Ray Pierson moved and George Martin seconded to approve the request for refund of the clubhouse rental deposit. Passed – 4/0

**Motion 3:** Ross Anderson moved and Karen Krug seconded to transfer \$7,740 from General Reserves to General Checking for pool shower update costs. Passed – 4/0

**Motion 4:** George Martin moved and Ross Anderson seconded for the Board, after expressing appreciation for her years of service, accept the resignation of Phyllis Ballough as the Fitness Committee Chair. Passed – 4/0

**Motion 5:** Karen Krug moved and Ray Pierson seconded to adopt water rule CP08 – Water System and CP08a – Water Connection and Use Permit as discussed at the December 2018 Study Session and published in the January 2019 newsletter. Passed – 4/0

**Motion 6:** Karen Krug moved and George Martin seconded to approve the financial and signatory listing dated December 13, 2018 and included in the January 2019 Study Session material to be effective on January 31, 2019. Passed – 4/0

**Motion 7:** Ray Pierson moved and Karen Krug seconded to approve 3 due date adjustment requests. Passed – 4/0

**Motion 8:** Karen Krug moved and Ross Anderson seconded the Board approve the \$320 modification to the Allowances for Doubtful Accounts as outlined in a Treasurer's memo dated January 8, 2019. Passed – 4/0

**Open Board Discussion:** none



**CAPE GEORGE COLONY CLUB**  
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**Announcements:**

- Study Session – February 12, 2019 3:00 P.M.
- Board Meeting – February 14, 2019 3:30 P.M.

**Adjournment:** Ross Anderson moved and Karen Krug seconded to adjourn the Regular Board Meeting at 3:43 pm.  
Passed - 4/0

**Submitted by:**

**Approved by:**

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**Joel Janetski, Secretary**

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**Katie Habegger, President**

**Committee reports:**

MARINA COMMITTEE MEETING JANUARY 8, 2019

THANK YOU MARINA VOLUNTEERS FOR ALL THE WORK YOU DO AND THE SAVINGS YOU PROVIDE FOR OUR MARINA AND CAPE GEORGE

Committee meeting was called to order by Harbor Master Ben Fellows at 11:00am. Committee members present were Bob Skoien, Bill Hamilton, Lad Burgin, Ross Anderson, Archie Bickling, Steve McDevitt, Tom Cawrse, Marty Bluewater, Frank Kiefer, Bob Schlentner, Jim Bodkin, Greg Maker, Mark Thayer, Thad Bickling and Paul Happel.

Ben Fellows talked about wind damage to the docks, wear and tear, and replacement of metal items that hold the dock together. G dock has been hit hard with pilings rubbing and metal fatigue due to corrosion. The reserve dock water line replacement was discussed. ¾" diameter high density polyester piping will be used to replace the old piping. A pipe fusing system will be purchased to accomplish the job. Materials will be purchased and the marina committee will install the piping. By using marina volunteers thousands of dollars will be saved. If you are interested the process is explained on the website HDPE Supply.com. The proposal was made to the marina committee and was moved by Lad Burgin and seconded by Marty Bluewater.

The reserve schedule calls for a two inch overlay of gravel on the marina access road and parking lot. The underlying surface will be roughed up and overlaid with gravel. The contract will start January 30th. An email blast will be sent out to all trailer owners to move their boats by January 24. All boat trailers will have to be removed from the boat parking

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CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
January 10, 2019  
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lot and stored in the main parking lot at the clubhouse. The graveling process will take about three weeks and the access road will be closed at that time. The total bid for the process is \$13,000.

The reserve schedule has allowed \$7,000 to place a 16 foot aluminum frame test dock to be placed on D dock. The dock will be evaluated during the period from placement to the year 2525-2526 when the docks are to be replaced. A motion was made by Lad Burgin and Seconded by Thad Bickling.

Boat trailers storage was discussed. Previously on the registration form it was required that the trailer registration and trailer insurance is to be provided for storage at the marina. It was discovered that the rules and regulations do not require or are silent on this action. A motion was made by Bob Skoien and seconded by Mark Thayer to remove this wording from the registration form.

By year 2023 a regulatory permitting survey will be required for the marina. Steve McDevitt a former Corps of Engineers surveyor has volunteered to gather all the marina survey data and compile it in a data base. To do this he will have to acquire computer software for approximately \$200.00. The marina committee offered to pay for the software out of the "Marina Memorial Fund" derived from the marina sale. This action will save thousands of dollars to the community.

The committee meeting was adjourned at 12:10pm.



CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES  
January 9, 2019  
Cape George Office Meeting Room  
2:00 PM

**President Katie Habegger called the meeting to order at 2:00 pm.**

Welcome

**In Attendance:** Katie Habegger, Ray Pierson, Karen Krug, Ross Anderson, Joel Janetski, and George Martin

**New Business Action Items:**

Joel Janetski moved and Karen Krug seconded to move to executive session at 2:01 pm. Passed 5/0

Ray Pierson moved and George Martin seconded to adjourn Executive session and resume the Regular session at 3:40 pm. Passed 5/0

**Motion 1:** Ray Pierson moved and George Martin seconded to offer the Cape George Colony manager position to Patrick Rooney. Passed 4/1

**Adjournment:** Ross Anderson moved and George Martin seconded to adjourn the Special Board Meeting at 3:45 pm. Passed 5/0

**Submitted by:**

**Approved by:**

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Joel Janetski, Secretary

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Katie Habegger, President

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES  
January 24, 2019  
Cape George Office Meeting Room  
3:00 PM

**President Katie Habegger called the meeting to order at 3:00 p.m.**

Welcome

**In Attendance:** Katie Habegger, Joel Janetski, Ray Pierson, Karen Krug, George Martin and Richard Hilfer

**New Business Action Items:**

**Motion 1:** Karen Krug moved and Joel Janetski seconded to approve the revised bank signatory list effective January 24<sup>th</sup>, 2019. Passed 5/0

**Motion 2:** Katie Habegger moved and Karen Krug seconded to regretfully accept Carol Woods' resignation from the Board and appoint Richard Hilfer to serve her remaining term through July 2019. Passed 5/0

Karen Krug provided as an information item her memo regarding ADP payroll service.

Karen Krug moved and Ray Pierson seconded to move to Executive Session at 3:05pm. Passed 5/0

Ray Pierson moved and George Martin seconded to move to return to Regular Session at 3:20pm. Passed 5/0

**Motion 3:** Katie Habegger moved and Ray Pierson seconded to award Sharon Mitchel \$2,000 gross additional compensation for assisting with the management transition. Passed 4/1

**Motion 4:** Karen Krug moved and Richard Hilfer seconded that Terri Brown receive \$250/month (grossed up) in additional compensation for a further three months' work managing accounts payable. Passed 5/0

**Adjournment:** Joel Janetski moved and Richard Hilfer seconded to adjourn the Special Board Meeting at 3:33 pm. Passed 5/0

**Submitted by:**

**Approved by:**

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Joel Janetski, Secretary

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Katie Habegger, President



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
February 14, 2019  
3:30 PM

**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

Introductions

New Manager, Patrick Rooney

Rich Hilfer has stepped in to replace Carol Wood as trustee for the remainder of her term.

There will be an Executive Session following this meeting to discuss a legal matter.

**In Attendance:** Katie Habegger, Ray Pierson, Karen Krug, Joel Janetski, George Martin and Rich Hilfer

**Action on Minutes:** Joel Janetski moved and Ray Pierson seconded to approve the minutes of the Special Board Meeting dated January 9, 2019. Passed -5/0

Joel Janetski moved and George Martin seconded to approve the minutes of the Regular Board Meeting dated January 10, 2019. Passed – 5/0

Joel Janetski moved and Ray Pierson seconded to approve the minutes of the Special Board Meeting dated January 24, 2019. Passed -5/0

**Membership Report:** Joel Janetski

No new members this month

**Treasurer's Report:** Karen Krug

As of January 31, 2019

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office as are the quarterly internal control reports.

**2018 AUDIT**

The 2018 financial statements as sent to the auditors and those summarized in the January 2019 Treasurer's Report differ by only \$726, resulting from a late arriving December invoice. There are some minor differences between the cost centers due to correction of allocations for legal fees and recruitment.

The audit of the 2017 financial activities and results is well underway. By the auditor's request, the entire audit is being completed on a remote basis this year. As of 2/7/2019, there have been no significant issues raised and it is still expected that the audit will be complete by early to mid-March.

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
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**2019 BALANCE SHEET COMMENTS**

Bank statements have been received and reviewed with no exceptions. No reconciled bank was over the FDIC/NCUA limits.

As is evidenced in the condensed balance sheet on the next page, there has been little change in most line items when compared to this same time last year.

**2019 REVENUE AND EXPENSE COMMENTS**

With only one month of the current fiscal year completed, there are few meaningful comments on operations.

**Other 2019 ACTIVITIES**

Cape George is transitioning the external payroll provider from Intuit to ADP. The Intuit payroll system has difficulty with Washington employment related taxes causing additional work for Cape George personnel. ADP, the largest provider of external payroll services in the U.S., does not have the same limitations and provides considerably more benefit in the realm of Human Resource services. Although ADP is slightly more costly than Intuit, the benefits are much broader and the strain on Cape George staff will be considerably less.

The transition from internal bookkeeping to an external service partner will continue over the next several months. As part of that change internal practices and processes are being reviewed to streamline activities. The change from Intuit to ADP is one such example.

<b>CAPE GEORGE COLONY CLUB</b>					
<i>Balance Sheet as of January 31, 2019 and 2018</i>					
<b>Assets</b>	<b>2019</b>	<b>2018</b>		<b>Liabilities and Fund Balances</b>	
Cash and Cash Equivalents:				Current Liabilities:	
Operations Checking	\$ 273,008	\$ 239,149		Accounts Payable & Other Liabilities	\$ 13,964 \$ 13,625
Operating Investment-Savings	82,334	82,035		Unearned Income General/Water/Etc.	74,627 71,085
Petty Cash (2 accounts)	300	600		Unearned Income Reserve Assment	18,468 17,538
Reserves - General, Water & Marina	982,897	873,923		Unearned Income Marina Wait List	2,450 1,650
Routine Reserve Assessment	49,677	47,075		Total Current Liabilities	109,509 103,898
Total Cash & Equivalents	1,388,216	1,242,782			
Net Accounts Receivable	10,749	9,736		<b>FUND BALANCES:</b>	
Total Net Fixed Assets	1,779,253	1,769,333		Fund Balances (Combined	2,900,649 2,758,973
Total Prepaid & Other Assets	19,825	19,300		Modified Cash Basis Income	187,885 178,280
<b>TOTAL ASSETS</b>	<b>\$3,198,043</b>	<b>\$3,041,151</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$3,198,043 \$ 3,041,151</b>



**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
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<b>Summary Revenue and Expense Statements for the periods ended January 31, 2019 and 2018 (Modified Cash Basis)</b>									
<b>2019 Year to Date</b>					<b>COMPARATIVE</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>		<b>2019 YTD</b>	<b>2018 YTD</b>	<b>Variance</b>	<b>%</b>
<b>General</b>					<b>General</b>				
General Assessment	\$ 76,792	\$ 76,792	-	0%	General Assessment	\$ 76,792	\$ 74,144	\$ 2,648	4%
Revenue - All Other Sources	2,137	498	1,639	>100%	Revenue - All Other Sources	2,137	(4,298)	6,435	>100%
Total General Revenue	78,929	77,290	1,639		Total General Revenue	78,929	69,846	9,083	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	12,708	14,075	1,367	10%	Salaries, Benefits, PR Tax	12,708	10,469	(2,239)	-21%
Repairs & Maintenance	22	629	607	97%	Repairs & Maintenance	22	1,504	1,482	99%
Contracted Services	1,648	1,883	235	12%	Contracted Services	1,648	1,492	(156)	-10%
Insurance	1,775	1,778	3	0%	Insurance	1,775	1,603	(172)	-11%
Pool Expense, pool utilities	2,424	2,667	243	9%	Pool Expense, pool utilities	2,424	3,506	1,082	31%
Utilities	1,325	991	(334)	-34%	Utilities	1,325	800	(525)	-66%
Other Expenses (incl taxes)	838	5,517	4,679	85%	Other Expenses (incl taxes)	838	738	(100)	-14%
Total General Expenses	20,740	27,540	2,212		Total General Expenses	20,740	20,112	(1,085)	
<b>General Net Income</b>	<b>\$ 58,189</b>	<b>\$ 49,750</b>	<b>\$ 8,439</b>	<b>17%</b>	<b>General Net Income</b>	<b>\$ 58,189</b>	<b>\$ 49,734</b>	<b>\$ 8,455</b>	<b>17%</b>
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 47,340	\$ 47,160	\$ 180	0%	Revenue - Water Use Fees	\$ 47,340	\$ 46,980	\$ 360	1%
Revenue - All Other Sources	2,497	2,500	(3)	0%	Revenue - All Other Sources	2,497	3,600	(1,103)	-31%
Total Water Revenue	49,837	49,660	177		Total Water Revenue	49,837	50,580	(743)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	4,691	5,983	1,292	22%	Salaries, Benefits, PR Tax	4,691	4,804	113	2%
Repairs & Maintenance	102	582	480	82%	Repairs & Maintenance	102	134	32	24%
Contracted Services	2,057	1,238	(819)	-66%	Contracted Services	2,057	1,257	(800)	-64%
Insurance	871	853	(18)	-2%	Insurance	871	807	(64)	-8%
Utilities	1,127	1,079	(48)	-4%	Utilities	1,127	1,037	(90)	-9%
Other Expenses (incl taxes)	1,567	5,786	4,219	73%	Other Expenses (incl taxes)	1,567	2,914	1,347	46%
Total Water Expenses	10,415	15,521	5,106		Total Water Expenses	10,415	10,953	538	
<b>Water Net Income</b>	<b>\$ 39,422</b>	<b>\$ 34,139</b>	<b>\$ 5,283</b>	<b>15%</b>	<b>Water Net Income</b>	<b>\$ 39,422</b>	<b>\$ 39,627</b>	<b>\$ (205)</b>	<b>-1%</b>
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 51,690	\$ 49,000	\$ 2,690	5%	Revenue - Moorage/Parking	\$ 51,690	\$ 51,176	\$ 514	1%
Revenue - All Other Sources	10,090	9,636	\$ 454	5%	Revenue - All Other Sources	10,090	9,126	964	11%
Total Marina Revenue	61,780	58,636	3,144		Total Marina Revenue	61,780	60,302	1,478	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	1,312	1,673	361	22%	Salaries, Benefits, PR Tax	1,312	1,201	(111)	-9%
Repairs & Maintenance	641	147	(494)	-336%	Repairs & Maintenance	641	51	(590)	-1157%
Contracted Services	465	280	(185)	-66%	Contracted Services	465	226	(239)	-106%
Insurance	635	567	(68)	-12%	Insurance	635	565	(70)	-12%
Utilities	341	650	309	48%	Utilities	341	400	59	15%
Other Expenses (incl taxes)	127	1,388	1,261	91%	Other Expenses (incl taxes)	127	329	202	61%
Total Marina Expenses	3,521	4,705	1,184		Total Marina Expenses	3,521	2,772	(749)	
<b>Marina Net Income</b>	<b>\$ 58,259</b>	<b>\$ 53,931</b>	<b>\$ 4,328</b>	<b>8%</b>	<b>Marina Net Income</b>	<b>\$ 58,259</b>	<b>\$ 57,530</b>	<b>\$ 729</b>	<b>1%</b>
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Revenue	31,776	31,776	-	0%	Routine Reserve Revenue	31,776	31,114	662	2%
Bad Debts, Recoveries, Misc	-	-	-	0%	Bad Debts, Recoveries, Misc	-	109	(109)	N/A
Reserve Interest - all	239	2	237	0%	Reserve Interest - all	239	165	74	45%
<b>Net Reserve Income</b>	<b>\$ 32,015</b>	<b>\$ 31,778</b>	<b>\$ 237</b>	<b>1%</b>	<b>Net Reserve Income</b>	<b>\$ 32,015</b>	<b>\$ 31,388</b>	<b>\$ 627</b>	<b>2%</b>
<b>Cmbnd Net Income/(Loss)*</b>	<b>\$ 187,885</b>	<b>\$ 169,597</b>	<b>\$ 18,287</b>	<b>11%</b>	<b>Cmbnd Net Income/(Loss)(3)</b>	<b>\$ 187,885</b>	<b>\$ 178,279</b>	<b>\$ 8,944</b>	<b>5%</b>

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**Manager's Report:** Pat Rooney

February 2019

I wish to thank the Trustees for their confidence in me to be the new Cape George Colony Club Manager. I began my new position on January 22, 2019. Former Manager Sharon Mitchel and I worked together for eight business days. Sharon had a three page list of issues and items for me to learn, be familiar with or take an action. I am not sure of the percentage of information I actually retained, but I am confident over time I will have learned what is needed. I want to thank Sharon for her efforts in educating me and wish her well in her retirement.

Employees Donnie Weathersby and Terri Brown have also been very helpful in "filling in the blanks" for me. With their continued support and the continued support of the Trustees, I will become more knowledgeable and efficient as the months go by.

I have been to a Marina Committee meeting and a Building Committee meeting. I also participated in an email meeting of the Water Committee. Donnie gave me an extensive tour of the Water system in the Highlands. Ben Fellows gave me a tour of the Marina Docks. It is clear to me that volunteerism is the heart and soul of the community. I look forward to working with the committees.

**Administration**

1. Adding new manager to bank accounts and removing former manager from same accounts
2. Setting up online banking access to all accounts – A few more left to do.
3. Successfully transferred administration of Chase Quick Deposit system and scanner to new manager
4. Continued marina registrations
5. Processing quarterly assessment payments
6. Assisting with compiling year-end financial documents
7. Transfer keys and key control

**Maintenance**

1. Install new signage at bottom of Marina Drive
2. Plowed community and used 45 bags of salt to melt ice on roads of snow event #1
3. Purchased 45 more bags of salt for snow event #2
4. Installed sander machine on back of flatbed truck for use. First time prepared for use since 2013
5. We have been unsuccessful in getting the Port Angeles based street sweeping company to contact us after they submitted a proposal that did not meet the specifications requested. We will be looking into renting equipment to do the task in-house.

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Complaints & Reports

1. Our postal carrier reports an increase in parcel thefts left at front doors to homes in the area
2. An owner complained by phone to the manager that their street was not plowed. Inspection revealed it had. All streets will be plowed when there is a snow event. Hills will be plowed first.
3. An owner has requested in writing to update and replace signage at the entrance to CGCC regarding private roads and access. This is submitted to the Trustees in the information packet.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Marina. The reports are attached to these minutes and incorporated by reference.

**Information Items:**

The Manager was asked to make sure the pump station auto dialer system was working well.

The memo from the Treasurer regarding the transition to Community Financials as a service provider is attached for reference.

**Member participation:** Ruth Ross extended her gratitude to Donnie for his tireless efforts to keep our roads clear during recent snow events.

**New Business Action Items:**

**Motion 1:** Rich Hilfer moved and George Martin seconded to adopt the recommendations of the Marina Committee regarding the 2019 road gravel project to include the following elements: Passed – 5/0

1. The project is expected to take up to three weeks.
2. The project will be coordinated by the Harbormaster and the Manager to minimize disruption to Clubhouse events or Marina usage.
3. Members may take their trailers home for the duration of the project. During this time, the Manager shall have discretion to waive or modify the parking requirements of CP03 and CP12 in order to facilitate the safe storage of these trailers. However, no such parking will be allowed if it risks damage to the Club's right-of-way or roadway.
4. Up to 15 trailers with boats may be parked on the east side of the north parking lot across from the Clubhouse. The spots will be allocated by the Harbormaster to Members with paid parking who intend to fish during the graveling project.
5. In addition, a few trailers may be parked out of the way behind the barn.

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6. For additional parking, a Member may offer to allow other Members to park on their lot(s).
7. All relocation of trailers is voluntary and at a Member's own risk.
8. Any trailer left parked at the south lot may be moved if necessary to accommodate the contractor.
9. The road along the Marina will be closed to vehicle traffic during the project. Foot traffic will be permitted.
10. Trailers remaining in the south lot during the project will be unavailable until the project is completed.

**Motion 2:** George Martin moved and Rich Hilfer seconded to approve the change to Form CP02b, Clubhouse Use Application/ Agreement, to insert the line *"The fee and deposit will be deposited in the operating account of Cape George Colony Club"* following the line ....*at the time of reservation.* Passed – 5/0

**Motion 3:** George Martin moved and Rich Hilfer seconded to approve three due date adjustment requests for two members submitted at the February 12th Study Session. Passed – 5/0

**Motion 4:** Joel Janetski moved and Ray Pierson seconded to form an ad hoc committee chaired by Rich Hilfer to request RFP's from attorneys specializing in community association law. Passed – 5/0

**Motion 5:** Karen Krug moved and George Martin seconded to accept the minor modifications to EMP04; FIN05; FIN07 and FIN09 as outlined in the Treasurer's memo of February 2, 2019 and further detailed in each of the respective rule sections attached to that memo, all of which was included in the February 2019 Study Session material. Passed – 5/0

**Motion 6:** George Martin moved and Joel Janetski seconded to approve the refund request for BER004 of \$400 Clubhouse rental/cleaning/damage deposit and \$185 rental fee as the event was canceled. Passed – 5/0

**Motion 7:** Rich Hilfer moved and George Martin seconded to approve Bill Sery as chairperson of the Fitness Committee. Passed – 5/0

**Motion 8:** Katie Habegger moved and Karen Krug seconded to approve a \$947.00 refund of prepaid 2019 Marina fees, as the boat was subsequently sold prior to the January 31<sup>st</sup> renewal deadline. Passed – 5/0

**Motion 9:** Karen Krug moved and George Martin seconded to approve a \$250 net bonus for Donnie Weathersby in recognition of his efforts, going beyond the call of duty during the recent snow events. Passed – 5/0

**Open Board Discussion:**

The Manager's request for reimbursement of CAI Annual Membership, PCAM Certification and CMCA Certification expenses were approved. The CAI National Conference expense was tabled for further discussion in March.

**Announcements:**

- Study Session – March 12, 2019 3:00 P.M.
- Board Meeting – March 14, 2019 3:30 P.M.

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**Adjournment:** Katie Habegger moved and Joel Janetski seconded to adjourn the Regular Board Meeting at 4:02 pm and move to Executive Session. Passed - 5/0

Richard Hilfer moved and George Martin seconded to adjourn from Executive Session and return to Regular Session at 5 pm. Passed - 5/0

George Martin moved and Karen Krug seconded to adjourn the Regular Board Meeting at 5:01 pm. Passed - 5/0

**Submitted by:**

**Approved by:**

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**Joel Janetski, Secretary**

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**Katie Habegger, President**

**Committee reports:**

Marina Committee Meeting, February 5, 2019

Attendees: Cape George Manager, Patrick Rooney, Harbormaster Ben Fellows, and Marina Committee members: Paul Happel, Tom Cawrse, Jack Scherting, Bob Skoien, Bob Schlentner and Lad Burgin.

The meeting was called to order at 11:00 am by Harbor Master Ben Fellows. The access road and trailer parking lot will be graveled in late February. The contract will take approximately three weeks. During the contract all boats and trailers should be removed from the parking lot. The proposal is as follows: 1. Those that are willing should take their trailers home during the project. 2. Fifteen trailers with boats may be parked on the east side of the north parking lot across from the club house. The spots will be allocated to people with paid boat parking who intend to fish during the graveling project. If you are planning to fish please call harbor master Ben fellows at 360-301-0241 to make arrangements. This will be on a first come first served basis. 3. A few trailers may be parked out of the way behind the Red Barn. 4. Brian Ritchie has offered the use of the lot east of his house for additional parking. 5. All relocation of trailers is voluntary and at the member's risk. 6. Trailers left in the boat parking lot will be moved as necessary to accommodate the contractor. 7. The access road to the boat parking lot will be closed to vehicle traffic during the contract. Foot access to the south end of the marina will be permitted. 8. Trailers left in the boat parking lot will be unavailable until the project is complete.

The dock water pipe project is gearing up for this year. High Density Polyethylene piping and fittings will be used for the project. The pipe and fittings have been ordered. The equipment for joining the pipe and fitting

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has arrived. The cost of the project is about \$2,000.00. for tools and materials. Marina volunteers will install the project. If you are interested in looking into the system you can google it on the internet at [hdpsupply.com](http://hdpsupply.com).

Fees for slip rental, moorage and reserved trailer parking were due January 30<sup>th</sup>. Harbor master Ben Fellows is working with the office to notify delinquent members. Boat slips will be allocated to new slip holders who are on the moorage waiting list.

Dock storm damage is currently being worked on to repair the docks. Gary Rossow is currently working on a maintenance plan for the marina for permitting purposes.  
The meeting adjourned at 11:50 am.

## Memo

To: Board of Trustees  
From: K. Krug, Treasurer  
CC: P. Rooney, Manager  
Date: February 2, 2019  
Re: Community Financials- Transition Update

As discussed in previous memos, outsourcing with a highly skilled partner like Community Financials (CF) who works exclusively with HOA financials is an exciting step in the natural evolution of Cape George's financial activities. CF has assisted Cape George with the 2018 close and preparation of January 2019 financial activities.

The URL below takes you to a section of CF's website that shows the broad range of services that are available to Cape George. <https://communityfinancials.com/your-toolbox/>

Currently Cape George spends between \$15,000 and \$16,000 per year for direct financial activities. These direct costs include a bookkeeper's salary, TOPS software support, and some office supply costs. There are also indirect costs not included in the previous figure which include things like the Manager's time in invoice coding, banking activities, the Office Administrator's time in report generation, banking and copying activities and finally the Treasurer's time which has averaged between 12 and 16 hours per month over the past three years.

In Phase1 the cost of Community Financials services will be about \$19,000 per year. This fee will replace all the current direct financial activity costs and most, but not all, indirect costs. This fee also includes migrating to the newest version of TOPS at no additional cost. Once fully operationalized, staff time will be considerably reduced and a Treasurer's time commitment should be no more than 4 and 6 hours per month.

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As proposed, Phase 1 of the transition includes:

**Cape George activities:**

Office Admin will handle walk in payments, scan checks, etc. using PPM Bank  
Office Admin will handle AR owner payment questions  
Continue to liaise with collection agency/ attorney on delinquent accounts  
Handle payment exceptions to pair unclear payments to proper accounts

**Community Financial activities:**

Provide for assessment mailings: coupon books, statements and e-statements as specified  
Provide Members an online ACH payment option  
Deposit online and mailed payments to lockbox into PPM bank account  
Apply owner payments per community's cash application order  
Apply late fees, special assessments and loan assessments as required  
Provide online review and approval of bills by manager and up to 2 board members online  
Code all invoices- onsite manager to review and correct as needed

Pay all approved bills (2 Board members can approve) includes the cost of checks, envelopes & postage

Handle vendor payment questions

Provide monthly financial reports to the board & manager including Balance sheet, comparative income & expense report, check register, general ledger and aged delinquencies-other reports TBD Prepare P&L statements on three cost centers

Reconcile all association bank accounts monthly

Provide year end financials to community's CPA for year-end audit

A second, more fully automated phase - Phase 2 - provides all of the services listed above but frees the Cape George Office Administrator from nearly all the accounts receivable related activities. The cost of Phase 2 would be about \$27,000 per year.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
March 14, 2019  
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**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

An Executive Session will follow this meeting to discuss a personnel matter.

**In Attendance:** Katie Habegger, Joel Janetski, Ray Pierson, Karen Krug, Rich Hilfer and George Martin

**Action on Minutes:** Joel Janetski moved and Rich Hilfer seconded to approve the minutes of the Regular Board Meeting dated February 14, 2019. Passed -5/0

**Membership Report:** Joel Janetski

Christopher & Joanne O'Higgins purchased 151 Johnson from Erik & Elaina Nygard  
Jacqueline Levin & Randy Smithers purchased lot 38-3 Hemlock from Charles Arthur  
Nicole Larson purchased 164 Cole Ave from the Carla Renz estate

**Treasurer's Report:** Karen Krug

**TREASURER'S REPORT**  
**As of February 28, 2019**

With only two months of the current year completed there is little that warrants comment. The February 2019 financial results are presented below in a much more highly summarized version than is typical. Greater detail can be found in the normal financial statement information that is included at the end of the formal March Board packet.

In February Cape George began the transition from the Intuit payroll system to the ADP system. As with all transitions there have been a few hurdles by the process is proceeding as expected. ADP provides a broader range of services for both management and staff than did the previous vendor.

Bank statements have been received and reconciled with no exceptions. No financial institution is over the FDIC/NCUA limit.

*Balance Sheet as of February 28, 2019 and 2018*

Assets	2019	2018	Liabilities and Fund Balances	2019	2018
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 249,073	\$ 212,190	Accounts Payable & Other Liabilities	\$ 9,754	\$ 13,005
Operating Investment-Savings	82,365	82,044	Unearned Income General/Water/Etc.	76,516	76,105
Petty Cash (2 accounts)	300	600	Unearned Income Reserve Assment	19,032	18,854
Reserves - General, Water & Marina	983,112	870,691	Unearned Income Marina Wait List	2,200	1,600
Routine Reserve Assessment	51,702	49,561	Total Current Liabilities	107,502	109,564
Total Cash & Equivalents	1,366,552	1,215,086			
Net Accounts Receivable	2,757	3,766	<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,780,523	1,782,100	Fund Balances (Combined)	2,900,649	2,761,054
Total Prepaid & Other Assets	16,524	18,449	Modified Cash Basis Income	158,204	148,783
<b>TOTAL ASSETS</b>	<b>\$3,166,356</b>	<b>\$3,019,401</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,166,355</b>	<b>\$ 3,019,401</b>

**CAPE GEORGE COLONY CLUB**  
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*Summary Revenue and Expense Statements for the periods ended February 28, 2019 and 2018 (Modified Cash Basis)*

	2019 Actual	2019 Budget	Variance	%		COMPARATIVE			
						2019 YTD	2018 YTD	Variance	%
<b>General</b>					<b>General</b>				
General Assessment	\$ 76,792	\$ 76,792	-	0%	General Assessment	\$ 76,792	\$ 74,144	\$ 2,648	4%
Revenue - All Other Sources	2,793	995	1,798	>100%	Revenue - All Other Sources	2,793	(3,086)	5,879	>100%
Total General Revenue	79,585	77,787	1,798		Total General Revenue	79,585	71,058	8,527	
Less Expenses:					Less Expenses:				
Total General Expenses	42,073	55,212	1,680		Total General Expenses	39,957	39,957	(1,485)	
General Net Income	\$ 37,512	\$ 22,575	\$ 14,937	66%	General Net Income	\$ 39,628	\$ 31,101	\$ 8,527	27%
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 47,340	\$ 47,160	\$ 180	0%	Revenue - Water Use Fees	\$ 47,340	\$ 46,980	\$ 360	1%
Revenue - All Other Sources	5,905	2,500	3,405	136%	Revenue - All Other Sources	5,905	3,708	2,197	59%
Total Water Revenue	53,245	49,660	3,585		Total Water Revenue	53,245	50,688	2,557	
Less Expenses:					Less Expenses:				
Total Water Expenses	24,429	29,592	4,830		Total Water Expenses	20,390	20,390	1,454	
Water Net Income	\$ 28,816	\$ 20,068	\$ 8,748	44%	Water Net Income	\$ 32,855	\$ 30,298	\$ 2,557	8%
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 56,810	\$ 54,800	\$ 2,010	4%	Revenue - Moorage/Parking	\$ 56,810	\$ 52,085	\$ 4,725	9%
Revenue - All Other Sources	11,294	10,594	\$ 700	7%	Revenue - All Other Sources	11,294	9,880	1,414	14%
Total Marina Revenue	68,104	65,394	2,710		Total Marina Revenue	68,104	61,965	6,139	
Less Expenses:					Less Expenses:				
Total Marina Expenses	8,525	9,009	475		Total Marina Expenses	6,133	6,133	-	
Marina Net Income	\$ 59,579	\$ 56,385	\$ 3,194	6%	Marina Net Income	\$ 61,971	\$ 55,832	\$ 6,139	11%
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Net Reserve Income	\$ 32,297	\$ 31,778	\$ 434	2%	Net Reserve Income	\$ 31,550	\$ 31,550	\$ 951	0%
Cmbnd Net Income/(Loss)**	\$ 158,204	\$ 130,807	\$ 27,313	21%	Cmbnd Net Income/(Loss)(3)	\$ 166,004	\$ 148,781	\$ 17,512	12%

A summarized version of the 2018 audit using the typical Cape George format is included as the last two pages of this report.

**TREASURER'S REPORT**  
**Fiscal Year 2018 Audit**  
**CAPE GEORGE COLONY CLUB**

The 2018 financial audit by Newman and Associates, formerly Caguanut and Company has concluded and a clean, or unqualified, audit opinion has been issued. Before Cape George receives a copy of the formal, not draft, audit, the auditors must receive the signed the "representation letter." This will likely happen at the Board meeting on March 14, 2019.

There was only one required entry this year and it was due to the 2018 Federal income tax liability. The required adjustment adds an additional \$1,420 to the Federal income tax expense and is entirely attributable to the General cost center. The tax is about equally divided between tax on interest income, net Clubhouse rentals and net donations.

**Comparative Balance Sheets:**

There are some notable changes in the balance sheet since last year most especially the increases in cash. The increase in operating cash is largely the result of a higher number of 2019 prepayments received at year end. The increase in reserve balances can be attributed primarily to having only one major project during the year, the Marina electrical project.

As of December 31, 2018 individual reserve balances were: General - \$279,603; Water - \$672,800; and Marina - \$37,997. Those balances do include minimum transfers and allocations that were made on December 14, 2018. Nearly all of the \$16,500 balance in the Routine Reserve Assessment account represents early collections of the 2019 reserve assessment.



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**Comparative Revenue and Expense Statements (next page):**

The results of operations, excluding depreciation, were \$21,000 higher than last year. The increase in general assessments, a very large bad debt recovery, lower than anticipated tank maintenance expenses and several donations were the primary contributors to the improvement.

**General operations** were nearly identical to last year. The increase in the general assessment, lower than anticipated pool utility costs as well as lower expenditures for supplies and small tools were primarily responsible for the \$3,200 improvement in the bottom line.

**Water operations** produced results that were \$12,000 better than the prior year. Some of the improvement is traceable to higher excess water charges but the majority of the improvement was because there was no need to do a comprehensive interior cleaning of the water storage tanks in 2018.

**Marina operations** finished the year nearly \$6,000 ahead of the prior year. Higher moorage revenues contributed to the favorable performance with the majority of the improvement traceable to lower contracted services, mostly consulting between 2018 and 2017.

*Summarized comparative audit information in the Cape George format is presented below and on the following page. Detailed audited statements will be available online and in the Office after March 18, 2019.*

<b>Audited Balance Sheets for the years ended December 31 (Cape George Format)</b>					
<b>Assets</b>	<b>2018</b>	<b>2017</b>	<b>Liabilities and Fund Balances</b>	<b>2018</b>	<b>2017</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 125,357	\$ 89,933	Accounts Payable & Other Liabilities	\$ 19,574	\$ 19,761
Operating Investment-Savings	82,298	82,024	Unearned Income General/Water	77,884	71,324
Petty Cash (2 accounts)	300	600	Unearned Income Reserve Assemnt	14,774	11,866
Reserves - General, Water, Marina	990,401	885,022	Other Unearned Income	4,145	1,650
Routine Reserve Assessment	16,533	12,344	Due To Operations**	7,740	11,263
Total Cash & Equivalents	1,214,889	1,069,923	Total Current Liabilities	124,117	115,864
Net Accounts Receivable	284	334			
Total Net Fixed Assets	1,779,253	1,771,040	<b>FUND BALANCES:</b>		
Total Prepaid & Other Assets	21,179	24,357	Fund Balances (Combined)	2,761,054	2,653,054
Due from Reserves**	7,740	11,263	Net Income after Depreciation	138,174	107,999
<b>TOTAL ASSETS</b>	<b>\$3,023,345</b>	<b>\$2,876,917</b>	<b>Total Liabilities and Fund Balance</b>	<b>\$3,023,345</b>	<b>\$2,876,917</b>

\*\* These represent Board approved transfer from Reserve accounts to Operations checking that had not cleared as of 12/31. These are typical at year end and generally clear by the end of January.

**A memo dated March 5, 2019 contains the recommendations for the final 2018 transfer of excess operating cash as well as a small additional allocation of the final 2018 routine reserve.**

**CAPE GEORGE COLONY CLUB**  
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<b>CAPE GEORGE COLONY CLUB</b>				
<i>Audited Results for the years ended December 31 (Cape George Format)</i>				
	2018	2017	Variance	%
General Assessment	\$ 296,576	\$ 286,408	10,168	4%
Revenue - All Other Sources	35,697	40,148	(4,451)	-11%
<b>Total General Revenue</b>	<b>332,273</b>	<b>326,556</b>	<b>5,717</b>	<b>2%</b>
Expenses:				
Salaries, Benefits, PR Tax	144,626	139,512	(5,114)	-4%
Repairs & Maintenance	20,594	14,124	(6,470)	-46%
Contracted Services	37,254	40,222	2,968	7%
Insurance	20,201	19,001	(1,200)	-6%
Pool Expense	31,932	34,909	2,977	9%
Supplies & Small Tools	9,933	14,934	5,001	33%
Utilities	10,070	10,758	688	6%
Federal Income Tax	1,601	159	(1,442)	-907%
Other Expenses	8,134	8,250	116	1%
<b>Total General Expenses</b>	<b>284,345</b>	<b>281,869</b>	<b>(9,816)</b>	<b>-1%</b>
<b>General Net Income</b>	<b>47,928</b>	<b>44,687</b>	<b>\$ 3,241</b>	<b>7%</b>
<b><u>Water</u></b>				
Revenue - Water Use Fees	188,715	186,960	\$ 1,755	0%
Revenue - All Other Sources	8,267	5,544	2,723	49%
<b>Total Water Revenue</b>	<b>196,982</b>	<b>192,504</b>	<b>4,478</b>	<b>2%</b>
Expenses:				
Salaries, Benefits, PR Tax	63,823	63,249	(574)	-1%
Repairs & Maintenance	3,138	14,785	11,647	79%
Contracted Services	20,965	17,275	(3,690)	-21%
Insurance	10,146	9,692	(454)	-5%
Supplies & Small Tools	9,815	10,730	915	9%
Utilities	12,711	11,914	(797)	-7%
Federal Income Tax	0	0	-	0%
Other Expenses	13,660	14,447	787	5%
<b>Total Water Expenses</b>	<b>134,258</b>	<b>142,092</b>	<b>7,834</b>	<b>6%</b>
<b>Water Net Income</b>	<b>62,724</b>	<b>50,412</b>	<b>12,312</b>	<b>24%</b>
<b><u>Marina</u></b>				
Revenue - Moorage/Parking	57,067	54,294	\$ 2,773	5%
Revenue - All Other Sources	14,642	15,088	\$ (446)	-3%
<b>Total Marina Revenue</b>	<b>71,709</b>	<b>69,382</b>	<b>2,327</b>	<b>3%</b>
Expenses:				
Salaries, Benefits, PR Tax	15,300	15,179	(121)	-1%
Repairs & Maintenance	13,290	13,506	216	2%
Contracted Services	2,811	7,744	4,933	64%
Insurance	7,180	6,763	(417)	-6%
Supplies & Small Tools	3,556	1,957	(1,599)	-82%
Utilities	5,944	6,907	963	14%
Federal Income Tax	0	0	-	#DIV/0!
Other Expenses	1,444	951	(493)	-52%
<b>Total Marina Expenses</b>	<b>49,525</b>	<b>53,007</b>	<b>3,482</b>	<b>7%</b>
<b>Marina Net Income</b>	<b>22,184</b>	<b>16,375</b>	<b>5,809</b>	<b>35%</b>
<b><u>Reserves</u></b>				
Net Reserve Activity	127,308	119,847	(7,461)	-6%
<b>Cmbnd Net Income/(Loss)**</b>	<b>260,144</b>	<b>231,321</b>	<b>(28,823)</b>	<b>12%</b>
Less: Depreciation Expense	121,970	123,322	1,352	1%
<b>Net Income/(Loss) after Dprm.</b>	<b>138,174</b>	<b>107,999</b>	<b>(\$30,175)</b>	<b>-28%</b>

**CAPE GEORGE COLONY CLUB**  
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**Manager's Report:** Patrick Rooney

Once again I would like to thank the Board of Trustees for their support when my Father-in-law passed away on February 25th. Donnie and Terri did a great job taking care of the community while I was absent. I appreciate those wishing me well after getting a head cold also.

**Administration**

1. Terri has been processing owners off wait list for moorage.
2. Manager attended a Marina Committee Meeting and met with the new Fitness Committee Chairperson.
3. As part of the annual insurance renewal process, we are updating company vehicle drivers and fleet vehicle information.
4. The manager worked with the Marina Committee Chair to file for a permit (JARPA) from the Army Corps of Engineers to fix and repair docks at the marina. The current five year permit expires soon.

**Maintenance**

1. The community went through three separate snowfall events in February. Over 100 bags of salt to melt ice was used and 14 hours of overtime by Donnie Weathersby was needed to keep up the community roads through "snowmagedon".
2. A new mail kiosk was installed at the Colony mailbox area for a group of owners.
3. Several lots have new water meters installed in preparation of home building. A total of six are going in. We have purchased three more meters at a cost of \$633.00. We will need to order more in the months ahead
4. The marina road gravel project is scheduled to start March 20th.
5. An alternative water shut-off system at the Village is still being planned. Parts and materials will be ordered.

**Complaints & Reports**

1. We received a letter from Badger Meter, the entity that provides water meters, meter reader and software that the reader (aka bumblebee) and software CGCC has will no longer be supported as of June 2020. The Water Advisory Committee has this information and will be working on a recommended solution that it will present to the Board of Trustees at a later date.
2. An owner has reported damage to the men's bathroom at the pool. On February 26th he discovered a diaper, bathing suit, and broken plastic pieces on the floor of the bathroom from the paper towel dispenser. The owner is concerned in light of the recent improvements to the bathroom. The towel dispenser is fixed and working but a small piece is broken off the far side of it.

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3. An owner called about a barking dog but three checks did not find or hear any barking taking place in the vicinity of the concerned owner.

4. An owner contacted the manager to ask for a waiver regarding the driveway apron policy. A letter was sent to the owner explaining that only the Board of Trustees could waive the policy.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Water (3), Marina and Environmental. The reports are attached to these minutes and incorporated by reference.

**Information Items:**

Manager will write a letter of response to owner regarding construction complaint.  
Manager will find out if new riding mower can have a roll bar kit added

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Karen Krug moved and Joel Janetski seconded, that since the Board has had an opportunity to review the 2018 general Representation Letter as it relates to the Newman and Associates 2018 financial audit that was included in the March 12, 2019 Study Session packet, that the Board accept that letter with a submission date of March 14, 2019. Passed – 5/0

**Motion 2:** Karen Krug moved and George Martin seconded, that since the Board has had an opportunity to review the draft financial audit including the supplemental information and notes thereto included in the March 12, 2019 Study Session packet, that the Board accept the 2018 audit as prepared by Newman and Associates noting that the auditors have deemed it unnecessary to generate a report on internal control for 2018. Passed - 5/0

**Motion 3:** Karen Krug moved and Rich Hilfer seconded that since the Board has had an opportunity to review 2018 1120-H tax return prepared by Newman and Associates that shows a 2018 Federal Income Tax liability of \$1,601, that the Board accept the return as included in the March 12, 2019 Study Session packet. Passed – 5/0

**Motion 4:** Karen Krug moved and Ray Pierson seconded that the Board approve the final 2018 excess cash transfers and the 2018 excess reserve allocation as detailed in a memo from the Treasurer dated March 5, 2019 and included in the March 12, 2019 Study Session packet. Passed – 5/0

**Motion 5:** Rich Hilfer moved and Karen Krug seconded to approve the request for refund of the clubhouse rental deposit. Passed – 5/0

**Motion 6:** George Martin moved and Ray Pierson seconded to approve the due date adjustment request submitted to the Board at the March 12<sup>th</sup> Cape George Board Study Session. Passed – 5/0



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**Motion 7:** George Martin moved and Joel Janetski seconded to approve the request to purchase a new riding lawnmower, Toro Time Cutter MX5000, at a cost not to exceed \$3500 including tax. Passed – 5/0

**Motion 8:** George Martin moved and Rich Hilfer seconded to approve the Social Club request to sell some unused items from the Cape George kitchen at Granny's Attic Sale. Passed – 5/0

**Motion 9:** Joel Janetski moved and Ray Pierson seconded to approve the suggested amendment to CP07. Passed – 5/0

**Motion 10:** Joel Janetski moved and George Martin seconded to approve reimbursing manager Patrick Rooney up to \$1000 for receipted expenses incurred while attending the CAI conference in Orlando, Florida. Passed – 3/1/0

**Motion 11:** Katie Habegger moved and Ray Pierson seconded to approve Carol Wood as Chairperson of the Nominating Committee. Passed – 5/0

**Motion 12:** Karen Krug moved and Rich Hilfer seconded that the Board adopt the Pacific Premier drafted banking resolution appointing Community Financials, Inc. as a financial agent for the Cape George Colony Club, Inc. corporation with authority as stated in that resolution which is made part of the March 14, 2019 Board minutes. Passed – 5/0

**Motion 13:** Karen Krug moved and Ray Pierson seconded that the Board open Pacific Premier checking account xxxxxx0125 for operations and Pacific Premier money market account xxxxxx0082 for Reserve transactions and list as signatories on both accounts, K. Habegger – President; R. Pierson – Vice President; J. Janetski – Secretary; K. Krug – Treasurer and P. Rooney- Manager. Passed – 5/0

**Motion 14:** Richard Hilfer moved and Karen Krug seconded a motion to deny the waiver of Clubhouse Rule submitted on 3/13/2019 by Penny Jensen. Passed – 5/0

**Open Board Discussion:** none

**Announcements:**

- Study Session – April 9, 2019 3:00 P.M.
- Board Meeting –April 11, 2019 3:30 P.M.

**Adjournment:** Katie Habegger moved and Ray Pierson seconded to adjourn the Regular Board Meeting at 3:55 pm. Passed - 5/0

**Executive Session:** Katie Habegger opened Executive Session at 3:55 pm.

**Adjournment:** Richard Hilfer moved and George Martin seconded to adjourn Executive Session and return to Regular Session at 4:55 pm. Passed – 5/0

**Adjournment:** Karen Krug moved and Ray Pierson seconded to adjourn Regular Session at 4:55 pm. Passed – 5/0

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Submitted by:

Approved by:

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Joel Janetski, Secretary

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Katie Habegger, President

Committee reports:

**Cape George Water Advisory Committee  
Meeting Report, December 4, 2018**

The meeting was held at 5 PM in the office. Attendees: Greg Rae, Steve Wright (water manager), Karen Krug (Board Liaison), Larry Southwick, Scott James, Stewart Pugh, Thad Bickling, and Chair Marty Gilmore.

Greg is attending his last meeting as Water Manager, although he will be available for questions. Larry Southwick, with a big smile, has relinquished the Chair duties.

The PLC for the variable frequency pump drives for the Highlands pump station has been programmed and Stew is testing it. Stew will program the PLC and the operations interface. The plan is to have the PLC tested and ready to install by the end of January. The contractor DD needs about a month notice to be on site.

The dirty water problem has been resolved. The most recent test for manganese showed a level of 0.0. The chlorine injectors are working again and this is successfully controlling the manganese level.

It was confirmed that the last asbestos testing was more than five years ago. Because more than 10% of our water distribution system is asbestos/concrete pipe we will require a new test. Greg advised that the test is inexpensive.

Our Water System Plan is due to be updated in 2020. It is advised that we start in early 2019 to ensure we submit the update on time. Because of our size we can consider changing to a "Small Water System Plan". We will have to talk to the Department of Health. NTI may have system records; we do not have any remaining personal contacts at NTI. DOH contacts are Scott Pollard, Regional Engineer, and Fern Schultz, Regional Planner.

Two members have not reported regarding cross-connection back flow testing. (After the meeting, the two members did report and reporting is now at 100%. We have no issues.)

The next meeting will be Monday January 7 at 5 PM in the office.

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**Cape George Water Advisory Committee  
Meeting Report, January 7, 2019**

The meeting was held at 5 PM in the office. Attendees: Steve Wright (water manager), Sharon Mitchell, Larry Southwick, Stewart Pugh, and Chair Marty Gilmore.

Programming and testing of the PLC for the variable speed pumps is continuing. Sharon will call the contractor DD with a plan to have them on site in late February.

There were no comments on the latest revision to the water rules CP08 and the Board will adopt them at this week's meeting. This rule change will allow Cape George staff to access all water connections at all times.

Steve and Greg will work to simplify the tracking spreadsheet. Greg has been updating it daily and this may not be necessary.

The Readcenter meter reading software and handheld water meter reader will no longer be supported by the manufacturer after the middle of 2019. We have a quote to upgrade the software and the reader for \$14,900. This cost is not currently in the budget.

The next meeting will be Tuesday Feb 5 at 5 PM in the office. Marty will be out of town and Larry has agreed to chair the meeting.

**Cape George Water Advisory Committee  
Meeting Report, March 5, 2019**

The meeting was held at 5 PM in the office. Attendees: Steve Wright (water manager), Karen Krug (Board liaison), Scott James, Thad Bickling, Larry Southwick, Stewart Pugh, and Chair Marty Gilmore.

The February meeting of the Water Advisory Committee was cancelled due to weather.

Programming of the PLC for the variable speed pumps is complete and the program is being debugged. Stewart is starting to work on the interface with the operating system, with the plan being to get Pump 2 working, then copy the interface to Pump 3. Steve and Stew will meet Friday to define the remaining tasks before the new control system goes live. Steve will contact DD to determine when they are available to perform the electrical work. We discussed the importance of completing the project in April.

Steve reported that the tank high level alarm failed and the float switch did not shut off the pump. The phone call auto-notice did work and the pump was shut off manually. The phone numbers for the auto-notice will be

Minutes

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reviewed to ensure that they are current. The float switch controller is corroded and will be replaced. Donny and Steve will identify a replacement.

We need a preventative maintenance list. Steve and Donny will identify maintenance items and the schedule for preventative maintenance. They will also identify spares and replacement parts that should be on hand.

Seven new water taps are being installed for new construction. Last month there were 17 leaks and we discussed the importance of consistent notification of all homeowners who have leaks regardless of the size of the leak. If the office does not have a phone number for the homeowner, they can be notified by certified letter if necessary.

The Readcenter meter reading software and handheld water meter reader will no longer be supported by the manufacturer after the middle of 2019. We have a quote to upgrade the software and the reader for \$14,900. The Water Advisory Committee will develop a recommendation in advance of the August review of the reserve schedule.

Work has not started on the Water System Plan update due in 2020.

The next meeting will be Tuesday April 2 at 5 PM in the office. Marty will be out of town and Larry has agreed to chair the meeting.

**March 5, 2019 Marina Committee Meeting**

Meeting was held in the workshop office and called to order at 11 am by Harbor Master Ben Fellows. Those present included Bill Hamilton, Scott Munson, Thad Bickling, Bob Schlentner, Tom Cawrse, Stu Pugh, Arch Bickling, Chuck Hommel, Jim Bodkin, Greg Mika, George Martin, Pat Rooney, and Marty Bluewater.

Ben announces that the parking lot gravel project is scheduled to start March 20 and is expected to take up to 2 weeks. Boats are being moved and parked in several places. The road to the south end will be closed during the project.

The Dock Water Project is nearing a start. Most materials are on hand. The socket fusion joining system is being experimented with.

Some concerns have been raised over the apparent storage of a member's vehicle in the south parking lot and this was briefly discussed.

Greg Mika raised a concern over vehicles without CG stickers visiting the south parking lot. He offered to investigate the cost of an automated gate to the area.

Ben mentioned that during stormy weather, some boats, especially the larger ones, jerk their mooring lines with great force and that some dock damage occurred during this winter. He is recommending that all members with boats in the



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north part of the marina and those on G dock use a 'rubber snubber' to dampen the peak loads on each mooring line and also take care to adjust their lines to equalize the strains on them.

No motions were made during the meeting.

Minutes by B. Fellows

**ENVIRONMENTAL COMMITTEE MINUTES  
CAPE GEORGE CLUBHOUSE  
Monday, March 11, 2019, 9:15 am**

**IN ATTENDANCE:** Patty Dunmire, Sue Dunning, Katie Habegger, Dennis McDaniel, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz, Lorna Smith

**I. CALL TO ORDER:** Kitty called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Robin moved and Dennis seconded that the minutes from the December meeting be approved as revised. The minutes were approved unanimously.

**III. FISCAL REPORT:** The current balance is \$2,562.94. (*These are not funds that belong to Cape George Colony Club, Inc.*)

**IV. OLD BUSINESS**

1. **New CG Manager:** Kitty introduced our new Cape George manager, Pat Rooney. The committee explained some of the functions our committee performs in the neighborhood (eg, work parties to weed and prune, hosting educational programs and films on environmental topics, beach walk and survey) and invited Pat to tell us something about himself.

2. **Rain Gardens:** Bob Simmons of the Washington State University Extension Service, in coordination with Jefferson County Marine Resources Committee, will give a presentation on Rain Gardens at the Clubhouse on Thursday March 28, at 7 p.m. He has identified some potential spots for rain gardens in the neighborhood and will share that information with us.

3. **Walking sticks:** Sue reported that there is a can in the shelter by the clubhouse with walking sticks for use on the beach and a sign asking people to please return them after use. Sue will do a short article for the newsletter about this.

4. **Slide on the beach below the end of Victoria Loop:** The group discussed the recent slide and whether a notice should be posted warning people to be cautious when walking in that area.

**V. NEW BUSINESS**

1. **PTMSC Lecture:** Dr. Bob Boekelheide will give a lecture titled "Seabirds and Marine Mammals of the Protection Island Aquatic Reserve" March 24, at 3 p.m., in the Fort Worden Chapel. Admission is \$5. (It is free for those who participated in the survey)

2. **Beach Marine Survey for Protection Island Aquatic Reserve:** A marine life survey will be conducted for the second time this year on the Cape George beach on Tues, July 16. The training session will be July 10, at 11 a.m. Another beach survey will be held at Kinsey beach on June 5, with training on June 3, if people want to participate

3. **Marine Insect Survey:** Tristan Carette-Myers will be conducting a marine insect survey on the shores of the Aquatic Reserve for Tristan's marine research project at Evergreen State College. There will be 3 surveys: the first 2 on July 16, one during the day after the marine survey and one that night, with the third July 18<sup>th</sup> during the day. Two or 3 people will be needed to help. Guest access to our beach to conduct the surveys also needs to be obtained/

4. **Movies for April Film Night:** Lorna suggested a number of ideas. It will be held on April 30, at 7 p.m. s for our next film night. The group voted unanimously to start with the film *Winged Migration*, and they would also like to show a film on coyotes later in the year. Committee members are encouraged to submit ideas for future programs and presentations.

Minutes

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5. **Work Party for Spring:** The Environmental Committee will hold a work party outside the clubhouse at 9 am, April 2 to weed and prune. Ruth will ask Betty Hanks if she can come advise us on how best to prune and about getting Donnie to come trim the branches over the clubhouse.

6. **Beach Walk:** The group discussed whether we should again hold a beach walk. These have been done every year for the past 5 years and have been very successful with 30 to 50 people taking part. The cost to the committee is approximately \$100. Ruth moved and Fayla seconded that we again hold a beach walk this year and the committee approved the motion unanimously. It will be held on July 2, 2019, from 9:30 until 11:30.

7. **Poison Hemlock:** The committee discussed with Pat Rooney what should be done about the poison hemlock growing in CG public areas. It was agreed that it is too dangerous to ask volunteers to remove it. Pat will check with professionals who treat the poison hemlock to see what type of herbicide they use. Fayla sent the committee an online article concerning control of poison hemlock. Kitty will discuss options with Varn and the committee will revisit the topic at the next meeting.

**VI. ADJOURNMENT:** The meeting was adjourned at 10:00 am.  
Respectfully submitted by Ruth Ross

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**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

There will be an Executive Session following this meeting to discuss a legal matter, member violation and personnel matter.

**In Attendance:** Katie Habegger, Ross Anderson, Karen Krug, Joel Janetski and George Martin

**Action on Minutes:** Joel Janetski moved and Ross Anderson seconded to approve the minutes of the Regular Board Meeting dated March 14, 2019. Passed -4/0

**Membership Report:** Joel Janetski

Nancy Charpentier & Bonnie Rosalind purchased 41 Dennis Blvd from The Kilcullen's

**Treasurer's Report:** Karen Krug

**TREASURER'S REPORT as of March 31, 2019**

*A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office as are the quarterly internal control reports.*

**2019 BALANCE SHEET COMMENTS**

Bank statements have been reconciled with no exceptions. The accounts at 1st Security are slightly, \$7,000, over the FDIC limit but this is temporary. With short term CD rate having risen, some approaching 2%, and more reliable reserve study projections, Cape George can now place a portion of the reserve funds in 6, 9 and perhaps 12 month CDs through an interbank network, CDARS. This will not only generate slightly better income on cash balances but will also reduce the number of financial institutions holding funds.

As is evidenced in the condensed balance sheet on the next page, there have been only minor changes in most Balance Sheet line items when compared to this same time last year. The noticeable exception has occurred in the Reserve balances. There a combination of few large expenditures to date, the cumulative effective of the Reserve Assessment and of course, the positive budgetary performance of 2018 has increased balances by about \$130,000. As of March 31, the individual reserve balances were General = \$284,500; Water = \$685,200; and Marina = \$50,300.

**2019 REVENUE AND EXPENSE COMMENTS**

At the end of the first quarter, all three cost centers are performing better than budget. The biggest single reason, across all three cost centers for this favorable performance, can be seen in the "Other Expenses" category. During the budget process it was thought that recruitment efforts would continue into first quarter and this of course has not been necessary. A large element of this variance should continue throughout the year.

Another variance, this time unfavorable, which is currently impacting all three cost center is in "Contracted Services." In March the expenses for the 2018 audit were recognized. These expenses were budgeted but spread throughout the year. As a result, that variance will diminish. That is also the category where the fees for the external financial

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services will be recognized and this transition was unknown when the 2019 budget was prepared. These fees will of course be offset by savings in bookkeeping labor and system support.

**Other 2019 ACTIVITIES**

Cape George is just now completing the transition to the new external payroll provider ADP. There have been a few glitches but ADP has proven very responsive in assisting with corrections and education. The final piece of this transition is the filing of the 2019 first quarter Federal and State tax reports since there is information from two providers and must be aggregated. Once this has been done the system will be considered verified and this should occur in the next week to ten days.

The transition from internal bookkeeping to an external service partner is also continuing. At the end of March, Cape George processed it's last accounts payable (AP) invoices. Starting on April 1, the AP activities are being handled by our partner, Community Financials, Inc., CF for short. A few payables, notably refunds to Members, will still be prepared here at Cape George. This transition saves considerable time for Cape George staff, e.g. coding, entering, filing, mailing, and also reduces the cost of materials for check printing, storing invoices, mailing costs, etc.

The next major phase of the transition will move the accounting activities and financial statement production to Community Financials (CF). This eliminates the need not only for employing internal bookkeeping staff but also eliminate the need to maintain old legacy accounting computer systems, computer equipment for those systems and vendor support costs of the legacy systems.

The final phase of the transition to CF will be the one with the most direct benefit to Members. When fully implemented, Members will have the choice of paying their bills as they do now with checks to the office, through their bank by EFT like many already pay other bills or by credit card. In addition, Members, if they choose will have online access to view their account statements. Our Office Administrator will continue to be available to accept some payments, help with questions and generally be a resource to Cape George Members

There is still considerable work to be done before the transition is complete but the target date is a goal of May 31, 2019 and no later than June 30, 2019.

CAPE GEORGE COLONY CLUB					
Balance Sheet as of March 31, 2019 and 2018					
Assets	2019	2018	Liabilities and Fund Balances	2019	2018
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 173,640	\$ 179,349	Accounts Payable & Other Liabilities	\$ 12,686	\$ 14,224
Operating Investment-Savings	105,309	82,054	Unearned Income General/Water/Etc.	120,751	92,771
Petty Cash (2 accounts)	300	600	Unearned Income Reserve Assment	24,072	23,225
Reserves - General, Water & Marina	1,019,964	891,213	Unearned Income Marina Wait List	2,050	1,650
Routine Reserve Assessment	55,887	54,626	Total Current Liabilities	159,559	131,870
Total Cash & Equivalents	1,355,100	1,207,842			
Net Accounts Receivable	1,196	1,524	FUND BALANCES:		
Total Net Fixed Assets	1,784,471	1,783,598	Fund Balances (Combined	2,899,229	2,761,054
Total Prepaid & Other Assets	13,221	15,224	Modified Cash Basis Income	119,272	115,264
<b>TOTAL ASSETS</b>	<b>\$3,153,988</b>	<b>\$3,008,188</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,178,060</b>	<b>\$ 3,008,188</b>



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*Summary Revenue and Expense Statements for the periods ended March 31, 2019 and 2018 (Modified Cash Basis)*

2019 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2019 YTD	2018 YTD	Variance	%
<b>General</b>					<b>General</b>				
General Assessment	\$ 76,792	\$ 76,792	-	0%	General Assessment	\$ 76,792	\$ 74,144	\$ 2,648	4%
Revenue - All Other Sources	4,909	1,569	3,340	>100%	Revenue - All Other Sources	4,909	58	4,851	>100%
Total General Revenue	81,701	78,361	3,340		Total General Revenue	81,701	74,202	7,499	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	37,731	42,226	4,495	11%	Salaries, Benefits, PR Tax	37,731	33,101	(4,630)	-14%
Repairs & Maintenance	1,351	2,087	736	35%	Repairs & Maintenance	1,351	4,358	3,007	69%
Contracted Services	7,915	5,650	(2,265)	-40%	Contracted Services	7,915	7,107	(808)	-11%
Insurance	5,326	5,332	6	0%	Insurance	5,326	4,824	(502)	-10%
Pool Expense, pool utilities	8,495	8,000	(495)	-6%	Pool Expense, pool utilities	8,495	8,437	(58)	-1%
Utilities	3,484	2,973	(511)	-17%	Utilities	3,484	2,723	(761)	-28%
Other Expenses (incl taxes)	4,370	12,676	8,306	66%	Other Expenses (incl taxes)	4,370	2,560	(1,810)	-71%
Total General Expenses	68,672	78,944	2,972		Total General Expenses	68,672	63,110	(2,933)	
General Net Income	\$ 13,029	\$ (583)	\$ 13,612	-2335%	General Net Income	\$ 13,029	\$ 11,092	\$ 1,937	17%
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 47,370	\$ 47,160	\$ 210	0%	Revenue - Water Use Fees	\$ 47,370	\$ 46,980	\$ 390	1%
Revenue - All Other Sources	5,905	2,500	3,405	136%	Revenue - All Other Sources	5,905	4,925	980	20%
Total Water Revenue	53,275	49,660	3,615		Total Water Revenue	53,275	51,905	1,370	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	16,493	17,949	1,456	8%	Salaries, Benefits, PR Tax	16,493	15,283	(1,210)	-8%
Repairs & Maintenance	119	1,747	1,628	93%	Repairs & Maintenance	119	317	198	62%
Contracted Services	6,161	3,714	(2,447)	-66%	Contracted Services	6,161	5,501	(660)	-12%
Insurance	2,614	2,559	(55)	-2%	Insurance	2,614	2,428	(186)	-8%
Utilities	2,765	3,237	472	15%	Utilities	2,765	2,717	(48)	-2%
Other Expenses (incl taxes)	7,134	11,332	4,198	37%	Other Expenses (incl taxes)	7,134	5,793	(1,341)	-23%
Total Water Expenses	35,286	40,538	5,252		Total Water Expenses	35,286	32,039	(3,247)	
Water Net Income	\$ 17,989	\$ 9,122	\$ 8,867	97%	Water Net Income	\$ 17,989	\$ 19,866	\$ (1,877)	-9%
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 57,019	\$ 57,727	\$ (708)	-1%	Revenue - Moorage/Parking	\$ 57,019	\$ 52,799	\$ 4,220	8%
Revenue - All Other Sources	11,612	11,457	\$ 155	1%	Revenue - All Other Sources	11,612	10,094	1,518	15%
Total Marina Revenue	68,631	69,184	(553)		Total Marina Revenue	68,631	62,893	5,738	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	4,684	5,017	333	7%	Salaries, Benefits, PR Tax	4,684	3,869	(815)	-21%
Repairs & Maintenance	1,010	442	(568)	-129%	Repairs & Maintenance	1,010	693	(317)	-46%
Contracted Services	2,371	841	(1,530)	-182%	Contracted Services	2,371	1,286	(1,085)	-84%
Insurance	1,906	1,701	(205)	-12%	Insurance	1,906	1,699	(207)	-12%
Utilities	1,987	1,950	(37)	-2%	Utilities	1,987	1,971	(16)	-1%
Other Expenses (incl taxes)	961	2,812	1,851	66%	Other Expenses (incl taxes)	961	803	(158)	-20%
Total Marina Expenses	12,919	12,763	(156)		Total Marina Expenses	12,919	10,321	(2,598)	
Marina Net Income	\$ 55,712	\$ 56,421	\$ (709)	-1%	Marina Net Income	\$ 55,712	\$ 52,572	\$ 3,140	6%
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Revenue	31,776	31,776	-	0%	Routine Reserve Revenue	31,776	31,114	662	2%
Bad Debts, Recoveries, Misc.	55	-	55	0%	Bad Debts, Recoveries, Misc.	55	109	(54)	N/A
Reserve Interest - all	711	4	707	0%	Reserve Interest - all	711	510	201	39%
Net Reserve Income	\$ 32,542	\$ 31,780	\$ 762	2%	Net Reserve Income	\$ 32,542	\$ 31,733	\$ 809	3%
Cmbnd Net Income/(Loss)**	\$ 119,272	\$ 96,740	\$ 22,532	23%	Cmbnd NetIncome/(Loss)(3)	\$ 119,272	\$ 115,263	\$ 3,347	3%

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**Manager's Report:** Patrick Rooney

March 2019

March was a good month for catching up to various activities as the snow subsided. Three new water meters were installed with at least three more to be done. New signage was added near the beach just north of the clubhouse and the playground area reminding members to be cautious of the potential slide area. Our seasonal employee Aimee Garrett starts on Monday, April 1<sup>st</sup>.

**Administration**

1. The manager met with the Environmental Committee and Marina Committee in March.
2. The newsletter was produced and distributed.
3. More than 80 St. Patrick Day Dinner Tickets were sold.
4. The change in the accounts payable process commenced with the new accounting provider Community Financial.

**Maintenance**

1. A new riding lawn mower was purchased and delivered in time to start the mowing season. The new riding mower replaces an old mower.
2. The marina road gravel project started March 20<sup>th</sup> and is now complete.
3. The Marina Committee volunteers have started a marina dock water pipe replacement project.
4. George Martin installed a new 6 gallon hot water tank in the office. The old one stopped working properly.
5. New connecting pins for the snow plow were purchased in preparation of next season.
6. The Ford Ranger pick-up truck had an oil change and tires rotated.
7. We are working on a plan to street sweep certain roads to remove moss and debris from the winter.

**Complaints & Reports**

1. An owner sent a complaint regarding cigarette butts on the side of Colony roads asking if we would put a reminder in the newsletter for members and guests to not toss cigarette butts on the ground.
2. An owner reported disrespectful behavior by a members' family member at the exercise room.
3. A coyote and a beaver sighting was reported to the CGCC office.

**Committee Reports:** None

**Information Items:** None

**Member participation:** None

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**New Business Action Items:**

**Motion 1:** Karen Krug moved and Joel Janetski seconded, based on the 03/19/19 recommendation of the Building Committee, the Cape George covenants and building regulations and the information provided during the 04/09/19 Variance Hearing, that the Board deny the request by Ron and Jayne Hanson for a variance to construct a shed within the published setbacks at the residence at 260 Ridge Dr. Passed - 4/0

**Motion 2:** George Martin moved and Karen Krug seconded to approve the nomination of Franklin H. Hazlehurst to the building committee. Passed – 4/0

**Motion 3:** Karen Krug moved and George Martin seconded to ratify the carryover and payment pf 26 hours of 2018 accrued vacation time in excess of that specified in EMP04 for S. Mitchel. Passed – 4/0

**Motion 4:** Joel Janetski moved and Ross Anderson seconded to approve the request a refund of the \$400 clubhouse rental cleaning/damage deposit for JEN001. Passed – 4/0

**Motion 5:** Joel Janetski moved and Ross Anderson seconded to approve the request a refund of the \$400 clubhouse rental cleaning/damage deposit for HUB001. Passed – 4/0

**Motion 6:** George Martin moved and Joel Janetski seconded to approve five due date adjustment requests for four owners. Passed – 4/0

**Motion 7:** George Martin moved and Karen Krug seconded to approve the towing contract with Evergreen Collision Centers, Inc. *d.b.a.* All City Autobody & Towing (518 Logan St, Port Townsend, WA 98368) to tow vehicles from Cape George property. Passed – 4/0

**Motion 8:** Ross Anderson moved and George Martin seconded to approve the Resolution requesting authorization to transfer funds from Reserves to Operating account for payment of the parking lot gravel project in the amount of \$14,020.00 including tax. Passed – 4/0

**Motion 9:** Karen Krug moved and Ross Anderson seconded, based on the information provided by the Treasurer prior to the 04/09/19 Study Session regarding CDARS (Certificates of Deposit Account Registry Service) and ICS (Insured Cash Sweeps) FDIC fully insured options available through our accounts at Pacific Premier Bank, Inc. (PPBI), as well as discussions at the 04/09/19 Study Session and in keeping with the Cape George investment policy FIN09, approve the transfer and subsequent closure of all funds from Chase #9928, Wells Fargo #5374, US Bank #3724, Kitsap #9120, 1<sup>st</sup> Security #7070, First Federal #8401 and Peninsula Credit Union #8414. Passed – 4/0

**Open Board Discussion:** The discussion on the attorney firm selection has been postponed for a month to give all of the trustees the opportunity to comment.

**Announcements:**

- Study Session – May 14, 2019 3:00 P.M.
- Board Meeting – May 16, 2019 3:30 P.M.

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**Adjournment:** Karen Krug moved and Ross Anderson seconded to adjourn the Regular Board Meeting at 3:50 pm. and move to Executive Session. Passed - 4/0

Ray Pierson joined the Executive Session.

Joel Janetski moved and George Martin seconded to adjourn the Executive Session at 5:30 pm. Passed – 5/0

Joel Janetski moved and George Martin seconded to adjourn the Regular Board Meeting at 5:31 pm. Passed - 5/0

**Submitted by:**

**Approved by:**

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Joel Janetski, Secretary

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Katie Habegger, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
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**President Katie Habegger called the meeting to order at 3:34 p.m.**

Welcome

Names of two trustee candidates have been submitted by the Nominating Committee, Lad Burgin and Ray Graves. An Executive Session will be held following this meeting to discuss a legal matter, and personnel matter.

**In Attendance:** Katie Habegger, Ross Anderson, Karen Krug, Joel Janetski and Richard Hilfer

**Action on Minutes:** Joel Janetski moved and Richard Hilfer seconded to approve the minutes of the Regular Board Meeting dated April 11, 2019. Passed -4/0

**Membership Report:** Joel Janetski

Kristian & Danielle Ferrero purchased 200 N Rhody from Justin Hirsch  
Andrew Lloyd purchased 120 Ridge Dr from David & Doris Riggs  
Jon Karpilow & Loretta Cameron purchased 61 S Palmer from Tim & Jane Berry

**Treasurer's Report:** Karen Krug

**As of April 30, 2019**

*A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office as are the quarterly internal control reports.*

**2019 BALANCE SHEET COMMENTS**

Bank statements reviewed and reconciled with no exceptions.

**There were significant changes in banking activities in April, changes that had been planned since early January. The changes include closing eight local bank accounts and investing in the ICS, Insured Cash Sweep, and CDARS, CD Account Registry Service, offered by Pacific Premier Bank (PPB). Those changes and the movement of funds are detailed on Pages 2, 12 and 17 of 21 in the April 2019 Financial Information that appears at the end of the April Board packet.**

**2019 REVENUE AND EXPENSE COMMENTS**

All three cost centers are performing noticeably better than budget. The principle reason for the favorable variance in three, like last month, relates to lower than budgeted recruitment costs.

**SYSTEM CONVERSION ACTIVITIES**

The transition from internal bookkeeping to an external service provider continues. The major activity this month was the conversion from the TOPS Pro legacy system to the TOPS ONE system. Unlike Pro, ONE will not reside on Cape George servers but is licensed and maintained through our external partner, Community Financials (CF). Cape George has access to the newest version of the TOPS software, does not have to pay a separate fee for ONE and no longer will have to pay the \$260 month fee for to license and back-up the Pro system. Cape George has been using some version of TOPS software since the mid-90s.



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The April 2019 financial statements are the last that will be produced using the Pro system. Future financial statements will be produced by CF using TOPS ONE system. Cape George will keep the TOPS Pro system active for a few months to ensure that historical information has been downloaded for future reference.

Part of the full transition to a completely external financial service firm are the efforts to streamline process and practices without losing integrity and comparability of financial information. Much like the summarized manner that wages, benefits and payroll taxes are now allocated across the cost centers using the long established budget methodology but doing so in aggregate rather than by multiple lines, Cape George is working to streamline the way other common items like office supplies, accounting services, copier maintenance, etc. are allocated. For a month or two there may be some slightly differences as the switch to more aggregated allocations occurs, but at year-end there should be virtually no discernable difference.

The April study session material contains a memo with additional information on the conversion efforts this past month. There remains considerable work to be done before the transition is complete but the target date is a goal of May 31, 2019 and no later than June 30, 2019 have not changed.

<b>CAPE GEORGE COLONY CLUB</b>						
<i>Balance Sheet as of April 30, 2019 and 2018</i>						
<b>Assets</b>	<b>2019</b>	<b>2018</b>		<b>Liabilities and Fund Balances</b>	<b>2019</b>	<b>2018</b>
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 230,171	\$ 227,075		Accounts Payable & Other Liabilities	\$ 13,526	\$ 13,679
Operating Investment-Savings	105,362	82,065		Unearned Income General/Water/Etc.	54,048	53,607
Petty Cash	300	600		Unearned Income Reserve Assment	13,440	13,101
Reserves - General, Water & Marina	1,006,217	887,888		Unearned Income Marina Wait List	1,850	1,600
Routine Reserve Assessment	64,070	74,229		Total Current Liabilities	82,864	81,987
Total Cash & Equivalents	1,406,120	1,271,857				
Net Accounts Receivable	8,889	7,579		<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,798,784	1,783,930		Fund Balances (Combined)	2,899,229	2,761,054
Total Prepaid & Other Assets	11,848	12,919		Modified Cash Basis Income	243,548	233,244
<b>TOTAL ASSETS</b>	<b>\$3,225,641</b>	<b>\$3,076,285</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$3,225,641</b>	<b>\$ 3,076,285</b>

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**Summary Revenue and Expense Statements for the periods ended April 30, 2019 and 2018 (Modified Cash Basis)**

2019 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2019 YTD	2018 YTD	Variance	%
<b>General</b>					<b>General</b>				
General Assessment	\$ 153,584	\$ 153,584	-	0%	General Assessment	\$ 153,584	\$ 148,288	\$ 5,296	4%
Revenue - All Other Sources	5,920	5,892	28	>100%	Revenue - All Other Sources	5,920	197	5,723	>100%
Total General Revenue	159,504	159,476	28		Total General Revenue	159,504	148,485	11,019	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	50,434	56,302	5,868	10%	Salaries, Benefits, PR Tax	50,434	44,523	(5,911)	-13%
Repairs & Maintenance	1,617	2,783	1,166	42%	Repairs & Maintenance	1,617	4,374	2,757	63%
Contracted Services	11,003	14,212	3,209	23%	Contracted Services	11,003	9,324	(1,679)	-18%
Insurance	7,101	7,110	9	0%	Insurance	7,101	6,416	(685)	-11%
Pool Expense, pool utilities	10,383	10,667	284	3%	Pool Expense, pool utilities	10,383	11,820	1,437	12%
Utilities	4,665	3,963	(702)	-18%	Utilities	4,665	3,792	(873)	-23%
Other Expenses (incl taxes)	4,916	14,042	9,126	65%	Other Expenses (incl taxes)	4,916	3,110	(1,806)	-58%
Total General Expenses	90,119	109,079	18,960		Total General Expenses	90,119	83,359	(5,518)	
<b>General Net Income</b>	<b>\$ 69,385</b>	<b>\$ 50,397</b>	<b>\$ 18,988</b>	<b>38%</b>	<b>General Net Income</b>	<b>\$ 69,385</b>	<b>\$ 65,126</b>	<b>\$ 4,259</b>	<b>7%</b>
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 94,980	\$ 94,320	\$ 660	0%	Revenue - Water Use Fees	\$ 94,980	\$ 94,050	\$ 930	1%
Revenue - All Other Sources	7,005	2,500	4,505	180%	Revenue - All Other Sources	7,005	4,925	2,080	42%
Total Water Revenue	101,985	96,820	5,165		Total Water Revenue	101,985	98,975	3,010	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	22,879	23,932	1,053	4%	Salaries, Benefits, PR Tax	22,879	20,480	(2,399)	-12%
Repairs & Maintenance	172	2,329	2,157	93%	Repairs & Maintenance	172	317	145	46%
Contracted Services	7,228	6,752	(476)	-7%	Contracted Services	7,228	6,763	(465)	-7%
Insurance	3,486	3,411	(75)	-2%	Insurance	3,486	3,230	(256)	-8%
Utilities	3,805	4,317	512	12%	Utilities	3,805	3,557	(248)	-7%
Other Expenses (incl taxes)	10,462	15,117	4,655	31%	Other Expenses (incl taxes)	10,462	8,449	(2,013)	-24%
Total Water Expenses	48,032	55,858	7,826		Total Water Expenses	48,032	42,796	(5,236)	
<b>Water Net Income</b>	<b>\$ 53,953</b>	<b>\$ 40,962</b>	<b>\$ 12,991</b>	<b>32%</b>	<b>Water Net Income</b>	<b>\$ 53,953</b>	<b>\$ 56,179</b>	<b>\$ (2,226)</b>	<b>-4%</b>
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 59,679	\$ 57,727	\$ 1,952	3%	Revenue - Moorage/Parking	\$ 59,679	\$ 53,770	\$ 5,909	11%
Revenue - All Other Sources	12,460	11,520	\$ 940	8%	Revenue - All Other Sources	12,460	10,428	2,032	19%
Total Marina Revenue	72,139	69,247	2,892		Total Marina Revenue	72,139	64,198	7,941	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	6,509	6,691	182	3%	Salaries, Benefits, PR Tax	6,509	5,153	(1,356)	-26%
Repairs & Maintenance	1,044	2,839	1,795	63%	Repairs & Maintenance	1,044	2,767	1,723	62%
Contracted Services	2,528	1,721	(807)	-47%	Contracted Services	2,528	1,511	(1,017)	-67%
Insurance	2,541	2,268	(273)	-12%	Insurance	2,541	2,261	(280)	-12%
Utilities	2,803	2,600	(203)	-8%	Utilities	2,803	2,675	(128)	-5%
Other Expenses (incl taxes)	1,015	3,149	2,134	68%	Other Expenses (incl taxes)	1,015	927	(88)	-9%
Total Marina Expenses	16,440	19,268	2,828		Total Marina Expenses	16,440	15,294	(1,146)	
<b>Marina Net Income</b>	<b>\$ 55,699</b>	<b>\$ 49,979</b>	<b>\$ 5,720</b>	<b>11%</b>	<b>Marina Net Income</b>	<b>\$ 55,699</b>	<b>\$ 48,904</b>	<b>\$ 6,795</b>	<b>14%</b>
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Revenue	63,552	63,552	-	0%	Routine Reserve Revenue	63,552	62,228	1,324	2%
Bad Debts, Recoveries, Misc.	55	-	55	0%	Bad Debts, Recoveries, Misc.	55	109	(54)	N/A
Reserve Interest - all	904	7	897	0%	Reserve Interest - all	904	697	207	30%
<b>Net Reserve Income</b>	<b>\$ 64,511</b>	<b>\$ 63,559</b>	<b>\$ 952</b>	<b>1%</b>	<b>Net Reserve Income</b>	<b>\$ 64,511</b>	<b>\$ 63,034</b>	<b>\$ 1,477</b>	<b>2%</b>
<b>Cmbnd Net Income/(Loss)**</b>	<b>\$ 243,548</b>	<b>\$ 204,897</b>	<b>\$ 38,651</b>	<b>19%</b>	<b>Cmbnd Net Income/(Loss)(3)</b>	<b>\$ 243,548</b>	<b>\$ 233,243</b>	<b>\$ 8,981</b>	<b>4%</b>

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**Manager's Report:** Pat Rooney

April 2019

Now that spring has arrived we are actively mowing common lawns and trimming culverts. Many members are out walking with their friends and pets.

**Administration**

1. The manager met with the Marina Committee, Water Advisory Committee, Environmental Committee and Fitness Committee in April.
2. The monthly newsletter was produced and distributed.
3. Both Grannie's Attic Sale and Marina Sale at the clubhouse were very successful. A great effort was made by many volunteers
4. Near the end of April an upgrade was made to the accounting & management software called TOPS. We went to Tops ONE software from the former TOPS Pro Software. The Board members were actively monitoring and discussing this change online during the process. A smooth transition took place.

**Maintenance**

1. The Marina Committee volunteers continue to work on the marina dock water pipe replacement project.
2. An oil leak has started under the Ford F450 Truck. While the leak is not significant, it will be taken in for service and repair.
3. The Highlands and parts of the Colony had their roads street swept to remove moss build-up.
4. Two treadmills in the Fitness Room were repaired by a vendor.
5. 41 Owner lots were mowed the last week of April.
6. New Towing Signs have been installed in the Marina/Clubhouse area and at Memorial Park.
7. Environmental Committee volunteers polished the bell at the clubhouse.

**Complaints & Reports**

1. On April 13<sup>th</sup> minor vandalism occurred when the pool and pool men's room were found in disarray. Anyone that may have information is encouraged to contact the CGCC Office.
2. A complaint regarding construction noise was made to the office. The contractor was notified of quiet hours.
3. A complaint was received that a member of the community witnessed a young adult ringing the bell harmfully and was concerned with potential damage.
4. A Bobcat was reported on or near Sunset on 4/30/2019.
5. An owner reported a clogged culvert at North Rhododendron and North Palmer. It was cleared.
6. A contractor parked a company van after work hours at the South Marina parking lot and allegedly had his dinner and watched a movie. He was locked in at dusk. The Contractor cut the lock to the gate the next morning to get his work truck out. The company was identified. The manager called the business and conveyed

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the action of their employee making it clear it violated regulations of the community. They apologized and indicated they would notify their employee that he must immediately leave after working.

7. In addition to the manager's report, a report was made of graffiti found in the outside restroom at the pool.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Marina and Water. The Social Club also submitted minutes from their semi-annual meeting. The reports are attached to these minutes and incorporated by reference.

**Information Items:**

- a. A member inquired about mitigating wildfire danger at our water tank farm. Members of the Water Committee walked the site to form a plan of action regarding fire prevention and protecting our water supply. Members are encouraged to attend the Preparing for Wildfires presentation on May 30<sup>th</sup>, 7 pm at the Clubhouse brought to us by the Emergency Preparedness Committee and East Jefferson Fire Rescue.
- b. Discussions on cable/internet to clubhouse to install a security camera system are continuing to determine possible options.
- c. Katie Habegger will establish an ad hoc committee to make recommendations on community entry (monument) signs.
- d. Discussion regarding a group of members wanting to bury electrical utilities is postponed for clarification.
- e. Note page 33 of the May Board packet for detailed information on the cash transfers in consolidating bank activities.

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Richard Hilfer moved and Karen Krug seconded to approve a requested refund of the \$400 clubhouse rental cleaning/damage deposit. Passed - 4/0

**Motion 2:** Joel Janetski moved and Ross Anderson seconded to approve one due date adjustment request for a member. Passed – 4/0

**Motion 3:** Karen Krug moved and Richard Hilfer seconded to turnover to SABA for collections the two accounts listed in the past due account memo from the Manager dated 05/10/19 and included in the May Study Session material. Passed – 4/0

**Motion 4:** Karen Krug moved and Joel Janetski seconded to approve the insurance renewal proposal submitted by CAU for the coverages and amounts listed in the Package Policy Premium Summary for coverage distributed at the May Board meeting knowing that the coverage is basically the same as the current coverage but the overall premiums have increased by an aggregate of 7% with the basic hazard increasing nearly 9%. Passed – 4/0

**Motion 5:** Karen Krug moved and Richard Hilfer seconded to approve the Records Retention policy, FIN11 as included in the May Board meeting material. Passed – 4/0

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**Motion 6:** Karen Krug moved and Ross Anderson seconded to approve the replacement for FIN06, the Check Signing Procedure, with FIN06, Expenditure Authorization policy as included in the May Board meeting material. Passed – 4/0

**Motion 7:** Richard Hilfer moved and Karen Krug seconded to retain Leahy Fjelstad Peryea as new counsel. Passed – 4/0

**Open Board Discussion:** none

**Announcements:**

- Study Session –June 11, 2019 3:00 P.M.
- Board Meeting – June 13, 2019 3:30 P.M.

**Adjournment:** Katie Habegger moved and Karen Krug seconded to adjourn the Regular Board Meeting at 3:53 pm and move to Executive Session. Passed - 4/0

Richard Hilfer moved and Ross Anderson seconded to adjourn from Executive Session and return to regular session at 4:20 pm. Passed – 4/0

Richard Hilfer moved and Karen Krug seconded to adjourn the regular session at 4:20 pm. Passed – 4/0

**Submitted by:**

**Approved by:**

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Joel Janetski, Secretary

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Katie Habegger, President



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**Committee reports:**

**ENVIRONMENTAL COMMITTEE MINUTES**  
**CAPE GEORGE CLUBHOUSE**  
**Monday, April 8, 2019, 9:15 am**

**ATTENDANCE:** Joost Besijn, Varn Brooks, Patty Dunmire, Pat Gulick, Katie Habegger, Anne Jimenez, Dennis McDaniel, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting,

**I. CALL TO ORDER:** Kitty called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Varn moved and Anne seconded that the minutes from the March 2019 meeting be approved as revised. The minutes were approved unanimously.

**III. FISCAL REPORT:** The current balance is \$2,562.94. (*These are not funds that belong to Cape George Colony Club, Inc.*)

**IV. Old Business**

**1. Poison Hemlock.** Our manager Pat Rooney reported that he had spoken with a licensed Weed Control service that could spray poison hemlock with a product designed specifically for water environments and put up flags and signs. He was told temperatures needed to be >50 at night for the spray to be effective. The committee asked Pat to get the product name. The committee agreed that only public areas at ground level (eg around playground, near ravine) should be sprayed and a blast email sent out to notify people. Varn invited Joost Besijn, Environmental Program Manager for the Jefferson County Noxious Weed Control Board to attend our meeting and advise us. Joost explained different options (pulling, spraying) for Poison Hemlock control, that it is important to spray before the plants seed, to use a broadleaf selective herbicide, and to bag and throw away the hemlock if it is pulled. He has Washington Conservation Corps crews working in Jefferson County now both pulling and spraying. He will check to see if there is any way his office can provide assistance to our community. Dennis moved and Pat Gulick seconded a motion that Varn create a map for Joost showing the areas where poison hemlock is a problem in the community. Robin moved and Patty Dunmire seconded that Joost investigate with the county the possibility that they could help. Pat Gulick moved and Ruth seconded that Pat ask the weed control service if they can pull as well as spray and put dye in the spray. All motions were unanimously approved.

**2. Beach Walk.** Kitty reported that the walk will take place Tuesday, July 2, 2019, 9:30 until 11:30. The committee with pay \$125 to the PT Marine Science Center for Gabriele Sanches to assist. Kitty will purchase continental breakfast items.

**3. Rain Garden Presentation.** Kitty reported that 10 people attended Bob Simmons' talk on March 28, most of whom had interest in and appropriate sites for rain gardens. We will continue to consult with Bob about a possible rain garden in the ravine area.

**4. Movie for April.** Darrell and Lorna Smith will present the film *Winged Migration*. April 30<sup>th</sup> at 7 pm in the clubhouse. Kitty will provide popcorn.

**5. Presentation by Dr. Bob Boekelheide on March 24 at Fort Worden.** Ruth and Varn reported that the presentation summarized the latest data on bird and marine mammal populations from the monthly boat outings in the Protection Island Aquatic Reserve.

**6. Work Party.** Ruth reported that she, Sue Dunning, Patty Dunmire, Katie Habegger, Dennis McDaniel, Steve McDevitt, and Robin Scherting weeded and pruned around the clubhouse for 2 hrs on April 2. Varn will give used soaker hoses to Pat Gulick who will be taking care of the front of the clubhouse this summer.

**7. Refresher training for 2019 Cape George Beach Survey** will take place Wednesday, July 10, 11 a.m., at the Clubhouse. The survey will be July 16, with the insect survey the same day. Those wanting to help with the Kenzi Survey need to attend the training June 3. Call Betsy Carlson for time/place.

**V. NEW BUSINESS**

**1. Work parties this summer.** Mardela will be scheduling a work party at Cedar Park in the Village. Work in the park area near the old fire house in the Village is also needed.

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2. **Volunteer List.** Kitty reviewed those who are currently taking jobs and noted the need for more volunteers and asked members to see if they can recruit some help. The list will also be included in an upcoming newsletter to help elicit volunteers.
  3. **Bell Polishing.** The bell will be polished Wednesday April 24 at 10 am. Helpers are welcome.
  4. **Octoberfest:** The committee agreed that again our main fundraiser should be a Halloween party. We have lots of decorations available and can serve brats and buns and have people bring dishes. Ruth and Robin will do something special for the children who come, since we had quite a few children attend in costume last year.
- VI. ADJOURNMENT:** The meeting was adjourned at 10:25 am.  
Respectfully submitted by Ruth Ross

### **Marina Committee minutes**

May 7, 2019

Chair Marty Bluewater called the meeting to order at 11:10 am. Thirteen members and manager Pat Rooney were present in the workshop meeting room.

Ben Fellows reported that the new water system project is going well, the work being done by volunteers. The north end of the marina is almost complete, and work will begin soon on the south end.

Ben briefed members on recent changes in the waiting list for moorage.

Ben reported that he continues to research dock replacement possibilities. \$7300 in reserves is available to buy a sample section of aluminum dock. The frame he is looking at would cost less.

Ben reported that he and Gary Rossow continue to work on obtaining the permits that will be needed for the future dock replacement project.

Ben reported that dredging of the marina entrance has been scheduled for the low tides of July 2 and 3.

Dick Poole reported that the annual marina sale in April raised a total of \$5896. It was moved and seconded that the proceeds be split 50-50 with the workshop committee. The motion was approved.

The meeting was adjourned at 11:50 am.

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**Cape George Water Advisory Committee**  
**Meeting Report April 2 2019**

The meeting was held at 5 PM in the office. Attendees: Steve Wright (water manager), Karen Krug (Board liaison), Patrick Rooney (CG Manager), Scott James, Thad Bickling, Stewart Pugh, and Chair Marty Gilmore.

Programming of the PLC for the variable speed pumps is complete and the program is being debugged. Stewart is continuing to work on the interface with the operating system, with the plan being to get Pump 2 working, then copy the interface to Pump 3. No one has established contact with DD so the schedule for completing the work is uncertain, and April completion is becoming unlikely.

A new owner complained about the water tap location for their new water line. The tap was moved and a saddle installed as part of the tap. The discussion that followed emphasized that owners cannot require non-standard installations since liability for any failure would stay with Cape George.

Previously the tank high level alarm failed and the float switch did not shut off the pump. The float switch controller is corroded and will be replaced. Donny and Steve will identify a replacement. Work on this switch will require an electrical permit, this is a Cape George requirement. When DD is on site for the pump controller project, they will be asked what work is required for a new tank level alarm.

We need a preventative maintenance list. Steve and Donny will identify maintenance items and the schedule for preventative maintenance. They will also identify spares and replacement parts that should be on hand.

DOH has requested pictures of work done in 2016. These were sent, and then lost by DOH. New copies will be sent.

Steve is on a one-year contract and has not decided to take the required certification test to continue in his current position as water manager.

The Readcenter meter reading software and handheld water meter reader will no longer be supported by the manufacturer after the middle of 2019. We have a quote to upgrade the software and the reader for \$14,900 but an alternative based on Windows 10 is also available and cheaper. The Water Advisory Committee will develop a recommendation in advance of the August review of the reserve schedule.

Work has not started on the Water System Plan update due in 2020.

The next meeting will be Tuesday May 7 at 5 PM in the office.

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**CAPE GEORGE WATER ADVISORY COMMITTEE**  
**MEETING REPORT, MAY 7, 2019**

The meeting was held at 5:00 pm at the Office. The following attended: Patrick Rooney, Manager; Karen Krug, Board Liaison; Steve Wright, Water Manager; Scott James, Acting Committee Chair; and members Larry Southwick, and Thad Bickling.

1. Letter from Jefferson County, Department of Community Development, Port Townsend Water Service Expansion. There were no objections or concerns to the expansion of the Port Townsend Service area. The Manager was asked to submit the Cape George response.
2. Steve will prepare the annual water quality report that is sent to members June 4th along with the board ballots.
3. Steve has decided not to pursue the additional certifications required by the state to run our water system and will finish his contract in November. As a result Pat will start a search for a new water system manager.
4. All members were in favor of purchasing a McGraw air compressor from Harbor Freight for about \$249. The compressor is used to control valves at the Ed Skowrya Memorial Tank Farm.
5. Steve presented an estimate of \$5,983.66 from Electric America for improvements to well pumps at the Ed Skowrya Memorial Tank Farm, the committee asked for more information on the proposed work and a more detailed estimate to be presented at the June meeting.
6. Pat and Steve will meet with Electric America at the Ed Skowrya Memorial Tank Farm to gather more information on an alternative pump controller project. More information will be presented to the committee at the June meeting.
7. Larry gave the committee some information about the state requirements for back flow testing for our water system and let Pat know he will transfer the information he has to the office.
8. Thad will do a fire risk assessment of the Ed Skowrya Memorial Tank Farm and report back to the water committee. There was also discussion of the fire protection points raised in a memo from Ben Fellows.

The next scheduled meeting is June 4, 2019 at 5 pm at the Office.

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**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

An Executive Session will be held following this meeting to discuss a Legal matter and Owner matter

**In Attendance:** Katie Habegger, Ross Anderson, Joel Janetski and George Martin

**Action on Minutes:** Joel Janetski moved and Ross Anderson seconded to approve the minutes of the Regular Board Meeting dated May 16, 2018. Passed -4/0

**Membership Report:** Joel Janetski

Ted Peterson & Elizabeth Bryson purchased 81 Alder from Dale Koenig  
Richard & Lori Van De Mark purchased 66 N Palmer Dr from Tom Barnett & Jean Akin  
Ken & Marilyn Matthews purchased 530 Saddle from Bob & Linda Frenette  
Marguerite McGrath purchased 231 Victoria Loop from Steve & Sharon Mitchel  
Mark Costanti purchased 111 Alder Dr from Diane Morrison

**Treasurer's Report:** Karen Krug

**TREASURER'S REPORT as of May 31, 2019**

*A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office as are the quarterly internal control reports.*

**2019 BALANCE SHEET COMMENTS**

Bank statements have been received and reviewed with no exceptions. The primary operating account at PPB appears to be over the FDIC limit but it is not. The balance in that account includes the ICS sweeps that are actually resident at other financial institutions.

As of May 31, 2019, total reserves were slightly over \$1 million. Of that total \$284,700 was for General, \$685,300 was for Water, \$36,300 for Marina. The Reserve assessment which gets distributed on a pro-rata basis at the end of each year was nearly \$65,000 as of the end of May.

**2019 REVENUE AND EXPENSE COMMENTS**

Combined operations are performing ahead of both budget and the prior year. Lower labor expenses and timing differences in expenses for both repairs and contract services continue to be the primary reasons for the current favorable performance.

The conversion from one accounting software system to another and the transition from in-house to external bookkeeping activities have required changing some processes and practices. As expected these changes have also come with a few bums and glitches. There are still a few things to be ironed but none of them major.



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There is a slight misalignment in several expense and income accounts, resulting from the difference between the old and new account numbering requirements. The items that still need to be realigned include some interest income for the reserves and one or two pool expense categories. These items are not "missing," they are just located in the wrong place right now. This will be corrected by the end of June.

There is also a lag in revenue recognition this month. It is small at less than \$3,000; about half impacts General operations and half impacts Marina operations. Again, this income is not "missing" the process of transferring it from Cape George to Community Financial just slowed down the recognition. This timing difference will be corrected in June as the new processes become more familiar to all parties.

<b>CAPE GEORGE COLONY CLUB</b>									
<i>Balance Sheet as of May 31, 2019 and 2018</i>									
<b>Assets</b>	<b>2019</b>	<b>2018</b>		<b>Liabilities and Fund Balances</b>	<b>2019</b>	<b>2018</b>			
Cash and Cash Equivalents:				Current Liabilities:					
Operations Checking	\$ 190,046	\$ 173,963		Accounts Payable & Other Liabilities	\$ 16,200	\$ 15,396			
Operating Investment-Savings	105,369	82,075		Unearned Income General/Water/Etc.	53,179	55,138			
Petty Cash & Cash Clearing	299	600		Unearned Income Reserve Assmt	13,119	13,430			
Reserves - General, Water & Marina	1,006,217	888,062		Unearned Income Marina Wait List	1,850	1,650			
Routine Reserve Assessment	64,967	75,354		Total Current Liabilities	84,348	85,614			
Total Cash & Equivalents	1,366,898	1,220,054							
Net Accounts Receivable	10,448	3,811		<b>FUND BALANCES:</b>					
Total Net Fixed Assets	1,796,202	1,820,507		Fund Balances (Combined)	2,899,229	2,761,054			
Total Prepaid & Other Assets	10,516	11,584		Modified Cash Basis Income	200,486	209,288			
<b>TOTAL ASSETS</b>	<b>\$3,184,063</b>	<b>\$3,055,956</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$3,184,063</b>	<b>\$3,055,956</b>			
<i>Summary Revenue and Expense Statements for the periods ended May 31, 2019 and 2018 (Modified Cash Basis)</i>									
<b>2019 Year to Date</b>					<b>COMPARATIVE</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>		<b>2019 YTD</b>	<b>2018 YTD</b>	<b>Variance</b>	<b>%</b>
<b>General</b>					<b>General</b>				
General Assessment	\$ 153,584	\$ 153,584	-	0%	General Assessment	\$ 153,584	\$ 148,288	\$ 5,296	4%
Revenue - All Other Sources	9,845	10,365	(520)	>100%	Revenue - All Other Sources	9,845	9,027	818	>100%
Total General Revenue	163,429	163,949	(520)		Total General Revenue	163,429	157,315	6,114	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	64,440	70,377	5,937	8%	Salaries, Benefits, PR Tax	64,440	56,885	(7,555)	-13%
Repairs & Maintenance	2,597	3,479	882	25%	Repairs & Maintenance	2,597	4,476	1,879	42%
Contracted Services	16,432	19,774	3,342	17%	Contracted Services	16,432	15,624	(808)	-5%
Insurance	7,101	8,888	1,787	20%	Insurance	7,101	8,008	907	11%
Pool Expense, pool utilities	8,695	13,333	4,638	35%	Pool Expense, pool utilities	8,695	13,187	4,492	34%
Utilities	5,871	4,954	(917)	-19%	Utilities	5,871	4,687	(1,184)	-25%
Other Expenses (incl taxes)	13,052	15,058	2,006	13%	Other Expenses (incl taxes)	13,052	5,320	(7,732)	-145%
Total General Expenses	118,188	135,863	11,948		Total General Expenses	118,188	108,187	(5,577)	
<b>General Net Income</b>	<b>\$ 45,241</b>	<b>\$ 28,086</b>	<b>\$ 17,155</b>	61%	<b>General Net Income</b>	<b>\$ 45,241</b>	<b>\$ 49,128</b>	<b>\$ (3,887)</b>	-8%

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<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 94,980	\$ 94,320	\$ 660	0%	Revenue - Water Use Fees	\$ 94,980	\$ 94,110	\$ 870	1%
Revenue - All Other Sources	7,575	2,500	5,075	203%	Revenue - All Other Sources	7,575	5,501	2,074	38%
Total Water Revenue	102,555	96,820	5,735		Total Water Revenue	102,555	99,611	2,944	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	29,007	29,915	908	3%	Salaries, Benefits, PR Tax	29,007	25,849	(3,158)	-12%
Repairs & Maintenance	932	2,912	1,980	68%	Repairs & Maintenance	932	368	(564)	-153%
Contracted Services	8,626	7,990	(636)	-8%	Contracted Services	8,626	8,027	(599)	-7%
Insurance	6,133	4,265	(1,868)	-44%	Insurance	6,133	4,031	(2,102)	-52%
Utilities	4,714	5,396	682	13%	Utilities	4,714	4,521	(193)	-4%
Other Expenses (incl taxes)	10,836	16,202	5,366	33%	Other Expenses (incl taxes)	10,836	9,228	(1,608)	-17%
Total Water Expenses	60,248	66,680	6,432		Total Water Expenses	60,248	52,024	(8,224)	
<b>Water Net Income</b>	<b>\$ 42,307</b>	<b>\$ 30,140</b>	<b>\$ 12,167</b>	40%	<b>Water Net Income</b>	<b>\$ 42,307</b>	<b>\$ 47,587</b>	<b>\$ (5,280)</b>	-11%
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 59,679	\$ 57,727	\$ 1,952	3%	Revenue - Moorage/Parking	\$ 59,679	\$ 55,072	\$ 4,607	8%
Revenue - All Other Sources	12,492	11,667	\$ 825	7%	Revenue - All Other Sources	12,492	12,261	231	2%
Total Marina Revenue	72,171	69,394	2,777		Total Marina Revenue	72,171	67,333	4,838	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	8,259	8,364	105	1%	Salaries, Benefits, PR Tax	8,259	6,423	(1,836)	-29%
Repairs & Maintenance	1,044	5,236	4,192	80%	Repairs & Maintenance	1,044	2,800	1,756	63%
Contracted Services	2,708	2,001	(707)	-35%	Contracted Services	2,708	1,859	(849)	-46%
Insurance	3,176	2,835	(341)	-12%	Insurance	3,176	2,833	(343)	-12%
Utilities	3,346	3,250	(96)	-3%	Utilities	3,346	3,283	(63)	-2%
Other Expenses (incl taxes)	1,234	3,386	2,152	64%	Other Expenses (incl taxes)	1,234	1,057	(177)	-17%
Total Marina Expenses	19,767	25,072	5,305		Total Marina Expenses	19,767	18,255	(1,512)	
<b>Marina Net Income</b>	<b>\$ 52,404</b>	<b>\$ 44,322</b>	<b>\$ 8,082</b>	18%	<b>Marina Net Income</b>	<b>\$ 52,404</b>	<b>\$ 49,078</b>	<b>\$ 3,326</b>	7%
		599							
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Revenue	63,552	63,552	-	0%	Routine Reserve Revenue	63,552	62,228	1,324	2%
Bad Debts, Recoveries, Misc.	(188)	-	(188)	0%	Bad Debts, Recoveries, Misc.	(188)	380	(568)	N/A
Reserve Interest - all	88	-	88	0%	Reserve Interest - all	88	886	(798)	-90%
<b>Net Reserve Income</b>	<b>\$ 63,452</b>	<b>\$ 63,552</b>	<b>\$ (100)</b>	0%	<b>Net Reserve Income</b>	<b>\$ 63,452</b>	<b>\$ 63,494</b>	<b>\$ (42)</b>	0%
<b>Cmbnd Net Income/(Loss)**</b>	<b>\$ 203,404</b>	<b>\$ 166,099</b>	<b>\$ 37,304</b>	22%	<b>Cmbnd Net Income/(Loss)(3)</b>	<b>\$ 203,404</b>	<b>\$ 209,287</b>	<b>\$ (7,207)</b>	-3%

**Manager's Report:** Pat Rooney

Spring has arrived. It is a great time to go outside and perform yard work. Please remember that owners have a duty to remove Poison Hemlock and Scotch Broom from their lots. Please remember any building or adding of structures requires a permit from Cape George Colony Club!

**Administration**

1. The Office Administrator and Manager worked with Community Financials and the Treasurer on the conversion from TOPS Pro Accounting and Management Software to TOPS One Accounting and Management Software. It is an ongoing conversion.

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2. Accounts Payables have been processed through the new AvidExchange / Strongroom cloud based program for invoice approvals. This will be an ongoing program.
3. The Manager attended the Community Association Institute National Conference the week of May 10th.
4. Trustee election package was prepared and mailed June 4th.

**Maintenance**

1. The Marina Committee volunteers continue to work on the marina dock water pipe replacement project. They are now starting the south end after completing the north end.
2. An oil leak has started under the Ford F450 Truck. The leak is not significant and will be fixed in the fall.
3. We are working on getting proposals from a service provider to do quarterly or semi-annually check all fitness equipment and perform maintenance as needed.
4. The Environmental Committee held a Poison Hemlock pulling party and a separate event to pull Scotch Broom along Cape George Drive. Many thanks to the volunteers. There will be more pulling parties soon.
5. The East Jefferson County Fire Chief visited the community and met with the Emergency Preparedness Committee, Board President, and Manager on May 29th. We learned about clearing low materials and tree limbs as well as dead snags at the Tank Farm and at entrances to the community.
6. The Fire Chief also met with the community at an event held at the Clubhouse on Thursday, May 30th. Owners learned how they manage wildfire reduction steps around their home.

**Complaints & Reports**

1. An owner reported vehicles parked at the clubhouse/marina that did not have Cape George parking stickers.
2. An owner provided information that they received spoof phone calls about duct cleaning and that owners should be aware.
3. An owner requested brush clearing at the entrance to Huckleberry Place.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Marina and Workshop. The reports are attached to these minutes and incorporated by reference.

**Information Items:** The Manager notified the Board that the new bank received an envelope with owner checks sent by the Office Administrator for deposit. Unfortunately they provided the wrong lockbox address. The bank indicates the envelope was returned marked "Return to Sender". This was a month ago.

**Member participation:** none

**CAPE GEORGE COLONY CLUB**  
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**New Business Action Items:**

**Motion 1:** George Martin moved and Joel Janetski seconded to abate a fine for late building completion in view of weather delays during construction. The exterior of the home is now complete. Passed – 4/0

**Motion 2:** George Martin moved and Joel Janetski seconded to approve the two refund requests, ART002 & THA001, in the amount of \$400 each for clubhouse rental cleaning/ damage deposits as the events were signed off by the event coordinator. Passed – 4/0

**Motion 3:** Ross Anderson moved and George Martin seconded to accept the request for funds by the Workshop Committee to repair the Workshop South wall in an amount not to exceed \$5000. Passed – 4/0

**Motion 4:** Joel Janetski moved and Ross Anderson seconded to accept the bid from Sound Sports Surfaces of Kirkland for resurfacing the Sports Court in an amount not to exceed \$6500.00 Passed – 4/0

**Motion 5:** Actions regarding the Aluminum Dock Frame Proposal have been withdrawn at this time by the Harbormaster.

**Open Board Discussion:** none

**Announcements:**

1. Study Session – July 9, 2019 3:00 PM
2. Board Meeting – July 11, 2019 3:30 PM
3. Annual Meeting – July 20, 2019 2:00 PM

**Adjournment:** George Martin moved and Joel Janetski seconded to adjourn the Regular Board Meeting and move to Executive Session at 3:45 pm. Passed - 4/0

Joel Janetski moved and George Martin seconded to adjourn and move to regular session at 4:35 pm. Passed - 4/0

George Martin moved Joel Janetski seconded to authorize the attorney to compose a non-confidential opinion letter as suggested in June 12, 2019 memo from Leahy Fjelstad Peryea. Passed - 4/0

Adjournment: George Martin moved and Joel Janetski seconded to adjourn the regular session at 4:40 pm. Passed - 4/0

**Submitted by:**

**Approved by:**

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**Joel Janetski, Secretary**

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**Katie Habegger, President**

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
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**Committee reports:**

**ENVIRONMENTAL COMMITTEE MINUTES  
CAPE GEORGE CLUBHOUSE  
Monday, May 13, 2019, 9:15 am**

**ATTENDANCE:** Varn Brooks, Patty Dunmire, Sue Dunning, Pat Gulick, Mandy Johnson, Dennis McDaniel, Steve McDevitt, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz, Carol Schlecht, Janet Lee Thearle, Terry Thearle, Gina Webber

**I. CALL TO ORDER:** Kitty called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Ruth moved and Sue seconded that the minutes from the April 2019 meeting be approved as revised. The minutes were approved unanimously.

**III. FISCAL REPORT:** The current balance is \$ 2,460.26. (*These are not funds that belong to Cape George Colony Club, Inc.*) This reflects \$15 received from the sale of a picture and book and \$40.69 spent for supplies to clean the bell.

**IV. Old Business**

1. **Movie Night.** Kitty reported that due to a technical problem the planned film would not project. Instead Darryl and Lorna gave an excellent talk about large predators in the area.
2. **Clubhouse.** Pat Gulick will keep up with weeding and pruning at the front of the clubhouse and Patty Dunmire will assist.
3. **Rain Garden:** Bob Simmons, associate professor for water quality at the WSU Extension, has identified an area near the ravine for a rain garden that he thinks would be beneficial in improving water quality from run off and has requested a \$1000 grant for the project. Steve will discuss with Bob whether county permits are needed for the project before the committee presents the project to the Board of Trustees and will ask Bob to come to our next meeting. [*Addendum: members of the committee met with Bob at the Ravine on May 14 to discuss the potential rain garden in more detail.*]
4. **Poison Hemlock.** Manager Patrick Rooney notified Kitty that Donnie's assistant Amy has pulled the larger hemlock near the playground and the committee asked if she could also pull in the bottom of the ravine. He also reported to Kitty that there is a licensed sprayer who could spray with blue dye and notification signs. The committee discussed the pros and cons of spraying, which has only been done for the past 4-5 years and does not appear to have done much good. Sue moved and Pat seconded a motion that we not spray. The committee voted unanimously not to spray the hemlock at this time. Sue will talk to the marina people about working with us to organize a work party to pull and weed eat the hemlock near the marina and clubhouse. Varn, Sue, Pat, and Steve said they would help. It is important to wear protective gear when pulling the hemlock and goggles, especially when weed eating. Kitty will prepare an email blast and an article for the newsletter with pictures and maps educating the community about the need to try to eradicate the poison hemlock and cautions to take when removing it. Varn will update the pictures and maps and send to Kitty for distribution. Kitty will invite Joost Besijn, the Program Manager for the Jefferson County Toxic Weed Control Board, to make a presentation to the community in the near future. [*Addendum: A poison hemlock pulling party will be held Wednesday, May 29, at 10 am and a presentation on poison hemlock for the community is scheduled for Thursday, June 27, at 3.p.m. at the clubhouse.*]
5. **New Volunteers:** After the newsletter article, several new people have volunteered. Terry and Janet Lee Thearle volunteered to maintain the jetty and gazebo at the marina and Gina Webber volunteered to maintain the area the petanque courts.
6. **Bell Polishing:** On April 24, Ted, Katy, Ruth, Kitty, and Robin polished the bell.
7. **Halloween Dinner** is scheduled for Oct 26, 2019

**V. NEW BUSINESS**

**1. Mandy Johnson,** a volunteer from Port Townsend Marine Science center who is working with the citizen science based project Coastal Observations and Seabird Team (COAST) came to the meeting to request permission to monitor

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trash that washes up on the Cape George beaches. She would select randomized parts of the beach to reduce bias and write up and photograph her results. The committee unanimously approved the request and will work with the office to obtain a parking permit for Mandy. Varn Brooks and Steve McDevitt indicated that he would like to assist with this project.

**2. Work party in Village at Cedar Park:** Mardela Rowland is not able to supervise a work party at the moment because of the health of her husband. Sue and Gina volunteered to run a work party on a Wednesday. Kitty will set up a time.

**3. Scotch Broom:** Kitty expressed concern about the scotch broom spreading on the side of Cape George Road. The neighborhood has a scotch broom puller. Kitty, Ruth and Fayla volunteered to help with this project, which will be discussed further at the next meeting.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted by Ruth Ross

ENVIRONMENTAL COMMITTEE MINUTES  
CAPE GEORGE CLUBHOUSE  
Monday, June 10, 2019, 9:15 am

**ATTENDANCE:** Varn Brooks, Sue Dunning, Pat Gulick, Steve McDevitt, Ruth Ross, P.J. Rooney, Kitty Rucker, Robin Scherting, Carol Schlecht, Fayla Schwartz, Elaine Sullivan, Gina Webber

**I. CALL TO ORDER:** Kitty called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Robin moved and Pat seconded that the minutes from the May 2019 meeting be approved as revised. The minutes were approved unanimously.

**III. FISCAL REPORT:** The current balance is \$2,460.26. (*These are not funds that belong to Cape George Colony Club, Inc.*)

**IV. OLD BUSINESS**

**A. Poison hemlock picking work party:** Kitty reported that a very large amount was pulled near the play area, and that the marina committee have also been pulling in their area.

**B. Scotch Broom picking work party:** Kitty reported that all of the broom along the Cape George side of Cape George Road near the community entrance was pulled

**C. Presentation on noxious weeds** is scheduled for June 27, 3-4 p.m. at Clubhouse.

**D. Beach Walk** is scheduled for July 3, 2019, from 9:30 am until 11 am.

**E. Training for Intertidal Surveys:** Varn Brooks, Steve McDevitt, Ruth Ross, Fayla Schwartz, Ann Jimenez, [Who else went?] attended the intertidal beach survey training at the Port Townsend Marine Science Center on June 3. Ruth Ross also participated in the Kinzie Beach intertidal monitoring on June 5 and reported that it went well, although it took longer to complete than last year's survey at Cape George, probably because of the greater number of rocks and larger amount of algae present at the site.

**F. Training review for the intertidal beach survey at Cape George** will be held July 10, 11 a.m., at the Clubhouse and the actual survey will take place July 16, starting at 9 am. All those interested in helping should attend the training on July 10.

**G. Rain Garden in Cape George:** Steve McDevitt is keeping in touch with Bob Simmons, the Rain Garden expert with the Jefferson County Marine Resources Committee. He is developing a diagram of the area at the west side of the ravine, along Sunset, above Memorial Park. He also has applied for a grant of \$1000 to do the work. Steve has agreed to do the maintenance for that area and to be the contact with Bob. We are waiting for a good rain to see what the runoff in that area is. So far, we haven't had a good rain. We will return to this potential project when we get more information. We will then decide whether to present it to the Board.

**V. NEW BUSINESS**

**A. Second Poison Hemlock Work Party:** Varn moved and Carol seconded that another work party be scheduled which was unanimously approved. It was requested that it be scheduled on a Tuesday. [Addendum: the next poison hemlock

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*work party is scheduled for Tuesday, June 25. Please meet at the clubhouse at 10 am and remember to dress appropriately--long sleeves, gloves, and eye protectors].*

**B. Cedar Park Work Party:** Kitty will schedule a time and notify us. *[Addendum: the Cedar Park Work Party is scheduled for 10 am, on Wednesday, June 19, 2019]*

**C. Wilderness area:** Varn told the committee about a pristine wilderness area close to Becket Point that is scheduled to be razed next year. He will organize a walking tour of the area for the committee to learn more and will notify the committee of the date. Fayla moved and Robin seconded that we sponsor a presentation concerning this area for the community, which was unanimously approved. The presentation is scheduled for July 18, at 7 p.

**D. Annual Report to Community on Environmental Committee Activities:**

1. Kitty summarized suggested edits to the annual report for the community which she had circulated (eg, per Fayla's suggestion, adding that several articles on noxious weeds were published in the newsletter. Also adding our Beach Walk to the accomplishments).

2. A further concern was expressed about one statement in the draft report, which was based on the September 2018 minutes. "We sent a notice to the Board to ask that they try to save as many trees as possible, instead of just cutting them down. Windowing and selective removal allow for views without removing trees." The original minutes also included the names of the property owners involved in this issue. Carol moved and Pat seconded that the committee remove the individuals' names from the original minutes, which was unanimously approved. Ruth moved and Fayla seconded that the words "instead of just cutting them down" be deleted from the Annual Report to the community, but that the remaining wording, "We sent a notice to the Board to ask that they try to save as many trees as possible. Windowing and selective removal allow for views without removing trees." be included in the report, as it accurately reflects the committee's opinion. This was unanimously approved. The September minutes and the 2019 Annual Report have been so amended.

**E. Petanque Court:** Gina has done a great job removing weeds from the Petanque Court. Pat moved and Gina seconded a motion to treat the area with salt and vinegar to prevent weed growth which the committee approved.

**F. Wildfires:** Next month we will put fire danger on our agenda.

The meeting was adjourned at 10:20 a.m.

Respectfully submitted by Ruth Ross

**Cape George Marina Committee minutes for June 4, 2019**

Chair Marty Bluewater called the meeting to order at 11 am. Ten members and manager Pat Rooney were present.

Gary Rossow reported he is communicating with the Army Corps of Engineers about obtaining the permit necessary to replace marina pilings. He does not believe there is a serious hang up.

Harbormaster Ben Fellows updated the committee on early planning for future dock replacement. He suggested that Cape George spend about \$2200 for a 6'x16' aluminum dock frame per quote from Mantle Industries. Additional materials would be needed for the completed dock section. \$7300 has been approved from reserves in the 2019 budget. Gary Rossow made the motion, seconded by Dick Poole. The motion was approved.

Ben reported that the volunteer project to replace dock plumbing is complete in the north end of the marina, and underway in the south end.

Gary Rossow made a motion to divide proceeds from the 2019 marina sale equally between the Marina and Workshop committees. Mike LaPointe seconded the motion, which was approved unanimously.

Ben reminded the committee that the marina entrance will be dredged during morning low tides July 2 and 3.

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Ben reported that docks, especially in the north end, were subjected to stress during winter storms. He requested that boats larger than about 27 feet use rubber "snubbers" on their mooring lines to absorb some of the shock from incoming wave action.

Members discussed plans for the waterfront festival and salmon bake on August 10. Ben and Gary will manage the regatta, and Mike LaPointe will manage the barbecue. More plans to come.

Carl Schwersinke reminded the committee that his inspections of the south wall of the shop last year indicated the wall is in danger of collapsing. He proposes to use volunteer labor and about \$3500 in materials to dismantle the brick chimney and rebuild the wall using heavy timbers. Gary Rossow made the motion, seconded by Ben, to ask the board for up to \$5,000 in reserve funds to make those repairs as soon as possible. The motion was approved.

Mike LaPointe reported that the Workshop Committee has reconsidered its decision last month to allocate \$300 from the marina sale proceeds as a gift to two members who worked especially hard on the sale. While the gift was well intended, all agreed that it would set a poor precedent. Since gift cards have already been purchased, it was decided to use the money to help pay for a memorial bench for the late Ken Owen. The meeting was adjourned at 11:50 am.

Workshop Committee Meeting Minutes - June 4, 2019

Attending: Mike Lapointe, Karl Schwersinske, Ben Fellows, Marty Bluewater, Bob Skoien, Bill Dunning, Brian Ritchie, Gary Rossow, Pat Rooney

While a workshop meeting had not been formally planned, some discussions in the Marina meeting involved issues that technically had to be decided in a workshop meeting. The meeting was started by Mike Lapointe at 11:50 AM.

Previously \$300 in gift cards had been purchased with workshop funds (not funds belonging to Cape George Colony Club). The intended purpose had been reconsidered, and now discussions had arrived at a new purpose. Ben Fellows moved and Brian Ritchie seconded that the \$300 in gift cards be put towards the purchase of a memorial bench for the late Ken Owen, which Bob Skoien is spearheading. The motion was approved.

Discussion in the Marina meeting regarding the poor state of the south wall of the workshop building resulted in a recommendation for action in that meeting. It seemed appropriate that the workshop committee echo its support. Marty Bluewater moved and Carl Schwersinske seconded to ask the board for up to \$5,000 in reserve funds to make repairs to the workshop south wall as soon as possible. The motion was approved.

The meeting was adjourned at 11:57 AM.

Mike Lapointe

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
June 13, 2019  
3:30 PM

**Cape George Water Advisory Committee  
Meeting Report June 4 2019**

The meeting was held at 5 PM in the office. Attendees: Karen Krug (Board liaison), Patrick Rooney (CG Manager), Scott James, Thad Bickling, Larry Southwick, and Chair Marty Gilmore. Water manager Steve Wright was absent.

Considerable activity has taken place concerning protection of the tank farm from wildland fires. Chief Jim Walkowski from East Jefferson Fire and Rescue has walked the tank farm with some of the committee members, and community members have also expressed concerns. The highest priority item is tree branch encroachment into and above the tank farm. On the north side tree branches from eight alders overhang one of the pump houses; the CG manager has obtained a quote for \$1500 to remove the trees. Funds for tree removal would come from Water Maintenance.

Additional fire risk concerns are dead snags on the east and west sides of the tank farm. Cost for removal of these snags was first quoted at \$2500, which seems high, and the CG manager is exploring whether this cost can be reduced. Other encroaching branches are smaller and at lower heights and Donnie and Amy can remove these.

The fence for the tank farm does not follow the property line and this is particularly a concern on the west side where there is a house near the property line. The portion of the perimeter outside the fence has not been cleared at the point closest to the house. The CG manager will talk to the property owner; he will attempt to locate the property line on the west side of the tank farm and obtain permission if needed to remove brush and the dead snag.

The Fire Chief mentioned the need to protect buildings at the tank farm from fire that runs through the grass from the tank farm fence to the buildings. The grass will be kept as short as possible as a continuing maintenance item for the tank farm. Future consideration will be given to replacing the existing building siding with fire-resistant siding. The two highest priority buildings are the filter building and the generator building.

We have received quotes for electrical work for two projects, variable speed pump drives for the Highlands booster pumps and soft-start for well pumps. It is unclear what work is covered by the quotes. Pat and Marty will meet to determine work scopes and will then communicate with contractors.

Efforts are ongoing to find a new water manager to take over when Steve's contract ends.

The Water Committee annual report will be drafted this week and will be sent to the Cape George Manager by June 14 for inclusion in the package for the Member Meeting in July.

Work has not started on the Water System Plan update due in 2020.

The next meeting will be Tuesday July 2 at 5 PM in the office.

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES  
July 20, 2019  
1:45 PM

**President Katie Habegger called the meeting to order at 1:45 pm.**

Welcome

This meeting is to conclude business discussed at the previous Special meeting on July 16, 2019.

**In Attendance:** Katie Habegger, Ray Pierson, Karen Krug, Richard Hilfer, Joel Janetski, and George Martin

**Business Action Items:**

**Motion 1:** Richard Hilfer moved and Karen Krug seconded to move to approve the Final Determination of the hedge violation dispute reached by the Trustees after consultation with the association's attorney:

*Final Determination*

*In consultation with Legal Counsel, the Cape George Colony Club governing Board of Trustees has reviewed the current hedge violation at XXX, Port Townsend, WA 98368. The Board of Trustees has determined that compliance with the hedge restriction can be restored by establishing a sufficient separation between trees or by other steps which remove commingling of trees. The separate trees would no longer constitute a hedge. Compliance would need to be accomplished by August 31<sup>st</sup>, 2019 or sooner. Monthly fines for May, June, July and August are hereby suspended. If compliance is not reached by August 31, 2019, it will result in the resumption of periodic fines. The fines will be capped at \$500.00 per month for a total of 6 months including fines already imposed and paid for. If compliance is not reached after 6 months, the neighboring owners may exercise their independent right to seek judicial enforcement of the Board of Trustees compliance restoration decision. Passed – 5/0*

**Motion 2:** George Martin moved and Ray Pierson seconded to accept the resignation of Ross Anderson as Trustee and appoint Richard Hilfer to fill the vacancy for the remainder of the term. Passed – 4/0/1

**Adjournment:** Ray Pierson moved and George Martin seconded to adjourn the Special Board Meeting at 1:50 pm. Passed - 5/0

**Submitted by:**

**Approved by:**

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Joel Janetski, Secretary

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Katie Habegger, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
July 11, 2019  
3:30 PM

**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

An Executive Session will be held following this meeting to discuss a legal and owner matter.

**In Attendance:** Katie Habegger, Ross Anderson, Joel Janetski, Ray Pierson, Karen Krug and Richard Hilfer

**Action on Minutes:** Joel Janetski moved and Ray Pierson seconded to approve the minutes of the Regular Board Meeting dated June 13, 2019 as amended. Passed -5/0

**Membership Report:** Joel Janetski

Tim & Jan McGruder purchased lot 9-7 Saddle Dr from Elizabeth Hackenbruch  
Purple Dawgs Trust purchased lot 11-2 Sunset Blvd from David & Janell Wait  
Diane Barker & Marc Papageorges purchased lot 16-1 Victoria Lp from the Grove's

**Treasurer's Report:** Karen Krug

As of June 30, 2019

*A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website. The detailed statements as well as additional monthly financial material and are also available for review in the office as are the quarterly internal control reports.*

Comments for the six months ended June 30, 2019 are slightly different and less robust than a typical month since there is similar but more detailed financial information that will be included in the Financial Report for the Annual Meeting.

**2019 BALANCE SHEET COMMENTS**

Bank statements and reconciliations have been received and reviewed. There is a \$1.12 unexplained variance in one of the accounts, although still being investigated; it appears to be tied to a journal entry and not a bank error. No banks are over the FDIC/NCUA limits thanks in part to the ICS Sweep program.

Cash positions remain strong. The glitch with the new bank where 24 checks were misplaced has been resolved. After a month of search, Pacific Premier Bank located the checks and they have been returned. No late charges or fees will be assigned to the 24 Members involved.

The atypical balance in Petty Cash is the result of a timing difference between when funds were drawn and when the fund was replenished. The replenishment took place in early July.

Receivables are slightly higher than this time last year, largely a result of processes with the new bank that are still new. The Office Administrator does have access to the receivables section of the ONE system and is able to monitor transitions. She is also assisting CF with their questions and issues to help ensure a successful conversion.



**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
 July 11, 2019  
 3:30 PM

**2019 REVENUE AND EXPENSE COMMENTS**

Combined operations are performing ahead of both budget and the prior year. On the revenue side the favorable variance is driven by higher excess water charges and higher than expected Marina revenue, especially parking and moorage. On the expense side favorable variances are traceable to a self-correcting timing difference in Marina dredging as well as lower repair and maintenance costs in both General and Water. Also contributing to the favorable performance is the favorable lower labor cost, although some of the apparent favorable variance is offset by slightly higher contracted services costs related to the shift from in-house to external financial activity.

**OTHER COMMENTS**

Transitions and conversion are always expected to have bumps, glitches and challenges. The transition to an external financial services firm as well as the transition to the TOPS "ONE" system has not gone as smoothly as was anticipated. Progress with both transitions while slower than expected is definitely moving in the right direction. The basic integrity of the financials are solid and could be sent to the external Auditors with no qualms.

The new banking arrangement with Pacific Premier Bank is working well and the Board receives monthly bank statements and reconciliations of those bank statements just as it always has with any of the Cape George bank accounts. These statements and reconciliations are the assurance that all Cape George funds are accounted for. There was a bit of a bump early on where 24 checks went missing but the bank had supplied an incorrect mailing address to Cape George and after search for over a month, they did find the missing checks.

<b>TREASURER'S REPORT</b>						
<b>As of June 30, 2019</b>						
<i>Balance Sheet as of June 30, 2019 and 2018</i>						
<b>Assets</b>	<b>2019</b>	<b>2018</b>		<b>Liabilities and Fund Balances</b>	<b>2019</b>	<b>2018</b>
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 170,469	\$ 160,343		Accounts Payable & Other Liabilities	\$ 50,433	\$ 86,372
Operating Investment-Savings	105,375	82,092		Unearned Income General/Water/Etc.	69,123	73,744
Petty Cash (2 accounts)	74	600		Unearned Income Reserve Assment	13,248	18,425
Reserves - General, Water & Marina	1,006,257	855,791		Unearned Income Marina Wait List	1,950	1,400
Routine Reserve Assessment	65,519	81,023		Total Current Liabilities	134,754	179,941
Total Cash & Equivalents	1,347,694	1,179,849				
Net Accounts Receivable	6,406	2,296		<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,796,246	1,888,822		Fund Balances (Combined	2,899,229	2,761,054
Total Prepaid & Other Assets	35,913	39,757		Modified Cash Basis Income	152,275	169,729
<b>TOTAL ASSETS</b>	<b>\$3,186,258</b>	<b>\$3,110,724</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$3,186,258</b>	<b>\$ 3,110,724</b>

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
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**Summary Revenue and Expense Statements for the periods ended June 30, 2019 and 2018 (Modified Cash Basis)**

2019 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2019 YTD	2018 YTD	Variance	%
<b>General</b>					<b>General</b>				
General Assessment	\$ 153,584	\$ 153,584	-	0%	General Assessment	\$ 153,584	\$ 148,288	\$ 5,296	4%
Revenue - All Other Sources	10,524	11,013	(489)	-4%	Revenue - All Other Sources	10,524	19,742	(9,218)	-47%
Total General Revenue	164,108	164,597	(489)		Total General Revenue	164,108	168,030	(3,922)	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	76,991	84,453	7,462	9%	Salaries, Benefits, PR Tax	76,991	69,075	(7,916)	-11%
Repairs & Maintenance	3,016	4,175	1,159	28%	Repairs & Maintenance	3,016	5,574	2,558	46%
Contracted Services	25,871	21,657	(4,214)	-19%	Contracted Services	25,871	21,416	(4,455)	-21%
Insurance	8,877	10,665	1,788	17%	Insurance	8,877	9,599	722	8%
Pool Expense+pool utilities	18,091	16,000	(2,091)	-13%	Pool Expense, pool utilities	18,091	17,238	(853)	-5%
Utilities	7,789	5,945	(1,844)	-31%	Utilities	7,789	5,290	(2,499)	-47%
Other Expenses (incl taxes)	14,177	17,618	3,441	20%	Other Expenses (incl taxes)	14,177	10,583	(3,594)	-34%
Total General Expenses	154,812	160,513	6,195		Total General Expenses	154,812	138,775	(9,091)	
<b>General Net Income</b>	<b>\$ 9,296</b>	<b>\$ 4,084</b>	<b>\$ 5,212</b>	128%	<b>General Net Income</b>	<b>\$ 9,296</b>	<b>\$ 29,255</b>	<b>\$ (19,959)</b>	-68%
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 94,980	\$ 94,320	\$ 660	0%	Revenue - Water Use Fees	\$ 94,980	\$ 94,110	\$ 870	1%
Revenue - All Other Sources	7,005	2,500	4,505	180%	Revenue - All Other Sources	7,005	5,724	1,281	22%
Total Water Revenue	101,985	96,820	5,165		Total Water Revenue	101,985	99,834	2,151	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	35,692	35,898	206	1%	Salaries, Benefits, PR Tax	35,692	31,101	(4,591)	-15%
Repairs & Maintenance	963	3,494	2,531	72%	Repairs & Maintenance	963	410	(553)	-135%
Contracted Services	10,894	9,229	(1,665)	-18%	Contracted Services	10,894	9,291	(1,603)	-17%
Insurance	7,005	5,118	(1,887)	-37%	Insurance	7,005	4,832	(2,173)	-45%
Utilities	4,754	6,475	1,721	27%	Utilities	4,754	5,680	926	16%
Other Expenses (incl taxes)	12,127	17,951	5,824	32%	Other Expenses (incl taxes)	12,127	11,804	(323)	-3%
Total Water Expenses	71,435	78,165	6,730		Total Water Expenses	71,435	63,118	(8,317)	
<b>Water Net Income</b>	<b>\$ 30,550</b>	<b>\$ 18,655</b>	<b>\$ 11,895</b>	64%	<b>Water Net Income</b>	<b>\$ 30,550</b>	<b>\$ 36,716</b>	<b>\$ (6,166)</b>	-17%

**CAPE GEORGE COLONY CLUB**  
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<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 60,778	\$ 57,727	\$ 3,051	5%	Revenue - Moorage/Parking	\$ 60,778	\$ 56,944	\$ 3,834	7%
Revenue - All Other Sources	13,313	11,815	\$ 1,498	13%	Revenue - All Other Sources	13,313	12,999	314	2%
Total Marina Revenue	74,091	69,542	4,549		Total Marina Revenue	74,091	69,943	4,148	
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	10,169	10,036	(133)	-1%	Salaries, Benefits, PR Tax	10,169	7,661	(2,508)	-33%
Repairs & Maintenance	2,939	7,633	4,694	61%	Repairs & Maintenance	2,939	11,616	8,677	75%
Contracted Services	2,746	2,281	(465)	-20%	Contracted Services	2,746	1,962	(784)	-40%
Insurance	3,811	3,402	(409)	-12%	Insurance	3,811	3,404	(407)	-12%
Utilities	4,977	3,900	(1,077)	-28%	Utilities	4,977	3,416	(1,561)	-46%
Other Expenses (incl taxes)	1,385	3,825	2,440	64%	Other Expenses (incl taxes)	1,385	1,470	85	6%
Total Marina Expenses	26,027	31,077	5,050		Total Marina Expenses	26,027	29,529	3,502	
<b>Marina Net Income</b>	<b>\$ 48,064</b>	<b>\$ 38,465</b>	<b>\$ 9,599</b>	25%	<b>Marina Net Income</b>	<b>\$ 48,064</b>	<b>\$ 40,414</b>	<b>\$ 7,650</b>	19%
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Revenue	63,552	63,552	-	0%	Routine Reserve Revenue	63,552	62,228	1,324	2%
Bad Debts, Recoveries, Misc.	(188)	-	(188)	0%	Bad Debts, Recoveries, Misc.	(188)	39	(227)	N/A
Reserve Interest - all	999	384	615	0%	Reserve Interest - all	999	1,076	(77)	-7%
<b>Net Reserve Income</b>	<b>\$ 64,363</b>	<b>\$ 63,936</b>	<b>\$ 427</b>	1%	<b>Net Reserve Income</b>	<b>\$ 64,363</b>	<b>\$ 63,343</b>	<b>\$ 1,020</b>	2%
<b>Cmbnd Net Income/(Loss)**</b>	<b>\$ 152,274</b>	<b>\$ 125,139</b>	<b>\$ 27,133</b>	22%	<b>Cmbnd Net Income/(Loss)(3)</b>	<b>\$ 152,274</b>	<b>\$ 169,729</b>	<b>\$ (18,779)</b>	-10%
<i>Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.</i>									

**Manager's Report:** Pat Rooney, June 2019

Welcome to Summer! A big thanks to the volunteers that have pulled poison hemlock and Scotch Broom this past month. I wanted to take this opportunity to remind owners in the community that yard waste should not be placed in common areas of the community or in the Jefferson County right of way.

**Administration**

1. As most members of the community have learned there is a new way to look at your account with Cape George by setting up an account portal with the written information from Community Financials that was sent to all owners. You now have multiple ways to pay your assessments.
2. At the end of June I was finally able to move my entire family to the area. We look forward to being members of the greater Quimper Peninsula community.
3. The Annual Meeting is set for Saturday, July 20<sup>th</sup> in the Clubhouse at 2:00 PM.

**Maintenance**

1. The Marina volunteers have replaced valves and faucets related to the fish/crab cleaning stations.
2. The Board of Trustees approved a budget of \$5,000.00 to make emergency repair to the south Workshop wall. Volunteers will make the repairs.
3. Another water meter was added for a new home in the Colony.

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
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4. A battery was replaced on the older riding mower.
5. One of the glass panels at the pool facing Discovery Bay was broken. A service to have it replaced has been ordered. It will happen sometime in July.
6. A drainage/flush valve on Victoria Loop has a small underground leak. We are working on bid administration to get it replaced.
7. Two water complaints were received. One was for low pressure in the Highlands and one for water discoloration. Both were checked out by Donnie Weathersby. Water pressure came back and the other owner advised to flush line by opening taps.

**Complaints & Reports**

1. Complaint received by owner regarding a German Shepard belonging to a renter that bit the owner. Resolved by owner of rental by ordering dog removed from property.
2. Complaint of car speeding southward on Sunset. Owner sent a violation notice.
3. Received two separate complaints regarding un-mowed lots on S. Vancouver and Colman. Violation Notices sent.
4. Received a letter from an owner regarding a drone use by an owner or renter over their property.
5. The office received a report of suspicious activity late at night in the ravine. Cars parked on Marine View without Cape George Stickers reported.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental and Water. The reports are attached to these minutes and incorporated by reference.

**Information Items:**

1. Discussion on payment possibilities through owner portal was held at Study Session.
2. Rich Hilfer provided update on possible security system for Clubhouse. Rich will provide options to Board by end of month or sooner.
3. Ray Pierson discussed advertising for a new member of the Roads Committee. It will be placed in the next community newsletter.
4. The Manager will contact the local towing company about the proposed revised contract related to abandoned vehicles.
5. The Treasurer provided a report on the status of the transition with Community Financials.

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Richard Hilfer moved and Ray Pierson seconded to approve the request for refund of the clubhouse rental deposit as the event was canceled. Passed – 5/0



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**Motion 2:** Joel Janetski moved and Richard Hilfer seconded to approve the request for refund of moorage fees. The member did not purchase a boat with in the allotted time. Passed – 5/0

**Motion 3:** Joel Janetski moved and Ray Pierson seconded to approve the request for refund due to a property sale. Passed – 5/0

**Motion 4:** Ray Pierson moved and Richard Hilfer seconded to approve the requests for three Due Dates Adjustments. Passed – 5/0

**Motion 5:** Ross Anderson moved and Karen Krug seconded to approve the acceptance and placement of the Protection Island Aquatic sign produced by Dept. of Natural Resources. The location site is to be determined. Passed – 5/0

**Open Board Discussion:**

Karen Krug clarified that the transition for newly elected and retiring trustees takes place at the Annual Membership Meeting, July 20<sup>th</sup>, 2019.

Ray Pierson followed up the cleanliness of the pool showers after reports of concern. The manager has a call into our janitorial service.

**Announcements:**

- Annual Meeting – July 20, 2019 2:00 PM
- Board Study Session - August 13, 2019
- Board Meeting – August 15, 2019

**Adjournment:** Rich Hilfer moved and Joel Janetski seconded to adjourn the Regular Board Meeting and move to Executive Session at 3:50 pm. Passed - 5/0

Richard Hilfer moved and Ross Anderson seconded to adjourn from Executive Session at 4:25 pm. Passed-- 5/0

Ray Pierson moved and Joel Janetski seconded to abate the fines on two lots mowed by mistake. Passed – 5/0

Ray Pierson moved and Richard Hilfer seconded to adjourn the Regular Board meeting at 4:27 pm. Passed- 5/0

**Submitted by:**

**Approved by:**

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Joel Janetski, Secretary

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Katie Habegger, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
July 11, 2019  
3:30 PM

**Committee reports:**

**ENVIRONMENTAL COMMITTEE MINUTES  
CAPE GEORGE CLUBHOUSE  
Monday, June 10, 2019, 9:15 am**

**ATTENDANCE:** Varn Brooks, Sue Dunning, Pat Gulick, Steve McDevitt, Ruth Ross, P.J. Rooney, Kitty Rucker, Robin Scherting, Carol Schlecht, Fayla Schwartz, Elaine Sullivan, Gina Webber

**I. CALL TO ORDER:** Kitty called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Robin moved and Pat seconded that the minutes from the May 2019 meeting be approved as revised. The minutes were approved unanimously.

**III. FISCAL REPORT:** The current balance is \$2,460.26. (*These are not funds that belong to Cape George Colony Club, Inc.*)

**IV. OLD BUSINESS**

**A. Poison hemlock picking work party:** Kitty reported that a very large amount was pulled near the play area, and that the marina committees have also been pulling in their area.

**B. Scotch Broom picking work party:** Kitty reported that all of the broom along the Cape George side of Cape George Road near the community entrance was pulled

**C. Presentation on noxious weeds** is scheduled for June 27, 3-4 p.m. at Clubhouse.

**D. Beach Walk** is scheduled for July 3, 2019, from 9:30 am until 11 am.

**E. Training for Intertidal Surveys:** Varn Brooks, Steve McDevitt, Ruth Ross, Fayla Schwartz, Ann Jimenez, (Who else went?) attended the intertidal beach survey training at the Port Townsend Marine Science Center on June 3. Ruth Ross also participated in the Kinzie Beach intertidal monitoring on June 5 and reported that it went well, although it took longer to complete than last year's survey at Cape George, probably because of the greater number of rocks and larger amount of algae present at the site.

**F. Training review for the intertidal beach survey at Cape George** will be held July 10, 11 a.m., at the Clubhouse and the actual survey will take place July 16, starting at 9 am. All those interested in helping should attend the training on July 10.

**G. Rain Garden in Cape George:** Steve McDevitt is keeping in touch with Bob Simmons, the Rain Garden expert with the Jefferson County Marine Resources Committee. He is developing a diagram of the area at the west side of the ravine, along Sunset, above Memorial Park. He also has applied for a grant of \$1000 to do the work. Steve has agreed to do the maintenance for that area and to be the contact with Bob. We are waiting for a good rain to see what the runoff in that area is. So far, we haven't had a good rain. We will return to this potential project when we get more information. We will then decide whether to present it to the Board.

**V. NEW BUSINESS**

**A. Second Poison Hemlock Work Party:** Varn moved and Carol seconded that another work party be scheduled which was unanimously approved. It was requested that it be scheduled on a Tuesday. [*Addendum: the next poison hemlock work party is scheduled for Tuesday, June 25. Please meet at the clubhouse at 10 am and remember to dress appropriately--long sleeves, gloves, and eye protectors*].

**B. Cedar Park Work Party:** Kitty will schedule a time and notify us. [*Addendum: the Cedar Park Work Party is scheduled for 10 am, on Wednesday, June 19, 2019*]

**C. Wilderness area:** Varn told the committee about a pristine wilderness area close to Becket Point that is scheduled to be razed next year. He will organize a walking tour of the area for the committee to learn more and will notify the committee of the date. Fayla moved and Robin seconded that we sponsor a presentation concerning this area for the community, which was unanimously approved. The presentation is scheduled for July 18, at 7 p.

**D. Annual Report to Community on Environmental Committee Activities:**

1. Kitty summarized suggested edits to the annual report for the community which she had circulated (eg, per Fayla's suggestion, adding that several articles on noxious weeds were published in the newsletter. And also adding our Beach Walk to the accomplishments).



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

July 11, 2019

3:30 PM

2. A further concern was expressed about one statement in the draft report, which was based on the September 2018 minutes. "We sent a notice to the Board to ask that they try to save as many trees as possible, instead of just cutting them down. Windowing and selective removal allow for views without removing trees." The original minutes also included the names of the property owners involved in this issue. Carol moved and Pat seconded that the committee remove the individuals' names from the original minutes, which was unanimously approved. Ruth moved and Fayla seconded that the words "instead of just cutting them down" be deleted from the Annual Report to the community, but that the remaining wording, "We sent a notice to the Board to ask that they try to save as many trees as possible. Windowing and selective removal allow for views without removing trees." be included in the report, as it accurately reflects the committee's opinion. This was unanimously approved. The September minutes and the 2019 Annual Report have been so amended.

**E. Petanque Court:** Gina has done a great job removing weeds from the Petanque Court. Pat moved and Gina seconded a motion to treat the area with salt and vinegar to prevent weed growth which the committee approved.

**F. Wildfires:** Next month we will put fire danger on our agenda.

The meeting was adjourned at 10:20 a.m.  
Respectfully submitted by Ruth Ross

Cape George Water Advisory Committee  
Meeting Report July 2 2019

The meeting was held at 4 PM in the office; the new earlier time was requested by two of the committee members. Attendees: Karen Krug (Board liaison), Patrick Rooney (CG Manager), Steve Wright (Water Manager), Greg Rae (former Water Manager), Scott James, Stewart Pugh, Larry Southwick, and Chair Marty Gilmore.

Fire protection at the tank farm continues to be a priority. The alders outside the north fence will be removed by the end of July; they are overhanging the fence and one of the pump houses. An additional quote will be obtained for dead snag removal on the east and west side, and Donnie will cut back smaller branches at lower heights. Patrick has contacted a surveyor to determine the property line on the west side so we know where responsibilities lie for brush and tree management on that side of the tank farm.

The tank farm valves are not numbered. They should be numbered for identification so the correct valves can be activated during emergency response.

We have received quotes for electrical work for three projects- variable speed pump drives for the Highlands booster pumps, new tank level controls, and soft-start for number 6 well pump. It is unclear what work is covered by the quotes. Patrick and Marty will meet July 12 to write work scopes and will then communicate with contractors. It was agreed that the tank level controls are the highest priority as they have frequently failed, thereby requiring manual intervention often during the night.

Efforts are ongoing to find a new water manager to take over when Steve's contract ends. Patrick and Marty will interview a prospective candidate July 18. If the candidate seems to be acceptable the next step will be an interview with the full Water Advisory Committee, followed by presentation to the CG Board.

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
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We need a second Chlorine injection pump to use when the installed pump breaks down. Continuous operation of the chlorine system is important for manganese control and therefore for water visual quality. If the operating pump breaks down it can take a few days to repair.

The meter reader software is no longer supported by the vendor and they have given us a \$14,900 quote for software upgrade and support. This is unnecessary since there is available Windows 10 software that we can use when the existing software is no longer usable. We will, however, obtain replacement batteries for the meter reader while they remain available.

The individual meters at each property also have batteries that are coming to the end of their life. A replacement plan is being developed.

There were 19 leaks in May and 91 users at less than 30 GPD. The average use per meter was 151 gpd, which seems high for May.

The Water Committee annual report was drafted and sent to the Cape George Manager for inclusion in the package for the Member Meeting on July 20.

At the August meeting, the committee will address the water system budget for 2020 as this has to be presented in August.

Work has not started on the Water System Plan update due in 2020. HDR is a potential consultant to assist with this work; the contact is Jeff Hansen at 360-570-4410. This consultant might also be of assistance in preparing the water efficiency goals for 2020; these goals require public notice within and beyond the Cape George HOA and will require public meetings prior to final issue.

The next meeting will be Tuesday August 6 at 4 PM in the office.

**CAPE GEORGE COLONY CLUB**  
**SPECIAL BOARD OF TRUSTEES MEETING MINUTES**  
**July 20, 2019**  
Immediately following the Annual Membership Meeting

**The meeting was called to order by President, Katie Habegger, at 2:12 pm at the Clubhouse, following the Annual Membership Meeting.**

Welcome

The purpose of the meeting is to elect new board officers, approve the board calendar and assign committee liaisons.

**In Attendance:** Katie Habegger, Ray Pierson, Richard Hilfer, Joel Janetski, George Martin, Ray Graves and Lad Burgin

**Election of Officers:**

**Motion 1:** Ray Pierson moved and Joel Janetski seconded to elect Richard Hilfer as Vice President. Passed - 6/0

**Motion 2:** Ray Pierson moved and George Martin seconded to re- elect Joel Janetski as Secretary. Passed – 6/0

**Motion 3:** Joel Janetski moved and Ray Pierson seconded to re-elect Katie Habegger as President. Passed – 6/0

**Motion 4:** Ray Pierson moved and Richard Hilfer seconded to elect George Martin as Treasurer. Passed -6/0

**Motion 5:** George Martin moved and Ray Pierson seconded that the Board not approve any portion of a septic system to be built within the Cape George right of way. Passed – 6/0

**The board approved the 2019-2020 Board Calendars as set, including meeting times.**

**Motion 6:** Ray Pierson nominated George Martin and Richard Hilfer as trustee liaisons to the Building Committee. Lad Burgin seconded. Passed – 6/0

**New Board liaisons and/or members were chosen for the following committees:**

Building Committee – Richard Hilfer & George Martin

Election--Joel Janetski

Emergency Preparedness – Ray Graves

Environmental – Katie Habegger

Fitness – Katie Habegger

Marina – Lad Burgin

Nominating – Joel Janetski

Pool – Ray Pierson

Roads – Ray Pierson

Water – Richard Hilfer

Workshop –George Martin

**Motion 7:** Ray Pierson moved and Richard Hilfer seconded to suspend the Finance Committee Charter. Passed-6/0

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES  
July 20, 2019  
Immediately following the Annual Membership Meeting

**Motion 8:** George Martin moved and Richard Hilfer seconded to approve the list of Banking Signatories with the addition of the newly elected officers. Passed – 6/0

**Motion 9:** Lad Burgin moved and George Martin seconded to appoint Karen Krug to the Water Committee. Passed – 6/0

The Trustees signed the FIN10 Conflict of Interest Policy Signature Form, which will be maintained for our records.  
The Trustees signed the MIS09 Trustee Code of Conduct & Signature Form, which will be maintained for our records.

Manager Pat Rooney discussed changes to quorum requirements for next year’s Annual Meeting. To comply, a new document for attendance or proxy will be used.

**Adjournment:** Ray Pierson moved and Lad Burgin seconded to adjourn the Special Board Meeting at 3:00pm.  
Passed - 6/0

Submitted by:

Approved by:

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Joel Janetski, Secretary

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Katie Habegger, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
August 15, 2019  
3:30 PM

**President Katie Habegger called the meeting to order at 3:34 p.m.**

Welcome

An Executive Session will be held following this meeting to discuss a legal matter.

**In Attendance:** Katie Habegger, Rich Hilfer, Joel Janetski, Ray Pierson, George Martin, Ray Graves and Lad Burgin

**Action on Minutes:** Joel Janetski moved and Rich Hilfer seconded to approve the minutes of the Regular Board Meeting dated July 11, 2019. Passed -6/0

Joel Janetski moved and Ray Pierson seconded to approve the minutes of the Special Board Meeting dated July 20, 2019. Passed – 6/0

Joel Janetski moved and Ray Pierson seconded to approve the minutes of the second Special Board Meeting dated July 20, 2019. Passed – 6/0

**Membership Report:** Joel Janetski

Bart & Constance Mooyman-Beck purchased 51 Sunset from Ron & Sharon Niccoli  
Jason & Joelle Boyce purchased 50 Hemlock from Michael & Robin Ballou

**Treasurer's Report:** George Martin

TREASURER'S REPORT

As of July 31, 2019

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

COMMENTS

Transitions and conversion are always expected to have bumps, glitches and challenges and my acceptance as Treasurer has been no exception.

PAST COMENTS:

The new banking arrangement with Pacific Premier Bank is working well and the Board receives monthly bank statements and reconciliations of those bank statements just as it always has with any of the Cape George bank accounts. These statements and reconciliations are the assurance that all Cape George funds are accounted for. There was a bit of a bump early on where 24 checks went missing but the bank had supplied an incorrect mailing address to Cape George and after search for over a month, they did find the missing checks.

Comments for the six months ended June 30, 2019 are slightly different and less robust than a typical month since there is similar but more detailed financial information that will be included in the Financial Report for the Annual Meeting.

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**August 15, 2019**  
**3:30 PM**

**2019 BALANCE SHEET COMMENTS**

Bank statements and reconciliations have been received and reviewed. There is a \$1.12 unexplained variance in one of the accounts, although still being investigated; it appears to be tied to a journal entry and not a bank error. No banks are over the FDIC/NCUA limits thanks in part to the ICS Sweep program.

Cash positions remain strong. The glitch with the new bank where 24 checks were misplaced has been resolved. After a month of search, Pacific Premier Bank located the checks and they have been returned. No late charges or fees will be assigned to the 24 Members involved.

The atypical balance in Petty Cash is the result of a timing difference between when funds were drawn and when the fund was replenished. The replenishment took place in early July.

Receivables are slightly higher than this time last year, largely a result of processes with the new bank that are still new. The Office Administrator does have access to the receivables section of the ONE system and is able to monitor transitions. She is also assisting CF with their questions and issues to help ensure a successful conversion.

**2019 REVENUE AND EXPENSE COMMENTS**

Combined operations are performing ahead of both budget and the prior year. On the revenue side the favorable variance is driven by higher excess water charges and higher than expected Marina revenue, especially parking and moorage. On the expense side favorable variances are traceable to a self-correcting timing difference in Marina dredging as well as lower repair and maintenance costs in both General and Water. Also contributing to the favorable performance is the favorable lower labor cost, although some of the apparent favorable variance is offset by slightly higher contracted services costs related to the shift from in-house to external financial activity.

**OTHER COMMENTS**

The transition to an external financial services firm as well as the transition to the TOPS "ONE" system has not gone as smoothly as was anticipated. Progress with both transitions while slower than expected is definitely moving in the right direction. The basic integrity of the financials are solid and could be sent to the external Auditors with no qualms.

<b>TREASURER'S REPORT</b>							
<b>As of July 31, 2019</b>							
<i>Balance Sheet as of July 31, 2019</i>							
<b>Assets</b>	<b>2019</b>	<b>2018</b>		<b>Liabilities and Fund Balances</b>	<b>2019</b>	<b>2018</b>	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking	\$ 180,894	\$ 205,404		Accounts Payable & Other Liabilities	\$ 15,221	\$ 14,146	
Operating Investment-Savings	105,383	82,127		Unearned Income General/Water/Etc.	38,659	39,598	
Petty Cash (2 accounts)	300	600		Unearned Income Reserve Assment			
Reserves - General, Water & Marina	1,006,268	785,207		Unearned Income Marina Wait List	2,000	1,550	
Routine Reserve Assessment	68,398	99,140		Total Current Liabilities	55,879	55,295	
Total Cash & Equivalents	\$ 1,361,243	1,172,478					
Net Accounts Receivable	\$ 22,650	8,538		<b>FUND BALANCES:</b>			
Total Net Fixed Assets	1,797,365	1,888,822		Fund Balances (Combined)	2,899,229	2,761,054	
Total Prepaid & Other Assets	38,845	36,662		Modified Cash Basis Income	264,994	290,150	
<b>TOTAL ASSETS</b>	<b>\$ 3,220,102</b>	<b>\$3,106,499</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$3,220,102</b>	<b>\$ 3,106,499</b>	
<i>Summary Revenue and Expense Statements for the periods ended July 31, 2019 and 2018 (Modified Cash Basis)</i>							

Minutes



**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**August 15, 2019**  
**3:30 PM**

2019 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2019 YTD	2018 YTD	Variance	%
<b>General</b>					<b>General</b>				
Total General Revenue	244,446	242,036	2,409		Total General Revenue	244,446	243,184	1,262	1%
Total General Expenses	178,967	164,753	(14,214)		Total General Expenses	178,967	159,416	19,550	12%
<b>General Net Income</b>	<b>\$ 65,479</b>	<b>\$ 77,283</b>	<b>\$ (11,804)</b>	-15%	<b>General Net Income</b>	<b>\$ 65,479</b>	<b>\$ 83,767</b>	<b>(18,288)</b>	-22%
<b>Water</b>					<b>Water</b>				
Total Water Revenue	150,640	143,980	6,660		Total Water Revenue	150,640	148,094	2,545	2%
Total Water Expenses	83,774	97,367	13,592		Total Water Expenses	83,774	75,865		
<b>Water Net Income</b>	<b>\$ 66,865</b>	<b>\$ 46,613</b>	<b>\$ 20,252</b>	43%	<b>Water Net Income</b>	<b>\$ 66,865</b>	<b>\$ 72,230</b>	<b>\$ (5,364)</b>	-7%
<b>Marina</b>					<b>Marina</b>				
Total Marina Revenue	76,298	69,775	6,524		Total Marina Revenue	76,298	70,726	5,572	8%
Total Marina Expenses	39,729	44,492	4,762		Total Marina Expenses	39,729	31,361	8,369	27%
<b>Marina Net Income</b>	<b>\$ 36,569</b>	<b>\$ 25,283</b>	<b>\$ 11,286</b>	45%	<b>Marina Net Income</b>	<b>\$ 36,569</b>	<b>\$ 39,366</b>	<b>\$ (2,797)</b>	-7%
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Revenue	95,256	95,256	-	0%	Routine Reserve Revenue	95,256	Not Available		
Bad Debts, Recoveries, Misc.	(133)	-	(133)	0%	Bad Debts, Recoveries, Misc.	(133)	Not Available		N/A
Reserve Interest - all	958	384	574	150%	Reserve Interest - all	958	Not Available		
<b>Net Reserve Income</b>	<b>\$ 96,082</b>	<b>\$ 95,640</b>	<b>\$ 442</b>		<b>Net Reserve Income</b>	<b>\$ 96,082</b>	<b>\$ 94,788</b>	<b>\$ 1,294</b>	1%
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 264,994</b>	<b>\$ 244,818</b>	<b>\$ 20,175</b>	8%	<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 264,994</b>	<b>Not Available</b>		
<i>Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.</i>									

**Manager's Report:** Pat Rooney,

We had a very successful Annual meeting on Saturday, July 20<sup>th</sup>. Our new Directors are Lad Burgin and Ray Graves. Rich Hilfer was appointed to fill the remaining term of Ross Anderson who resigned for personal reasons. Katie Habegger is President, Rich Hilfer is Vice President, Joel Janetski Secretary, and George Martin is the Treasurer.

**Administration**

1. We want to remind owners that use their bank bill payer system to change the account number and mailing address for your payments to the Association. If you do not know your new account number, please call our office.
2. We encourage owners that want to send personal checks to pay assessments to send them to:  
Cape George Colony Club  
P.O. Box 173930  
Denver, CO 80217-3930
3. There is a "How Cape George Works" Presentation scheduled for August 20<sup>th</sup> at the Clubhouse at 4:00 PM. This is your opportunity to meet me as your new manager.
4. Soon owners will be sent a letter about having their backflow preventer valves tested and checked.

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

1. Work on the South wall of the workshop is taking place. There was much rot found.
2. Stop signs on Quinault Loop have been replaced.
3. The glass that was broken at the pool has been replaced.
4. We will be replacing a water meter that has frozen in the open position in the Highlands
5. The Ford F450 Truck is in the shop. There is a problem with power related to the turbo.
6. Empty lots on our list are scheduled to be mowed the last week of August

**Complaints & Reports**

1. An owner that received a violation notice reminder about fireworks has pointed out a problem as the policy is written
2. An owner expressed concern about a truck with a political flag.
3. An owner expressed concern about a tree permit. A permit was issued then it was learned the trees are not in front of the lot of the owner that made the request. The permit was revoked.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Water and Workshop. The reports are attached to these minutes and incorporated by reference.

**Information Items:**

1. The manager would like to attend a one day workshop presented by AWWA/Washington on water systems.
2. Information on How to have FEMA pay for road cleanup after a disaster will be forwarded to the Emergency Prep Committee.
3. Ray Graves of the ad-hoc Sign Committee presented some material choices and designs to replace our community entrance signs. The committee requested a target budget for the signs and mountings. The Board recommended \$1000.00 per sign was an acceptable amount.

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Ray Pierson moved and George Martin seconded to approve the request for two Due Date Adjustments.  
Passed – 6/0

**Motion 2:** Joel Janetski moved and George Martin seconded to approve the request for refund of clubhouse damage deposits for two members. Passed – 6/0

**CAPE GEORGE COLONY CLUB**  
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**Motion 3:** Lad Burgin moved and Rich Hilfer seconded to approve the Resolution 2019-5 a transfer of Reserve Funds.  
Passed – 6/0

**Motion 4:** Joel Janetski moved and George Martin seconded to approve the request of the Environmental Committee to pursue the design and feasibility of installing a Rain Garden on Colman Dr. Passed – 6/0

**Motion 5:** Lad Burgin moved and Rich Hilfer seconded to accept the Marine Surveys & Assessments estimate to prepare the Biological Evaluation Report needed for the JARPA permit. Passed – 6/0

**Motion 6:** Rich Hilfer moved and Ray Pierson seconded to approve the Soft Start proposal for Well 6 pump. Passed – 6/0

**Motion 7:** Rich Hilfer moved and Lad Burgin seconded to approve the replacement of pump controller at the tank farm.  
Passed – 6/0

**Motion 8:** Ray Pierson moved and George Martin seconded to allow a member to move forward with the Cape George permit process to fill in a ditch. Passed -6/0

**Motion 9:** Ray Pierson moved and Rich Hilfer seconded to appoint Bob Holtz as Chairperson of the Roads Committee.  
Passed - 6/0

**Motion 10:** Ray Pierson moved and Lad Burgin seconded to appoint Phil Habegger as a member of the Roads Committee. Passed – 6/0

**Motion 11:** Rich Hilfer moved and Lad Burgin seconded to appoint Richard VanDeMark as a member to the Building Committee. Passed – 6/0

**Motion 12:** George Martin moved and Joel Janetski seconded to approve the contract with Community Financials.  
Passed – 6/0

**Open Board Discussion:**

Katie Habegger noted that Carol Wood has stepped down as chairperson of the Nominating Committee and we will be looking for someone to replace her.

A conflict in our rules regarding fireworks was discovered and will be corrected.

Jose Escalera was introduced by Water Committee Chairperson, Marty Gilmore as a potential new Water Manager. Jose currently works for Jefferson County PUD, but has been cleared for outside contracted employment by PUD and the union. He holds a Water District System Level II certificate and is pursuing management and cross connection certificates, which should be completed by years end. The Water Committee recommends Jose Escalera for the position of Water Manager.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
August 15, 2019  
3:30 PM

**Announcements:**

- Board Study Session – September 10, 2019
- Board Meeting – September 12, 2019

**Adjournment:** Ray Pierson moved and Lad Burgin seconded to adjourn the Regular Board Meeting and moved to Executive Session at 4:07 pm. Passed - 6/0

Rich Hilfer moved and George Martin seconded to end the Executive Session and move to the Regular Board Meeting at 4:20 pm. Passed – 6/0

**Motion 13:** Lad Burgin moved and Rich Hilfer seconded to authorize Cape George manager Pat Rooney to negotiate a contract with Jose Escalera to serve as Water Manager Contractor for Cape George within the parameters discussed by the CG Board Trustees, with an initial monthly payment of \$1,000 through 2019 and then an amount not to exceed \$1300/month starting January 2020, contingent on the approval of the Board President and Secretary. Passed - 6/0

**Adjournment:** Lad Burgin moved and Rich Hilfer seconded to adjourn the Regular Board Meeting at 4:22 pm. Passed – 6/0

**Submitted by:**

**Approved by:**

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Joel Janetski, Secretary

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Katie Habegger, President

**Committee reports:**

**ENVIRONMENTAL COMMITTEE MINUTES  
CAPE GEORGE CLUBHOUSE  
Monday, August 12, 2019, 9:15 am**

**ATTENDANCE:** Eileen Branscome, Varn Brooks, Sue Dunning, Katie Habegger, Ruth Ross, Pat Rooney, Kitty Rucker, Robin Scherting, Bob Sullivan, Elaine Sullivan, Gina Webber

**I. CALL TO ORDER:** Kitty called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Gina moved and Varn seconded that the minutes from the July 2019 meeting be approved as revised. The minutes were approved unanimously.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
August 15, 2019  
3:30 PM

**III. FISCAL REPORT:** Current balance is \$2,336.74, reflecting \$75 received from sale of pictures and books. (*These are not funds that belong to Cape George Colony Club, Inc.*)

**IV. OLD BUSINESS**

- 1. Poison hemlock:** Because the plants are now very large and shedding seed, the committee decided not to do more pulling this late in the season, since it would be likely to spread the seed.
- 2. Beach Survey:** The second annual Cape George Intertidal Survey was done July 16 with volunteers from our community working with naturalists from Port Townsend Marine Science Center to gather data on plants, invertebrates, and beach structure. An insect survey was done by a graduate student from Evergreen College and results will be provided to us soon.
- 3. Old Growth Forest:** An article on the "Quimper Lost Wilderness" appeared in the August newsletter. The article and an email circulated to committee members asked interested citizens to email the County Commissioners supporting preservation of this old growth forest area.
- 4. Rain Garden Presentation to Board Study Session** will be made Aug 13 at 3 pm. Steve McDevitt will present and Bob Simpson, the rain garden expert with the Jefferson County Marine Resources Committee, will be there. Steve and Bob have marked the proposed area in the ravine but a good rain is needed to track the flow of water to confirm the best location. The county has confirmed that there are no pipes or electric lines in the proposed location. Robin will attend the study session as a representative of the environmental committee.
- 5. Thank you from Sharon:** Sharon Mitchell sent a nice thank you card for our going away celebration.

**V. NEW BUSINESS**

- 1. Doggy Waste Boxes:** The committee discussed the waste bag boxes, which Ruth and Robin monitor. The committee agreed that they are helpful in the more public areas, such as near the club house, marina, mailboxes, and memorial park, for dog owners who may find they need an extra bag, but that the boxes at the ravine and Huckleberry Place, which are in very poor repair, should be taken down. Our manager Pat will arrange for this to be done.
- 2. Restarting Film Night.** Halloween dinner is coming up Oct 26 so films will start in November.
- 3. Invasive plants behind the shop.** Varn reported that he has been pulling hemlock in the area behind the shop for the last 5 years, but that Herb Robert is now spreading there. Varn proposed a work party to clean out the area this fall and then to plant native plants there in February. The committee will look at the area after the meeting and ask Fayla to consult on how best to proceed.
- 4. Chairmanship:** Kitty reported that, because of her husband's upcoming surgery and the care he will need afterwards, she will not have time to chair the committee in upcoming months. Sue Dunning, Robin Scherting, and Gina Webber volunteered to fill in & co-chair the committee in the coming months. Ruth Ross will continue doing the minutes and circulate agenda and minutes.
- 5. Grasses outside fitness room:** Pat was asked to have the grasses outside the fitness room trimmed so that the view will not be blocked. Varn said it would not harm the grass as long as it is left at least 6 inches tall.

The meeting was adjourned at 10:10 a.m.

Respectfully submitted by Ruth Ross

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
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**Cape George Water Advisory Committee  
Meeting Report August 6 2019**

The meeting was held at 4 PM in the office. Attendees: Patrick Rooney (CG Manager), Richard Hilfer (Board liaison), Karen Krug, Scott James, Stewart Pugh, and Chair Marty Gilmore.

We interviewed Jose Escalera for the Water Manager position. Last month Jose had a preliminary interview with Patrick and Marty at the tank farm. The committee recommends that he be hired, contingent on successful negotiation of his contract.

We reviewed proposal 3028 from Electric America for replacement of the water tank level controls, and we recommend acceptance of this proposal. The new system will use a transducer to determine water level, rather than floats, and will replace the corroded control panel. We consider replacement to be a better option than repairing the existing system since this will improve reliability, accuracy, and longevity of the system. Float control of storage tanks is an obsolescent technology. In addition, the transducer will allow future interface with a programmable controller which could further improve operations.

We reviewed proposal 3029 from Electric America for adding soft start control to pump 6, and we recommend acceptance of this proposal. The other two well pumps already have soft start. Adding soft start to pump 6 will lengthen the life of the pump and reduce maintenance.

The alders outside the north fence of the tank farm have been removed to improve fire protection; they were overhanging the fence and one of the pump houses. There is uncertainty about the property line and therefore the responsibility for dead tree removal on both the west and east sides of the fence line. A quote to survey the tank farm property lines is \$3200. A quote to remove the two dead trees is just under \$5000. No action is being taken yet on these two proposals.

The tank farm valves are not numbered; they should be numbered for identification so the correct valves can be activated during emergency response.

We need a second Chlorine injection pump to use when the installed pump breaks down. Continuous operation of the chlorine system is important for manganese control and therefore for water visual quality. If the operating chlorine pump breaks down it can take a few days to repair. We have purchased a replacement permanganate injection pump.

Work has not started on the Water System Plan update due in 2020. HDR is a potential consultant to assist with this work; the contact is Jeff Hansen at 360-570-4410. This consultant might also be of assistance in preparing the water efficiency goals for 2020; these goals require public notice within and beyond the Cape George HOA and will require public meetings prior to final issue.

The next meeting will be Tuesday Sept 3 at 4 PM in the office.



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
August 15, 2019  
3:30 PM

Workshop Com. Meeting – August 6, 2019

Attending: Mike Lapointe, Mac, Paul Serafin, Dow Webber, Bill Dunning, Marty Bluewater, Bob Skoien, George Martin, Laurie Owen, Dick Poole, Ross Anderson Started meeting shortly after 9 AM.

\* Mac says that we should secure advertising for the Marina sale soon on the board in town

\* Salmon BBQ is this weekend.

-Mac says trash cans are in men's bathroom; put them outside along with recycle bins.

-Discussed ticket sales, which seem a bit slow. Mike will check in with Terri in the office to monitor status, and call Key City to determine options for adjusting the order to more closely match sales.

-Donnie needs help Friday morning at 830 to help setup the picnic shelters. Several folks volunteered.

-Need to have leather gloves for grill handling. Some in shop, volunteers will bring the rest.

-Need some 2½" brushes for basting

-Mac will talk to Jim Barr about getting ice

-Checked status of supplies to determine what to buy; some items already plentiful

-Change charcoal order from Key City to one bag instead of two

-Asked about 'extra' racks hanging around near the shop. These should be kept in the barn.

\* Discussed the Waterfront Festival food, due to overlap.

-Need to decide how much food to provide. Laurie talked to several folks involved in previous events, and based on this decided on about 60 burgers, 40 dogs, 20 brats, w/ buns to match.

-Mike will talk to Ben Fellows about a chat to the crowd during the event

-Buy regular charcoal for grilling the burgers & dogs – 2 pack from Costco

\* Discussed offer of a large high-quality tile saw from Jose Gulin. Mac says there's a similar one in the barn. Consensus is that having one at the workshop is desirable (for member project use – not likely needed for the marina!) but it would have to be installed outside. Mike will discuss further with Jose.

\* Mike's winter absence is going to be a few months longer than usual this year, so the possibility of a replacement or on-site backup was discussed. Nobody offered to be a replacement. George offered to be on-site backup.

Ended meeting about 10 AM.

Mike Lapointe

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
September 12, 2019  
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**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

An Executive Session will be held following this meeting to discuss legal and personnel matters.

**In Attendance:** Katie Habegger, Richard Hilfer, Joel Janetski, Ray Pierson, George Martin and Lad Burgin

**Action on Minutes:** Joel Janetski moved and Ray Pierson seconded to approve the minutes of the Regular Board Meeting dated August 15, 2019 as amended. Passed -5/0

**Membership Report:** Joel Janetski

Joe & Meg Kaczyk purchased lot 25-4 Quinault Lp from Charles Bullen

Stephen & Eileen Loerch purchased 60 Hemlock Dr from Gerald Swanson

Richard Brookfield purchased 106 Cole Ave from Elizabeth Shapiro

**Treasurer's Report:** George Martin (a preliminary report was submitted at the meeting)

PRELEMINARY TREASURER'S REPORT									
As of August 31, 2019									
		<i>Balance Sheet as of August 31, 2019</i>							
Assets		2019	2018		Liabilities and Fund Balances		2019	2018	
Cash and Cash Equivalents:					Current Liabilities:				
Operations Checking		\$ 143,371	\$ 185,958		Accounts Payable & Other Liabilities		\$ 19,052	\$ 13,240	
Operating Investment-Savings		105,390	82,162		Unearned Income General/Water/Etc.		41,209	40,320	
Petty Cash (2 accounts)		300	600		Unearned Income Reserve Assment		-	-	
Reserves - General, Water & Marina		1,006,279	785,415		Unearned Income Marina Wait List		2,000	1,600	
Routine Reserve Assessment		71,854	100,825		Total Current Liabilities		62,262	55,160	
Total Cash & Equivalents		\$ 1,327,194	1,154,960						
Net Accounts Receivable		\$ 9,275	2,669		<b>FUND BALANCES:</b>				
Total Net Fixed Assets		1,803,583	1,888,822		Fund Balances (Combined)		2,899,229	2,761,054	
Total Prepaid & Other Assets		35,368	30,513		Modified Cash Basis Income		213,930	260,750	
<b>TOTAL ASSETS</b>		<b>\$ 3,175,420</b>	<b>\$3,076,964</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$3,175,420</b>	<b>\$ 3,076,964</b>	

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**September 12, 2019**  
**3:30 PM**

<b>Summary Revenue and Expense Statements for the periods ended August 31, 2019 and 2018 (Modified Cash Basis)</b>									
<b>2019 Year to Date</b>					<b>COMPARATIVE</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>		<b>2019 YTD</b>	<b>2018 YTD</b>	<b>Variance</b>	<b>%</b>
<b><u>General</u></b>					<b><u>General</u></b>				
General Assessment	\$ 230,140	\$ 230,376	(236)	0%	General Assessment	\$ 230,140	\$ 222,432	7,708	3%
Revenue - All Other Sources	18,850	11,660	7,190	62%	Revenue - All Other Sources	18,850	26,982	(8,132)	-30%
Total General Revenue	248,990	242,036	6,954		Total General Revenue	248,990	249,414	(424)	0%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	101,776	98,528	(3,247)	-3%	Salaries, Benefits, PR Tax	101,776	94,320	7,456	8%
Repairs & Maintenance	4,551	4,871	320	7%	Repairs & Maintenance	4,551	7,374	(2,823)	-38%
Contracted Services	42,142	24,358	(17,784)	-73%	Contracted Services	42,142	30,047	12,095	40%
Insurance	12,641	12,443	(198)	-2%	Insurance	12,641	13,130	(489)	-4%
Pool Expense+pool utilities	20,185	-	-	N/A	Pool Expense, pool utilities	20,185	21,023	(838)	-4%
Utilities	9,051	6,936	(2,115)	-30%	Utilities	9,051	6,748	2,303	34%
Other Expenses (incl taxes)	24,576	17,618	(6,958)	-39%	Other Expenses (incl taxes)	24,576	10,949	13,627	124%
Total General Expenses	214,921	164,753	(29,983)		Total General Expenses	214,921	183,591	31,330	17%
<b>General Net Income</b>	<b>\$ 34,069</b>	<b>\$ 77,283</b>	<b>\$ (43,214)</b>	<b>-56%</b>	<b>General Net Income</b>	<b>\$ 34,069</b>	<b>\$ 65,823</b>	<b>(31,754)</b>	<b>-48%</b>
<b><u>Water</u></b>					<b><u>Water</u></b>				
Revenue - Water Use Fees	\$142,895	\$ 141,480	\$ 1,415	0%	Revenue - Water Use Fees	\$ 142,895	\$ 141,330	1,565	1%
Revenue - All Other Sources	8,105	2,500	5,605	224%	Revenue - All Other Sources	8,105	7,265	4	12%
Total Water Revenue	151,000	143,980	7,020		Total Water Revenue	151,000	148,595	2,405	2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	48,902	41,880	(7,021)	-17%	Salaries, Benefits, PR Tax	48,902	42,063	6,839	16%
Repairs & Maintenance	4,346	4,077	(269)	-7%	Repairs & Maintenance	4,346	740	3,606	487%
Contracted Services	14,479	10,467	(4,012)	-38%	Contracted Services	14,479	11,846	2,633	22%
Insurance	8,853	5,970	(2,883)	-48%	Insurance	8,853	6,609	2,244	34%
Utilities	7,259	7,554	296	4%	Utilities	7,259	8,465	(1,207)	-14%
Other Expenses (incl taxes)	15,859	27,418	11,560	42%	Other Expenses (incl taxes)	15,859	16,129	(270)	-2%
Total Water Expenses	99,697	97,367	(2,330)		Total Water Expenses	99,697	85,852		
<b>Water Net Income</b>	<b>\$ 51,303</b>	<b>\$ 46,613</b>	<b>\$ 4,690</b>	<b>10%</b>	<b>Water Net Income</b>	<b>\$ 51,303</b>	<b>\$ 62,743</b>	<b>\$ (11,440)</b>	<b>-18%</b>
<b><u>Marina</u></b>					<b><u>Marina</u></b>				
Revenue - Moorage/Parking	\$ 62,799	\$ 57,727	\$ 5,072	9%	Revenue - Moorage/Parking	\$ 62,799	\$ 57,372	5,427	9%
Revenue - All Other Sources	14,501	12,048	\$ 2,453	20%	Revenue - All Other Sources	14,501	14,051	450	3%
Total Marina Revenue	77,300	69,775	7,526		Total Marina Revenue	77,300	71,423	5,877	8%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	13,944	9,919	(4,024)	-41%	Salaries, Benefits, PR Tax	13,944	10,258	3,686	36%
Repairs & Maintenance	12,905	19,430	6,526	34%	Repairs & Maintenance	12,905	12,068	837	7%
Contracted Services	3,714	2,561	(1,153)	-45%	Contracted Services	3,714	1,473	2,241	152%
Insurance	5,152	3,968	(1,183)	-30%	Insurance	5,152	4,660	492	11%
Utilities	5,651	4,550	(1,101)	-24%	Utilities	5,651	3,890	1,761	45%
Other Expenses (incl taxes)	3,279	4,063	784	19%	Other Expenses (incl taxes)	3,279	2,134	1,145	54%
Total Marina Expenses	44,644	44,492	(152)		Total Marina Expenses	44,644	34,483	10,161	29%
<b>Marina Net Income</b>	<b>\$ 32,656</b>	<b>\$ 25,283</b>	<b>\$ 7,373</b>	<b>29%</b>	<b>Marina Net Income</b>	<b>\$ 32,656</b>	<b>\$ 36,940</b>	<b>\$ (4,284)</b>	<b>-12%</b>
<b><u>Reserve Activity</u></b>					<b><u>Reserve Activity</u></b>				
Routine Reserve Revenue	95,064	95,256	(192)	0%	Routine Reserve Revenue	95,064	93,342	1,722	2%
Bad Debts, Recoveries, Misc.	(133)	-	(133)	0%	Bad Debts, Recoveries, Misc.	(133)	354	(487)	N/A
Reserve Interest - all	970	384	586	153%	Reserve Interest - all	970	1,548	(578)	-37%
<b>Net Reserve Income</b>	<b>\$ 95,902</b>	<b>\$ 95,640</b>	<b>\$ 262</b>	<b>-</b>	<b>Net Reserve Income</b>	<b>\$ 95,902</b>	<b>\$ 95,244</b>	<b>\$ 658</b>	<b>1%</b>
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 213,930</b>	<b>\$ 244,818</b>	<b>\$ (30,697)</b>	<b>-13%</b>	<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 213,930</b>	<b>\$ 260,750</b>	<b>\$ (46,820)</b>	<b>-18%</b>
<i>Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.</i>									

Minutes

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**September 12, 2019**  
**3:30 PM**

**Manager's Report:** Pat Rooney,

Summer is coming to end soon. Make sure you take every opportunity be outside in the community before the gray skies appear with greater frequency. The Salmon Bake and Waterfront Festival was successful. Thanks to the many volunteers that made these fun events for the community.

**Administration**

1. Notices will be going out in September to remind owners to get their Back Flow Preventer valves inspected by a State approved contractor to test them. This is a part of the Cape George Cross Connection Plan as require as a water system supplier.
2. There was a "How Cape George Works" Presentation scheduled on August 20<sup>th</sup> at the Clubhouse. It was attended by 41 members of the community. Many thanks to the Cape George University volunteers.
3. This fall a questionnaire will be sent to approximately one third of the community to solicit updated information on any new water connections to spas, irrigation, or ponds etc. on owner lots.

**Maintenance**

1. New 24 hour parking signage was installed in the Marina Parking lot area.
2. An owner has donated a good utility Trailer to the Association. It will be used by volunteers for community work and by Staff.
3. The last lot mowing of the season took place the last week of August.
4. The F450 work Truck is due to return to service on Friday, September 6<sup>th</sup>.
5. Our new Water Manager Jose Escalera started on September 1st

**Complaints & Reports**

1. A complaint was received regarding a dog roaming freely in the village.
2. Some owners expressed concern about the conduct of another owner.
3. Two written complaints were submitted regarding hedge issues.
4. A report was submitted that non-permitted work was taking place in the Highlands.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Marina and Water. The reports are attached to these minutes and incorporated by reference.

**Information Items:**

Resignation of member from the Roads and Water Committee  
Donation of Utility Trailer

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
September 12, 2019  
3:30 PM

**Member participation:** none

**New Business Action Items:**

**Motion 1:** George Martin moved and Lad Burgin seconded to approve the refund of the \$400 clubhouse cleaning/damage deposit to member Pepper, as the event was signed off by the event coordinator. Passed – 5/0

**Motion 2:** Richard Hilfer moved and George Martin seconded to approve the proposal by Regimental Tree Care to remove two dead trees at the Tank Farm. Passed – 5/0

**Motion 3:** Richard Hilfer moved and Ray Pierson seconded to approve the Flu Shot Vaccination program given by Safeway at the clubhouse, with a date to be determined. Passed – 5/0

**Motion 4:** George Martin moved and Richard Hilfer seconded to approve the purchase and placement of three signs as modified in the study session (Private Parking, Cape George Parking Permit or Guest Pass Only). The signs will be placed at the lower entrance to the Clubhouse parking lot, on the Clubhouse, and at the entrance to the boat parking area. Passed – 5/0

**Motion 5:** George Martin moved and Lad Burgin seconded to approve the request by the Environmental Committee to install signage at the ravine trail. Passed – 5/0

**Open Board Discussion:**

Richard Hilfer acknowledged the Social Club for their commitment of \$2500.00 towards the replacement of the community entrance signs.

There was further discussion by the Board regarding the sports court surface problem. As an interim step, the Manager will request that the contractor pressure wash off the defective surface as soon as possible to enable all-weather play on the original surface. A fresh surface will be applied in dry weather in the spring.

**Announcements:**

- Board Study Session – October 8, 2019
- Board Meeting – October 10, 2019

**Adjournment:** Lad Burgin moved and Ray Pierson seconded to adjourn the Regular Board Meeting at 4:10 pm and move to Executive Session to discuss legal matters and a personnel matter. Passed- 5/0

Joel Janetski moved and Lad Burgin seconded to adjourn from Executive Session and return to regular session 4:55 p.m. Passed- 5/0

Lad Burgin moved and Rich Hilfer seconded for the Manager to direct our attorney to generate a letter to the Nieuwsma's attorney agreeing to extend the deadline for remediation of the hedge rule violation to on or before October 31<sup>st</sup> 2019. As a condition of this extension, the Nieuwsma's are to provide a written plan and time line for restoring compliance. Passed-5/0

CAPE GEORGE COLONY CLUB  
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Rich Hilfer moved and Ray Pierson seconded to authorize the Manager to forward prior counsel's opinion letter dated April 11, 2014 to our current attorney for review and comment. Passed -5/0

The Board discussed including extended staff hours in the 2020 budget.

George Martin moved and Ray Pierson seconded to adjourn regular session at 5:00 p.m. Passed-5/0

Submitted by:

Approved by:

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Joel Janetski, Secretary

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Katie Habegger, President

**Committee reports:**

**ENVIRONMENTAL COMMITTEE MINUTES  
CAPE GEORGE CLUBHOUSE**

**Monday, August 12, 2019, 9:15 am**

**ATTENDANCE:** Eileen Branscome, Varn Brooks, Sue Dunning, Katie Habegger, Ruth Ross, Pat Rooney, Kitty Rucker, Robin Scherting, Bob Sullivan, Elaine Sullivan, Gina Webber

**I. CALL TO ORDER:** Kitty called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Gina moved and Varn seconded that the minutes from the July 2019 meeting be approved as revised. The minutes were approved unanimously.

**III. FISCAL REPORT:** Current balance is \$2,336.74, reflecting \$75 received from sale of pictures and books. *(These are not funds that belong to Cape George Colony Club, Inc.)*

**IV. OLD BUSINESS**

**1. Poison hemlock:** Because the plants are now very large and shedding seed, the committee decided not to do more pulling this late in the season, since it would be likely to spread the seed.

**2.. Beach Survey:** The second annual Cape George Intertidal Survey was done July 16 with volunteers from our community working with naturalists from Port Townsend Marine Science Center to gather data on plants, invertebrates, and beach structure. An insect survey was done by a graduate student from Evergreen College and results will be provided to us soon.

**3. Old Growth Forest:** An article on the "Quimper Lost Wilderness" appeared in the August newsletter. The article and an email circulated to committee members asked interested citizens to email the County Commissioners supporting preservation of this old growth forest area.

**4. Rain Garden Presentation to Board Study Session** will be made Aug 13 at 3 pm. Steve McDevitt will present and Bob Simpson, the rain garden expert with the Jefferson County Marine Resources Committee, will be there. Steve and Bob

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CAPE GEORGE COLONY CLUB  
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have marked the proposed area in the ravine but a good rain is needed to track the flow of water to confirm the best location. The county has confirmed that there are no pipes or electric lines in the proposed location. Robin will attend the study session as a representative of the environmental committee.

**5. Thank you from Sharon:** Sharon Mitchell sent a nice thank you card for our going away celebration.

**V. NEW BUSINESS**

**1. Doggy Waste Boxes:** The committee discussed the waste bag boxes, which Ruth and Robin monitor. The committee agreed that they are helpful in the more public areas, such as near the club house, marina, mailboxes, and memorial park, for dog owners who may find they need an extra bag, but that the boxes at the ravine and Huckleberry Place, which are in very poor repair, should be taken down. Our manager Pat will arrange for this to be done.

**2. Restarting Film Night.** Halloween dinner is coming up Oct 26 so films will start in November.

**3. Invasive plants behind the shop.** Varn reported that he has been pulling hemlock in the area behind the shop for the last 5 years, but that Herb Robert is now spreading there. Varn proposed a work party to clean out the area this fall and then to plant native plants there in February. The committee will look at the area after the meeting and ask Fayla to consult on how best to proceed.

**4. Chairmanship:** Kitty reported that, because of her husband's upcoming surgery and the care he will need afterwards, she will not have time to chair the committee in upcoming months. Sue Dunning, Robin Scherting, and Gina Webber volunteered to fill in & co-chair the committee in the coming months. Ruth Ross will continue doing the minutes and circulate agenda and minutes.

**5. Grasses outside fitness room:** Pat was asked to have the grasses outside the fitness room trimmed so that the view will not be blocked. Varn said it would not harm the grass as long as it is left at least 6 inches tall.

The meeting was adjourned at 10:10 a.m.

Respectfully submitted by Ruth Ross

Cape George Marina Meeting – September 3, 2019

Meeting Notes

The Meeting was called to order at 11:04 am.

1. Marina Maintenance Permit – Gary

- We are required to update the Marina Biological Evaluation for our permit with the Army Corps of Engineers which will be done by MSA Consultants at a cost of \$3,500.00.
- Next step is NMF review which will happen in February 2020.
- The Corps has all the other information it needs.
- County has extended our permit until January 2021.

2. Trailer donation by Laurie Owen.

- Utility trailer has been donated to CG use by the HOA. The Marina which will pay for the license fee.

3. Water System – Ben

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- Next action planned for September will be to move check valves and pressure reducer to high ground.
- System will be turned off for the winter on November 1.

4. Dock Repairs – Ben

- About 30 boards need replacement.
- Some 4X6 Frames need replacement – this is a problem of unknown magnitude. There are also problems with some metal joints.
- Longer term, docks will need more repair than we will be able to do. We need a plan to replace the docks.
- Ben recommends that boats over 27ft must be properly moored with 3-strand nylon lines and snubbers. Ben will issue mooring guidelines in preparation for winter. Owners will be requested to comply with guidelines by October 31, 2019.
- Ben will form a team to inspect for proper mooring.
- Owners of boats not properly moored will be notified and given time to correct their moorings.
- Boats improperly moored after the notification period will have moorings fixed by the Marina, billed for lines and snubbers and referred Pat for an appropriate fine.
- There was a discussion in which Mac suggested that we consider hiring some part-time, young people to do the heavy work as our volunteer force is aging.
- It was also suggested that we should tie our rates to be a proportional to local dock rates to assure proper funds for maintenance.

5. Reserve Study Review – Ben

- There will be a meeting of the reserve study team at 10am on Monday 9/9 to review the current Marina reserve and begin preparing for the 2020 onsite review. The goal is to get accurate costs for the dock replacement and other reserve items.

6. Request for Water-Front Festival Reimbursement – Ben

- This item has been taken care of.

7. Rubber Snubber/Spring Lines on 27' + Boats – Ben

- See Dock Repairs above.

8. 2020 Marina Rate Discussion

- Electrical costs are running ≈40% over 2018 ytd. Ben to investigate why.
- Marty moved that Marina Electrical rates for 2020 be increased by 15%. Dick seconded. In favor = 10/Opposed = 1.

9. Round Robin

**CAPE GEORGE COLONY CLUB**  
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- Crab cooker needs replacement – Gary will look into it.
- Crab cooker propane, shutoff valve is obstructed – Mac will fix.
- It was suggested that a portable toilet should be placed at the south end – Bill Hamilton will contact Goodman.
- Craig asked for a moment of silence for those who lost their lives on the Conception.
- Thad suggested that John Hanks may have an infrared camera that could be used to check boats for excessive power use this winter.

10. Meeting adjourned.

Lad

**Cape George Water Advisory Committee**

The meeting was held at 4 PM on September 3, 2019. Present were Patrick Rooney (CG Manager), Richard Hilfer (Board liaison), Karen Krug, Scott James, Stewart Pugh and Jose Escalera, the recently contracted Water Manager.

The contract to add the pump 6 soft start and upgrade tank level control and panel has been signed. The work is to be scheduled. It should take one day to complete.

The committee discussed the preparation of the 2020 Water budget and the four projects on the 2020 reserve schedule. It was decided the committee chair, the CG Manager and the Water Manager should review the booster pump situation and evaluate the projects with a view toward making a recommendation for 2020. It is possible the committee will have another September meeting to discuss the budget and the reserve projects.

The committee discussed the update to the Water Plan in 2020. The CG Manager will contact the State of Washington for any due date(s) or further suggestions. He will also contact potential consultants to determine their fees.

With respect to fire protection at the water facility, the contract to remove snags/trees will be reviewed by the Trustees in September.

With respect to the cross connection plan, the CG Manager stated notices will be sent to members in September reminding them to get their back flow prevention valves inspected. Also a questionnaire would be sent to about one-third of the community to update information on any new water connections to spas, irrigation, ponds, etc.

The meeting adjourned at 5:35 PM.

**CAPE GEORGE COLONY CLUB**  
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 October 10, 2019  
 3:30 PM

**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

An Executive Session will be held following this meeting to discuss legal and personnel matters.

A Special Board Meeting will follow today's meeting for Board training.

**In Attendance:** Katie Habegger, Joel Janetski, Ray Pierson, George Martin, Ray Graves, Lad Burgin and Rich Hilfer attended by phone.

**Action on Minutes:** Joel Janetski moved and Ray Pierson seconded to approve the minutes of the Regular Board Meeting dated September 10, 2019. Passed -6/0

**Membership Report:** Joel Janetski

Michael & Ellen Adams purchased 251 Saddle from Calah Tenney

Colleen Brady & Mary Larson purchased 300 Colman from Harold & Ester Johnson

Chuck & Joan Hommel purchased 64 Queets from Larry & Karen Southwick

April Ottey & Geoff McMichael purchased 101 Marine View PI from Sally Penczak

**Treasurer's Report:** George Martin

The final August 2019 Financials were submitted to the Board of Trustees at the meeting. The Financials are attached to these minutes and incorporated by reference.

Also submitted is the preliminary Treasurers Report for September, 2019. (See below)

<b>PRELIMINARY TREASURER'S REPORT</b>						
<b>As of September 30, 2019</b>						
<i>Preliminary Balance Sheet as of September 30, 2019</i>						
<b>Assets</b>	<b>2019</b>	<b>2018</b>		<b>Liabilities and Fund Balances</b>	<b>2019</b>	<b>2018</b>
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 132,032	\$ 176,723		Accounts Payable & Other Liabilities	\$ 14,041	\$ 14,779
Operating Investment-Savings	99,326	82,196		Unearned Income General/Water/Etc.	62,270	52,100
Petty Cash (2 accounts)	300	600		Unearned Income Reserve Assment	-	12,850
Reserves - General, Water & Marina	1,006,293	785,607		Unearned Income Marina Wait List	2,000	1,650
Routine Reserve Assessment	72,739	106,451		Total Current Liabilities	78,311	81,379
Total Cash & Equivalents	1,310,689	1,151,577				
Net Accounts Receivable	5,450	344		<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,804,075	1,888,822		Fund Balances (Combined)	2,899,229	2,761,054
Total Prepaid & Other Assets	31,892	30,097		Modified Cash Basis Income	174,567	228,407
<b>TOTAL ASSETS</b>	<b>\$ 3,152,106</b>	<b>\$ 3,070,840</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,152,106</b>	<b>\$ 3,070,840</b>

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**October 10, 2019**  
**3:30 PM**

**Preliminary Summary Revenue and Expense Statements for the periods ended September 30, 2019 and 2018 (Modified Cash Basis)**

2019 Year to Date					COMPARATIVE				
	Actual	Budget	Variance			2019 YTD	2018 YTD	Variance	
<b>General</b>					<b>General</b>				
General Assessment	\$ 230,140	\$ 230,376	(236)	0%	General Assessment	\$ 230,140	\$ 222,432	7,708	3%
Revenue - All Other Sources	19,651	11,660	7,991	69%	Revenue - All Other Sources	19,651	27,902	(8,251)	-30%
Total General Revenue	249,791	242,036	7,755		Total General Revenue	249,791	250,334	(543)	0%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	115,461	98,528	(16,932)	-17%	Salaries, Benefits, PR Tax	115,461	106,952	8,509	8%
Repairs & Maintenance	5,752	4,871	(881)	-18%	Repairs & Maintenance	5,752	7,721	(1,969)	-26%
Contracted Services	47,611	24,358	(23,254)	-95%	Contracted Services	47,611	31,745	15,866	50%
Insurance	14,523	12,443	(2,081)	-17%	Insurance	14,523	14,895	(372)	-2%
Pool Expense+pool utilitie	24,568	-	-	N/A	Pool Expense, pool utilitie:	24,568	23,082	1,486	6%
Utilities	9,759	6,936	(2,823)	-41%	Utilities	9,759	7,445	2,314	31%
Other Expenses (incl taxes	23,962	17,618	(6,344)	-36%	Other Expenses (incl taxes	23,962	12,071	11,891	99%
Total General Expenses	241,636	164,753	(52,314)		Total General Expenses	241,636	203,911	37,725	19%
<b>General Net Income</b>	<b>\$ 8,156</b>	<b>\$ 77,283</b>	<b>\$ (69,128)</b>	<b>-89%</b>	<b>General Net Income</b>	<b>\$ 8,156</b>	<b>\$ 46,423</b>	<b>(38,267)</b>	<b>-82%</b>
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$142,895	\$ 141,480	\$ 1,415	0%	Revenue - Water Use Fees	\$ 142,895	\$ 141,375	1,520	1%
Revenue - All Other Sources	8,105	2,500	5,605	224%	Revenue - All Other Sources	8,105	8,268	4	-2%
Total Water Revenue	151,000	143,980	7,020		Total Water Revenue	151,000	149,643	1,357	1%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	55,668	41,880	(13,788)	-33%	Salaries, Benefits, PR Tax	55,668	47,511	8,157	17%
Repairs & Maintenance	5,351	4,077	(1,274)	-31%	Repairs & Maintenance	5,351	1,850	3,501	189%
Contracted Services	14,539	10,467	(4,072)	-39%	Contracted Services	14,539	13,418	1,121	8%
Insurance	9,777	5,970	(3,806)	-64%	Insurance	9,777	7,498	2,279	30%
Utilities	8,576	7,554	(1,022)	-14%	Utilities	8,576	9,708	(1,132)	-12%
Other Expenses (incl taxes	16,770	27,418	10,648	39%	Other Expenses (incl taxes	16,770	17,028	(258)	-2%
Total Water Expenses	110,681	97,367	(13,314)		Total Water Expenses	110,681	97,013		
<b>Water Net Income</b>	<b>\$ 40,318</b>	<b>\$ 46,613</b>	<b>\$ (6,295)</b>	<b>-14%</b>	<b>Water Net Income</b>	<b>\$ 40,318</b>	<b>\$ 52,630</b>	<b>\$ (12,312)</b>	<b>-23%</b>
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 63,039	\$ 57,727	\$ 5,312	9%	Revenue - Moorage/Parking	\$ 63,039	\$ 56,918	6,121	11%
Revenue - All Other Sources	14,892	12,048	2,844	24%	Revenue - All Other Sources	14,892	14,214	678	5%
Total Marina Revenue	77,931	69,775	8,157		Total Marina Revenue	77,931	71,132	6,799	10%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	15,877	9,919	(5,958)	-60%	Salaries, Benefits, PR Tax	15,877	11,529	4,348	38%
Repairs & Maintenance	12,959	19,430	6,471	33%	Repairs & Maintenance	12,959	12,352	607	5%
Contracted Services	4,859	2,561	(2,298)	-90%	Contracted Services	4,859	1,641	3,218	196%
Insurance	5,822	3,968	(1,853)	-47%	Insurance	5,822	5,288	534	10%
Utilities	5,975	4,550	(1,425)	-31%	Utilities	5,975	4,196	1,779	42%
Other Expenses (incl taxes	3,999	4,063	64	2%	Other Expenses (incl taxes	3,999	2,234	1,765	79%
Total Marina Expenses	49,490	44,492	(4,999)		Total Marina Expenses	49,490	37,240	12,250	33%
<b>Marina Net Income</b>	<b>\$ 28,441</b>	<b>\$ 25,283</b>	<b>\$ 3,158</b>	<b>12%</b>	<b>Marina Net Income</b>	<b>\$ 28,441</b>	<b>\$ 33,892</b>	<b>\$ (5,451)</b>	<b>-16%</b>
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Revenue	96,799	95,256	1,543	2%	Routine Reserve Revenue	96,799	93,342	3,457	4%
Bad Debts, Recoveries, Misc	(133)	-	(133)	0%	Bad Debts, Recoveries, Misc	(133)	354	(487)	N/A
Reserve Interest - all	985	384	601	157%	Reserve Interest - all	985	1,765	(780)	-44%
<b>Net Reserve Income</b>	<b>\$ 97,652</b>	<b>\$ 95,640</b>	<b>\$ 2,012</b>		<b>Net Reserve Income</b>	<b>\$ 97,652</b>	<b>\$ 95,461</b>	<b>\$ 2,191</b>	<b>2%</b>
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 174,567</b>	<b>\$ 244,818</b>	<b>\$ (71,796)</b>	<b>-29%</b>	<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 174,567</b>	<b>\$ 228,406</b>	<b>\$ (53,839)</b>	<b>-24%</b>

Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**October 10, 2019**  
**3:30 PM**

**Manager's Report:** Pat Rooney, September 2019

It is time to be thinking about winter. Donnie will be checking out our snow plow making sure it is in order and ordering up ice melt. With any luck we will not get "snowmagedon" again! Remember to place hose bib covers on your outdoor hose spigots and cover up those important patio/deck items. So batten down the hatches!

**Administration**

1. Owners who were notified to get their backflow preventer valves inspected have until October 18<sup>th</sup> to provide a report to the office.
2. Very soon a questionnaire will be sent to mostly Colony owners to solicit updated information on any new water connections to spas, irrigation, or ponds etc. on owner lots.
3. 4<sup>th</sup> Quarter assessments are due now. Please make sure you make your payment on time.
4. The Treasurer and Manager have produced a draft of the 2020 budget. The Board will be reviewing the proposed budget at the October Board Study Session meeting.

**Maintenance**

1. The Ford F450 is back in service however there are indications the turbo charger may quit in the near future.
2. New Board approved parking permit signage has been ordered for the Marina/Clubhouse parking area and will be installed this month.
3. Aimee Garrett worked her last day on September 30<sup>th</sup>. We look forward to working with Aimee again next year.
4. The contract to install a soft start system to well pump 6 and a new float system in the main reservoir tank has been signed. The work will be done by the end of November or sooner.
5. Two dead trees adjacent to the Tank Farm will be removed on Saturday, November 7, 2019 barring any high wind conditions.
6. The new sports court resurfacing project failed due to moisture affecting the coating during the drying process. The coating has been pressure washed off. The contractor will be reinstalling the new surface next spring time.

**Complaints & Reports**

1. Questions regarding trees and future growth that may block views
2. RV Complaint about use
3. Report of a cave dug into side of bluff – Inspected. It is not a cave.



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
October 10, 2019  
3:30 PM

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Marina and Water. The reports are attached to these minutes and incorporated by reference.

**Information Items:** None

**Member participation:** Terri Brown updated the Board on the status of a bank owned property which has been vacant for the last five years. 220 Colman Dr. has been listed for sale and is currently under contract.

**New Business Action Items:**

**Motion 1:** Ray Pierson moved and Lad Burgin seconded to approve the request for refund of the clubhouse rental deposit. Passed – 6/0

**Motion 2:** Joel Janetski moved and George Martin seconded to approve the four requests from three members for Adjustments of Due Date. Passed – 6/0

**Motion 3:** George Martin moved and Lad Burgin seconded to approve to increase of the credit limit of the Bank of America Visa card from its current limit to \$4000.00. Passed – 6/0

**Motion 4:** George Martin moved and Joel Janetski seconded to approve the changes to the Owner Delinquency letters sent out by Community Financials as presented, keeping the Final Water Shut Off notice in house. Passed – 6/0

**Motion 5:** Lad Burgin moved and Ray Pierson seconded to approve the four changes to FIN03 regarding late fees. Passed – 6/0

**Motion 6:** George Martin moved and Joel Janetski seconded the use of Quarterly Statements provided by Community Financials for 2020. Passed – 6/0

**Motion 7:** Ray Pierson moved and Lad Burgin seconded to merge the current Roads Committee with the current Building Committee. The committee will be known as the Roads & Building Committee. Passed – 6/0

**Motion 8:** Ray Graves moved and George Martin seconded to approve the 2020 budget. Passed 4/2

**Open Board Discussion:** none

**Announcements:**

- Study Session – November 12, 2019 – 3:00 pm
- Budget Ratification Meeting – November 14, 2019 - 2:30 pm
- Board Meeting – November 14, 2019 – 3:30 pm



**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**October 10, 2019**  
**3:30 PM**

**Adjournment:** Lad Burgin moved and George Martin seconded to adjourn and move to Executive Session at 4:24 pm. Passed – 6/0

Joel Janetski moved and Lad Burgin seconded to adjourn Executive Session at 5:10 pm. Passed- 6/0

Lad Burgin moved and George Martin seconded to publish in the Cape George Newsletter and to post on the community Bulletin board a response to Bonnie Whyte's complaint regarding the sports court. Passed- 6/0.

Lad Burgin moved and George Martin seconded to adjourn the Regular session at 5:15 pm. Passed – 6/0

**Special Board Meeting:** Following the regular Board meeting, a Special Meeting for Board Training was held, attended by Katie Habegger, Pat Rooney, Ray Graves, Joel Janetski, George Martin and Lad Burgin. Goals set for the coming year include:

- Starting in Q3 2020, establishing an ad hoc committee to evaluate possible future uses and projected costs of returning the Fire Hall to Cape George use at the expiration of the lease in 2025.
- Establishing an ad hoc committee to review the adequacy of our current insurance coverage and evaluate alternative insurers.
- Conducting a full review of the Bylaws and regulations for inconsistency and redundancy.
- Identifying a qualified consultant to conduct an annual inspection of our roads and make recommendations for repairs until such time as a Roads Committee can be reconstituted with the required membership.

**Adjournment:** Lad Burgin moved and George Martin seconded to adjourn the training meeting at 6:15 pm. Passed 4/0

**Submitted by:**

**Approved by:**

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**Joel Janetski, Secretary**

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**Katie Habegger, President**

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
October 10, 2019  
3:30 PM

**Committee reports:**

**ENVIRONMENTAL COMMITTEE MINUTES  
CAPE GEORGE CLUBHOUSE  
Monday, September 9, 2019, 9:15 am**

**ATTENDANCE:** Bobbie Blinder Varn Brooks, Lori Cameron, Patty Dunmire, Sue Dunning, Pat Gulick, Katie Habegger, Dennis McDaniel, Deb Racine Pat Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz, Bob Sullivan, Elaine Sullivan, Linda Sutton

**I. CALL TO ORDER:** Kitty called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Pat Gulick moved and Varn Brooks seconded the motion that minutes from the August 2019 meeting be approved. The minutes were approved unanimously.

**III. FISCAL REPORT:** Current balance is \$2,336.74. (*These are not funds that belong to Cape George Colony Club, Inc.*)

**IV. OLD BUSINESS**

**1. Chairmanship:** Because of her husband's upcoming surgery and the care he will need afterwards, Kitty will not have time to chair the committee in upcoming months. Sue Dunning, Robin Scherting, and Gina Webber have volunteered to fill in & co-chair the committee during this time, while Ruth Ross will continue taking the minutes and circulate the agenda and minutes.

**2. Old Growth Forest (Quimper Lost Wilderness):** Varn reported that, although a discussion of the Quimper Wilderness and a meeting with the Department of Natural Resources had been scheduled for the most recent county commission meeting, this was rescheduled to make time for a discussion of the aerial spraying of herbicide in the area. Kitty has been and will continue to send out updates to the committee about the Wilderness area as she receives them. Income from timbering DNR areas goes to school system funding. To preserve the area, a land swap has to be arranged with another piece of property that can be forested, which will take involvement of both the county and the state. Although the Land Trust is too busy with the Quimper West project to become directly involved in this issue, they have been helpful in providing advice.

**3. Octopus:** Kitty reported that Eleanora, the giant Pacific octopus, was released from PTMSC and recommended reading *Soul of the Octopus* to learn more about these fascinating creatures.

**4. Dune Grass Trimming by Fitness Room:** Robin asked about the status of this project to improve visibility from the fitness room. Pat reported that this should be completed by end of September. [*Addendum: the trimming has now been completed*].

**5. Ravine trail:** An article on the history of the ravine trail was recently circulated to the committee. Katie reported that the trail and steps are in bad shape and that people using bikes or motorized vehicles there will cause further erosion. The committee discussed the need for maintenance on the trail and steps and for cautionary signs at the ravine entrances. Linda made a motion to present to the board a proposal to post 3 metal signs at the entrances to the Ravine (at the top, bottom and Huckleberry entrance) saying "Bicycles and motorized vehicles prohibited due to erosion." Robin seconded the motion, and it was passed unanimously. Elaine moved and Patty Dunmire seconded that we ask management to assess the steps to see if they require work and this motion also passed unanimously.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
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3:30 PM

**V. NEW BUSINESS**

**1. Fall Halloween Party:**

**Chairpersons:** Sue Dunning and Pat Dunmire will be chairs

**Date and time:** Saturday October 26; 5:30 meet and greet; 6:00 food out

**Publicity:** newsletter article, flyers, email blast. Sue will put flyers up and give Terri wording for the email blast and the newsletter article. Information to be included: date, time, costumes welcome, with costume contest for adults; scary food contest; youth costume parade; pumpkin carving contest.

**Money:** reservations will be available at the office. Fayla moved and Elaine seconded the motion that we charge \$5 per adult, children under 6 free. This is the main fund raiser for the committee each year

**Set Up:** Donny will set up tables; Pat, Dennis, Sue and Robin will decorate.

**Food/Cooking:** The committee will provide brats, buns, sauerkraut, and condiments. Sue will purchase the food at Costco. Elaine, Lori, Fayla, Pat, Sue, and Ruth will prepare and set out food.

**Activities:** Scary food and pumpkin carving contests and costume competition for adult attendees will be judged by members of the committee. Robin and Ruth will prepare goody bags for the young people's costume parade.

**Disposable vs reusable:** Robin moved that we provide paper plates, cups, and napkins and use real silverware, and Patty seconded. Ruth moved and Elaine seconded that we discuss with the Social Club at their meeting on Sept 10 what we should say in the invitation concerning whether attendees are asked to bring their own plates, etc. Robin, Ruth, and Sue will be at that meeting and Robin was asked to raise the question with them. Pat moved and Robin seconded that the original motion be rescinded pending discussion with the social club during their meeting. [Addendum: the Social Club passed a motion that they suggest that committees use the following wording in invitations for neighborhood events: "In consideration of our environment, attendees are encouraged to bring their own plates, cups and utensils, but silverware and paper products will be available as a backup."

**Clean up:** A number of members volunteered to stay to clean up and take down decorations.

**Music:** Jay Maise will be disk jockey, assisted by Bob Sullivan. Committee will suggest that Jay play Monster Mash during the youth costume parade.

**2. Bell clapper:** The rope holding the bell clapper on the bell outside the clubhouse has broken. The Carters will take care of reattaching the clapper (the bell was made in memory Bob Carter's father).

**3. Missing plaque:** Kitty reported that the memorial name plaque is missing from Memorial Park. Phyllis Ballough's husband Doug made the plaque and she would like it back if no longer needed. [Addendum: The plaque has been located. Donny had it because it had fallen off. The plaque will be brought to the next meeting and the committee will consider whether a new memorial plaque should be made and hung. After the next meeting, the original plaque will be returned to Phyllis.]

The meeting was adjourned at 10:30 a.m.

Respectfully submitted by Ruth Ross

**Marina Committee meeting minutes 10/1/2019**

The meeting was convened at 11:00am. Those present were Lad Burgin, Brian Ritchie, Dow Webber, Bob Schlentner, Patrick Rooney, Dick Poole, Ben Fellows, Gary Rossow, Paul Happel, Tom Cawrse, Marty Bluewater and Sam Melton.

1. Marina Reserves Study revisions Ben

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
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A subcommittee of the Marina Committee met to review the Marina Reserve Study. It was determined that the current reserve does not reflect the current condition of the docks and the replacement schedule for them. The Reserve will be updated in 2020 to accurately reflect the needs of the Marina.

2. Basin partial dredging proposal Gary

A motion was made, seconded, discussed and unanimously approved a proposal to purchase and outfit a Piranha Mini Dredge using the funds allocated for marina dredging in the 2020 reserve. Par Rooney said the reserve project will be included in the 2020 budget and if approved, the proposed equipment purchase should then be brought to the Board for review and approval. Gary has estimated the equipment cost as not to exceed \$25,000. The reserve schedule allocates \$30,000 for the project. Verbal quotes have been obtained from two contractors as \$80,000 minimum.

3. Dock and piling recommendations Ben

Ben reported on options for preserving our dock pilings reviewing the summary of Kers Clausen site visit to the Marina. Relevant correspondence is included below.

Progress Report PR01 Dock and Piling report

To: Ben Fellows From: Kers Clausen Project: Cape George Marina

Email: fellowsship@olympen.com Date: September 23, 2019 Job No: 27974

This summarizes my visit to the referenced marina on September 14, 2019. I found a "stick frame" wooden marina serving about 200 boats. The wood marina is held in place with about 40 creosote wood piles. I surveyed about 1/3 of the marina understanding this third represented the entire marina. The wood piles are all in serviceable condition. There are sufficient piles to restrain the marina. There is concern these piles may be attacked by marine borers in the future. To resist such attack, oxygen should be kept away. This can be done by one of four methods Common plastic pile wrap, which will wear out with the pile connections (\$1,000/pile) HDPE piles over existing wood piles with seal at top and pushed 2' into substrata (\$1,500/pile) Epoxy filled fiberglass around piles, Simpson FX-70, (\$4,000/pile) Drive new steel piles either over existing wood piles or alongside (\$6,000/pile) You mentioned that the marina will eventually be replaced. The present marina is in serviceable condition. If you go aluminum, vendors are Bluewater or Structurmarine. If you use one of these vendors, you should budget \$75/ SF without piles. It is very hard to use aluminum and retain the piles, as careful survey is needed. You mentioned reuse of foam billets. This will not work with pre-manufactured aluminum. You may find wood as an easier media. You should do the pile work at the same time you replace the marina. This will involve field engineering, which it appears your team can do in-house. I hope this report meets your approval.

W:\27900\27974\PR01.wpd Page 1 of 1 1727 64TH Street • Emeryville • California • 94608

I replied to him as follows: 9/29/2019

This visit, report and recommendation were done at no charge. Clausen is a professional marine engineer of many years' experience. In Ben's opinion, we are not likely to find better advice from any other source.

Minutes

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BOARD OF TRUSTEES MEETING MINUTES  
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**Kers, Thank you for this report. We really appreciate your visit and recommendations.**

**I do have one question: What wall thickness would you recommend for the HDPE jackets?**

**I do want to correct one misunderstanding and apologize if I was not clear. The original wood docks were built using foam billet floatation. About 5 years ago we replace the foam billets with injection molded, foam filled plastic tubs and do plan to re-use them when the docks are replaced.**

**Best regards and thanks again, Ben Fellows**

4. Water System Ben

Plans to move the valves for the water system have been postponed until spring due to the complexity of the project.

5. Marking dock electrical pedestals Ben

The electrical pedestals have been marked to facilitate tracking of electrical usage in the Marina.

6. Crab Shack Cooker Dick/Sam

The project to refurbish the Crab Shack Cooker is underway. Sam Melton and Dick Poole welded a new cooker stand. It has been taken to Seattle for hot dip galvanizing. Bob Skoien has purchased new burner. This project which will total about \$500 is being paid for from Marina Sale funds.

7. Gate security Ben

After a dialogue on the function and use of the dock security gates. It was agreed that the gates should be closed and latched. "If you open them or find them open, close and latch them".

8. Mooring ball Ben

The replacement Mooring ball was delivered in damaged condition. Patrick Rooney is working with the supplier to get a new mooring ball.

9. Round robin all

No business was raised.

Lad Burgin/Ben Fellows

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
October 10, 2019  
3:30 PM

**Cape George Water Advisory Committee  
Meeting Report October 1 2019**

The meeting was held at 4 PM in the office. Attendees: Patrick Rooney (CG Manager), Richard Hilfer (Board liaison), Jose Escalera (Water Manager), Thad Bickling, Stewart Pugh, and Chair Marty Gilmore.

The effort to define the booster pump replacement project continues. The Reserve fund includes \$8690 for booster pump replacement in 2020, and the 2019 budget includes approximately \$8000 for pump controller replacement. The current plan is to combine these two projects, and to replace the existing three pumps with two new pumps driven by variable speed motors, and to eliminate the problematic clay valves (CLA-valves). System pressure in the Highlands will then be controlled by varying the pump motor speed rather than by the Clay valves. This change will reduce power consumption and be easier to maintain. We expect the pump motor size and the replacement cost to be finalized in October. Because the funds come in part from the 2020 reserve funds the work would be performed in early 2020.

Contracts for adding soft start to well pump 6 and for replacing the tank level controls have been signed and the work is required to be completed by the end of November.

The contract for dead tree removal at the tank farm has been signed and the work is scheduled for November 7; this work is weather dependent and could be postponed for high winds. It has been confirmed that the trees are on Cape George property.

The Reserve funds include money to replace the John Deere tractor in 2020. The Reserve money allocated for replacement is not adequate; however, the tractor does not actually need to be replaced at this time. It is recommended that the 2020 Reserve funds be instead used for replacement parts for the existing tractor. The Reserve budget and the schedule for tractor replacement should be reviewed and updated next year when the Reserve Level 2 study is performed.

It is also recommended that a formal maintenance plan be put into place for the tractor. These plans are available from the manufacturer. Routine maintenance in accordance with the manufacturer's recommendations will prolong the life of the tractor.

Work has not started on the Water System Plan update due in 2020. However, a switch by Cape George to a Small Water System plan would remove the need for a full update of the existing plan and would save the cost of the engineering work required to update a full plan. Communications with Fern, the Regional Planner for the WA DOH Office of Drinking Water, have confirmed this. A change to a Small Water System plan would not affect the number of water connections currently allowed.

The cross-connection update effort is underway. 220 questionnaires have been sent to residents of the Colony to identify system changes. Questionnaires to the Village and Highlands will be sent in a different cycle. 45 notices have been sent to residents with known changes; 10 responses have been received.

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
October 10, 2019  
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Last month's leak report showed 22 leaks. 71 connections showed less than 30 GPD usage. Average usage was 171 GPD.

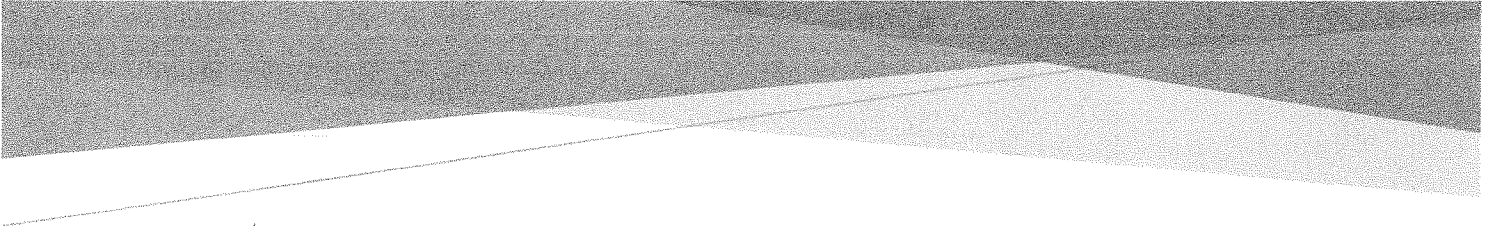
It was noted that the water fee has not been recently been raised, and that it should be raised to cover increased system costs. The committee recommends an increased water fee of \$12 per year.

The \$1100 fee for installing new meters is too low to cover costs, and is much less than the fee charged by other water systems in the area. We are developing a recommendation for a meter installation fee that better reflects the actual cost.

Scott James has resigned from the committee, and the committee is looking for one or two additional members.

The next meeting will be Tuesday November 5 at 4 PM in the office.





# CAPE GEORGE COLONY CLUB

August 2019 Financials

Diana Kral

## TREASURER'S REPORT As of August 31, 2019

*A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.*

### COMMENTS

#### PAST COMENTS:

Transitions and conversion are always expected to have bumps, glitches and challenges and my acceptance as Treasurer has been no exception.

The new banking arrangement with Pacific Premier Bank is working well and the Board receives monthly bank statements and reconciliations of those bank statement just as it always has with any of the Cape George bank accounts. These statements and reconciliations are the assurance that all Cape George funds are accounted for. There was a bit of a bump early on where 24 checks went missing but the bank had supplied an incorrect mailing address to Cape George and after search for over a month, they did find the missing checks.

Comments for the six months ended June 30, 2019 are slightly different and less robust than a typical month since there is similar but more detailed financial information that will be included in the Financial Report for the Annual Meeting.

#### 2019 BALANCE SHEET COMMENTS

Bank statements and reconciliations have been received and reviewed. There is a \$1.12 unexplained variance in one of the accounts, although still being investigated, it appears to be tied to a journal entry and not a bank error. No banks are over the FDIC/NCUA limits thanks in part to the ICS Sweep program.

Cash positions remain strong. The glitch with the new bank where 24 checks were misplaced has been resolved. After a month of search, Pacific Premier Bank located the checks and they have been returned. No late charges or fees will be assigned to the 24 Members involved.

The atypical balance in Petty Cash is the result of a timing difference between when funds were drawn and when the fund was replenished. The replenishment took place in early July.

Receivables are slightly higher than this time last year, largely a result of processes with the new bank that are still new. The Office Administrator does have access to the receivables section of the ONE system and is able to monitor transitions. She is also assisting CF with their questions and issues to help ensure a successful conversion.

#### 2019 REVENUE AND EXPENSE COMMENTS

Combined operations are performing ahead of both budget and the prior year. On the revenue side the favorable variance is driven by higher excess water charges and higher than expected Marina revenue, especially parking and moorage. On the expense side favorable variances are traceable to a self-correcting timing difference in Marina dredging as well as lower repair and maintenance costs in both General and Water. Also contributing to the favorable performance is the favorable lower labor cost, although some of the apparent favorable variance is offset by slightly higher contracted services costs related to the shift from in-house to external financial activity.

#### OTHER COMMENTS

The transition to an external financial services firm as well as the transition to the TOPS "ONE" system has not gone as smoothly as was anticipated. Progress with both transitions while slower than expected is definitely moving in the right direction. The basic integrity of the financials are solid and could be sent to the external Auditors with no qualms.

The new banking arrangement with Pacific Premier Bank is working well and the Board receives monthly bank statements and reconciliations of those bank statement just as it always has with any of the Cape George bank accounts. These statements and reconciliations are the assurance that all Cape George funds are accounted for. There was a bit of a bump early on where 24 checks went missing but the bank had supplied an incorrect mailing address to Cape George and after search for over a month, they did find the missing checks.

**TREASURER'S REPORT**  
As of August 31, 2019

**Balance Sheet as of August 31, 2019**

Assets	2019	2018	Liabilities and Fund Balances	2019	2018
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 142,223	\$ 185,958	Accounts Payable & Other Liabilities	\$ 19,682	\$ 13,240
Operating Investment-Savings	105,390	82,162	Unearned Income General/Water/Etc.	39,259	40,320
Petty Cash (2 accounts)	300	600	Unearned Income Reserve Assment	-	-
Reserves - General, Water & Marina	1,006,279	785,415	Unearned Income Marina Wait List	2,000	1,600
Routine Reserve Assessment	71,854	100,825	Total Current Liabilities	60,941	55,160
Total Cash & Equivalents	\$ 1,326,046	1,154,960			
Net Accounts Receivable	\$ 10,281	2,669	FUND BALANCES:		
Total Net Fixed Assets	1,803,583	1,888,822	Fund Balances (Combined)	2,899,229	2,761,054
Total Prepaid & Other Assets	35,368	30,513	Modified Cash Basis Income	215,108	260,750
<b>TOTAL ASSETS</b>	<b>\$ 3,175,278</b>	<b>\$ 3,076,964</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,175,278</b>	<b>\$ 3,076,964</b>

**Summary Revenue and Expense Statements for the periods ended August 31, 2019 and 2018 (Modified Cash Basis)**

2019 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2019 YTD	2018 YTD	Variance	%
<b>General</b>					<b>General</b>				
General Assessment	\$ 230,140	\$ 230,376	(236)	0%	General Assessment	\$ 230,140	\$ 222,432	7,708	3%
Revenue - All Other Sources	18,850	11,660	7,190	62%	Revenue - All Other Sources	18,850	26,982	(8,132)	-30%
Total General Revenue	248,990	242,036	6,954		Total General Revenue	248,990	249,414	(424)	0%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	102,683	98,528	(4,154)	-4%	Salaries, Benefits, PR Tax	102,683	94,320	8,363	9%
Repairs & Maintenance	4,551	4,871	320	7%	Repairs & Maintenance	4,551	7,374	(2,823)	-38%
Contracted Services	42,142	24,358	(17,784)	-73%	Contracted Services	42,142	30,047	12,095	40%
Insurance	12,641	12,443	(198)	-2%	Insurance	12,641	13,130	(489)	-4%
Pool Expense+pool utilities	21,650	-	-	N/A	Pool Expense, pool utilities	21,650	21,023	627	3%
Utilities	9,051	6,936	(2,115)	-30%	Utilities	9,051	6,748	2,303	34%
Other Expenses (incl taxes)	22,713	17,618	(5,095)	-29%	Other Expenses (incl taxes)	22,713	10,949	11,764	107%
Total General Expenses	215,430	164,753	(29,027)		Total General Expenses	215,430	183,591	31,839	17%
General Net Income	\$ 33,560	\$ 77,283	\$ (43,723)	-57%	General Net Income	\$ 33,560	\$ 65,823	(32,263)	-49%
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$142,895	\$ 141,480	\$ 1,415	0%	Revenue - Water Use Fees	\$ 142,895	\$ 141,330	1,565	1%
Revenue - All Other Sources	8,105	2,500	5,605	224%	Revenue - All Other Sources	8,105	7,265	840	12%
Total Water Revenue	151,000	143,980	7,020		Total Water Revenue	151,000	148,595	2,405	2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	48,902	41,880	(7,021)	-17%	Salaries, Benefits, PR Tax	48,902	42,063	6,839	16%
Repairs & Maintenance	4,346	4,077	(269)	-7%	Repairs & Maintenance	4,346	740	3,606	487%
Contracted Services	14,479	10,467	(4,012)	-38%	Contracted Services	14,479	11,846	2,633	22%
Insurance	8,853	5,970	(2,883)	-48%	Insurance	8,853	6,609	2,244	34%
Utilities	7,259	7,554	296	4%	Utilities	7,259	8,465	(1,207)	-14%
Other Expenses (incl taxes)	15,888	27,418	11,530	42%	Other Expenses (incl taxes)	15,888	16,129	(241)	-1%
Total Water Expenses	99,726	97,367	(2,360)		Total Water Expenses	99,726	85,852	13,874	16%
Water Net Income	\$ 51,273	\$ 46,613	\$ 4,660	10%	Water Net Income	\$ 51,273	\$ 62,743	\$ (11,470)	-18%
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 62,799	\$ 57,727	\$ 5,072	9%	Revenue - Moorage/Parking	\$ 62,799	\$ 57,372	5,427	9%
Revenue - All Other Sources	14,501	12,048	2,453	20%	Revenue - All Other Sources	14,501	14,051	450	3%
Total Marina Revenue	77,300	69,775	7,526		Total Marina Revenue	77,300	71,423	5,877	8%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	13,944	9,919	(4,024)	-41%	Salaries, Benefits, PR Tax	13,944	10,258	3,686	36%
Repairs & Maintenance	12,905	19,430	6,526	34%	Repairs & Maintenance	12,905	12,068	837	7%
Contracted Services	3,714	2,561	(1,153)	-45%	Contracted Services	3,714	1,473	2,241	152%
Insurance	5,152	3,968	(1,183)	-30%	Insurance	5,152	4,660	492	11%
Utilities	5,651	4,550	(1,101)	-24%	Utilities	5,651	3,890	1,761	45%
Other Expenses (incl taxes)	3,297	4,063	766	19%	Other Expenses (incl taxes)	3,297	2,134	1,163	54%
Total Marina Expenses	44,662	44,492	(170)		Total Marina Expenses	44,662	34,483	10,179	30%
Marina Net Income	\$ 32,638	\$ 25,283	\$ 7,355	29%	Marina Net Income	\$ 32,638	\$ 36,940	\$ (4,302)	-12%
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Revenue	96,799	95,256	1,543	2%	Routine Reserve Revenue	96,799	93,342	3,457	4%
Bad Debts, Recoveries, Misc.	(133)	-	(133)	0%	Bad Debts, Recoveries, Misc.	(133)	354	(487)	N/A
Reserve Interest - all	970	384	586	153%	Reserve Interest - all	970	1,548	(578)	-37%
Net Reserve Income	\$ 97,637	\$ 95,640	\$ 1,997		Net Reserve Income	\$ 97,637	\$ 95,244	\$ 2,393	3%
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 215,108</b>	<b>\$ 244,818</b>	<b>\$ (31,254)</b>	<b>-12%</b>	<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 215,108</b>	<b>\$ 260,750</b>	<b>\$ (45,642)</b>	<b>-18%</b>

Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.

**CAPE GEORGE COLONY CLUB**Run Date: 09/15/2019  
Run Time: 03:45 PM**BALANCE SHEET**

As of: 08/31/2019

**Assets**

<b>Account #</b>	<b>Account Name</b>	<b>Total</b>
01102-001	Operating Fund Checking	\$1,326.27
01102-009	OP - PPB 0125 OLD	\$69,628.81
01102-011	Operating Fund Chase 1366 OLD	\$21,242.46
01103-001	Petty Cash	\$300.00
01107-001	Oper Savings - General - Chase 5161	\$105,389.83
01107-008	Cash Clearing - Cost center 008 - OLD	\$50,025.89
01108-001	Reserve Invest - General	\$284,700.44
01108-022	Reserve Invest - Water-OLD	\$685,295.12
01108-023	Reserve Invest - Marina-OLD	\$36,283.46
01108-900	Reserve Assessment-OLD	\$71,853.99
01201-001	Accts Receivables General	\$8,185.06
01201-002	Accts Receivables Water	\$1,542.50
01201-003	Accts Receivables Marina	\$35.00
01201-008	Allowance for Doubtful Accts.	(\$1,444.00)
01201-099	Acct Rec - Reserve Assessment	\$2,188.01
01201-100	Allow. Uncollectible Reserve	(\$226.00)
01401-001	Land General - General	\$30,222.16
01405-001	Land Improvements - General	\$68,129.20
01406-001	Accum Depletion Land Improv - General	(\$5,306.42)
01411-001	Buildings General - General	\$818,060.90
01415-001	Accum Deprec Blds General - General	(\$533,998.41)
01421-001	Equip/Veh Assets General	\$116,774.08
01425-001	Accum Deprec Equip/Veh Gen	(\$65,353.72)
01431-002	Water System Improvements	\$1,064,415.08
01435-005	Accum Deprec Wtr/Grwth	(\$578,827.96)
01451-011	Roads Special	\$1,103,195.98
01455-011	Accum Deprec Roads Rds	(\$783,548.41)
01460-003	Marina Improvements - Marina	\$738,627.84
01461-003	Accum Depreciation-Marina - Marina	(\$179,111.68)
01490-001	CIP - Construction in Progress - General	\$10,304.41
01501-001	Prepaid Insurance General - General	\$32,502.69
01520-001	Prepaid Med/Dental Insurance - General	\$2,865.71
	<b>TOTAL ASSETS</b>	<b>\$3,175,278.29</b>

**Liabilities**

<b>Account #</b>	<b>Account Name</b>	<b>Total</b>
02101-001	Accts Payable Gen - General	\$6,515.00
02103-001	Accts Payable Comm Gen - General	\$5,604.05
02104-000	Fica/Med/FWH Taxes Payable - Do Not Use	\$1,673.21
02104-001	Fica/Med/FWH Taxes Payable - General	(\$1,002.53)
02105-001	940 PR Tax Payable	\$6.33
02105-002	Refundable Clubhouse Deposit	\$2,080.00
02106-001	State Employment Taxes Payable - General	\$2.15
02107-001	Worker's Comp Taxes Payable - General	\$307.52
02111-001	Vacation Payable - General	\$4,449.00
02113-001	WA Medical Leave W/H - General	\$47.41

Account #	Account Name	Total
02120-001	Unearned Income General	\$39,163.12
02120-002	Unearned Income Water	\$96.00
02120-003	Unearned Income Marina Waiting	\$2,000.00
	TOTAL LIABILITIES	\$60,941.26

Equity

Account #	Account Name	Total
03600-001	Fund Balance - General - General	\$2,899,228.63
	TOTAL EQUITY	\$2,899,228.63
	TOTAL NET INCOME (LOSS)	\$215,108.40
	TOTAL LIABILITIES AND EQUITY	\$3,175,278.29

# CAPE GEORGE COLONY CLUB

Run Date: 09/15/2019  
Run Time: 03:28 PM

## INCOME STATEMENT

General

Start: 08/01/2019 | End: 08/31/2019

### Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Income</b>							
04101-001 Revenue - Annual Assess General	(62.00)	0.00	(62.00)	230,140.00	230,376.00	(236.00)	307,168.00
04107-001 Lot Mow Fees General - Lot Mow Fees General	3,740.00	3,825.00	(85.00)	10,795.00	11,475.00	(680.00)	11,475.00
04108-001 Community Center Rental - Comm Center Rental	265.00	225.00	40.00	690.00	1,275.00	(585.00)	2,000.00
04113-001 Late Fee Income - Late Fee Income	360.00	150.00	210.00	1,110.00	1,200.00	(90.00)	1,800.00
04115-001 Other Fees - Other Fees General	30.00	16.67	13.33	220.00	133.36	86.64	200.00
04204-001 Bad Debt Recovery - Bad Debt Recovery - General	0.00	0.00	0.00	171.60	0.00	171.60	0.00
04301-001 Int Income - Oper General - Int Income - Oper General - General	6.92	14.58	(7.66)	206.82	116.64	90.18	175.00
04801-001 Misc Income - Misc Income- General	0.00	41.67	(41.67)	795.00	333.36	461.64	500.00
04806-001 Fines - Fines - General	75.00	83.33	(8.33)	3,775.00	666.64	3,108.36	1,000.00
04807-001 Access Cards/FOB's - Access Cards/FOB's - General	60.00	91.67	(31.67)	755.00	733.36	21.64	1,100.00
04808-001 Phone Directories - Phone Directories - General	70.00	25.00	45.00	332.00	200.00	132.00	300.00
<b>Income Total</b>	<b>4,544.92</b>	<b>4,472.92</b>	<b>72.00</b>	<b>248,990.42</b>	<b>246,509.36</b>	<b>2,481.06</b>	<b>325,718.00</b>
<b>Total Income</b>	<b>4,544.92</b>	<b>4,472.92</b>	<b>72.00</b>	<b>248,990.42</b>	<b>246,509.36</b>	<b>2,481.06</b>	<b>325,718.00</b>

### Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Salaries,Benefits &amp; Tax</b>							
05101-001 Wages - Manager - Wages - Manager- General	8,500.00	5,000.00	(3,500.00)	64,520.66	40,000.00	(24,520.66)	60,000.00
05102-001 Wages - Bookkeeper - Wages - Bookkeeper Gen	0.00	433.33	433.33	3,796.56	3,466.64	(329.92)	5,200.00
05103-001 Wages-Caretakers - Wages-Caretakers- General	4,988.70	3,779.33	(1,209.37)	37,389.91	30,234.64	(7,155.27)	45,352.00
05104-001 Wages-Office Admin - Wages-Office Admin. General	2,459.08	1,416.75	(1,042.33)	20,286.59	11,334.00	(8,952.59)	17,001.00
05120-001 Benefits - Benefits General	3,191.74	2,170.83	(1,020.91)	25,795.71	17,366.64	(8,429.07)	26,050.00
05201-001 Payroll Taxes - Payroll Taxes General	2,505.18	1,275.25	(1,229.93)	13,829.24	10,202.00	(3,627.24)	15,303.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05290-001 Labor Allocation - Labor Allocation - General	(8,389.54)	0.00	8,389.54	(62,935.80)	0.00	62,935.80	0.00
<b>Salaries,Benefits &amp; Tax Total</b>	<b>13,255.16</b>	<b>14,075.49</b>	<b>820.33</b>	<b>102,682.87</b>	<b>112,603.92</b>	<b>9,921.05</b>	<b>168,906.00</b>
<b>Repairs &amp; Maintenance</b>							
05301-001 R & M Buildings - R & M Buildings- General	656.05	250.00	(406.05)	902.85	2,000.00	1,097.15	3,000.00
05302-001 R&M Roads - R & M Roads & Drainage	0.00	0.00	0.00	674.44	0.00	(674.44)	9,000.00
05303-001 R & M Office Equipment - R & M Office Equipment	0.00	20.83	20.83	105.75	166.64	60.89	250.00
05304-001 R & M Vehicles - R & M Vehicles	650.00	50.00	(600.00)	722.27	400.00	(322.27)	600.00
05305-001 R & M Equipment - R & M Equipment	0.00	166.67	166.67	1,237.35	1,333.36	96.01	2,000.00
05310-001 R & M Grounds - R & M Grounds	49.92	208.33	158.41	513.66	1,666.64	1,152.98	2,500.00
05313-001 R & M Swimming Pool - R & M Swimming Pool - NEW	0.00	0.00	0.00	394.64	0.00	(394.64)	0.00
<b>Repairs &amp; Maintenance Total</b>	<b>1,355.97</b>	<b>695.83</b>	<b>(660.14)</b>	<b>4,550.96</b>	<b>5,566.64</b>	<b>1,015.68</b>	<b>17,350.00</b>
<b>Contracted Services</b>							
05401-001 Contract Service Equip - Contract Service Copier Equip- General	166.77	200.33	33.56	1,295.31	1,602.64	307.33	2,404.00
05402-001 Contract Service - Legal - Contract Service - Legal - General	3,869.50	250.00	(3,619.50)	7,695.50	2,000.00	(5,695.50)	3,000.00
05403-001 Contract Service - Accounting - Contract Service - Accounting - General	3,084.00	126.33	(2,957.67)	13,920.16	4,010.64	(9,909.52)	4,516.00
05405-001 Contract Service - Contract Service - Lot Mow	3,597.00	3,678.67	81.67	10,382.25	11,036.00	653.75	11,036.00
05406-001 Contract Service - Contract Service-Other General	785.74	641.67	(144.07)	3,693.97	5,133.36	1,439.39	7,700.00
05407-001 Contracted Service - Janitorial - Contracted Service - Janitorial - General	647.50	665.00	17.50	5,154.38	5,320.00	165.62	7,980.00
<b>Contracted Services Total</b>	<b>12,150.51</b>	<b>5,562.00</b>	<b>(6,588.51)</b>	<b>42,141.57</b>	<b>29,102.64</b>	<b>(13,038.93)</b>	<b>36,636.00</b>
<b>Property and other Taxes</b>							
05501-001 Sales B&O Taxes - Sales B&O Taxes General	58.72	50.00	(8.72)	326.83	400.00	73.17	600.00
05504-001 Common property tax - Common property tax - General	0.00	0.00	0.00	367.58	350.00	(17.58)	350.00
05507-001 Other Tax,License,Fee - Other Tax,License,Fee Gen	935.00	0.00	(935.00)	1,251.00	500.00	(751.00)	1,000.00
05508-001 Federal Income Tax -	0.00	0.00	0.00	0.00	250.00	250.00	500.00



Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Federal Income Tax - General							
<b>Property and other Taxes Total</b>	<b>993.72</b>	<b>50.00</b>	<b>(943.72)</b>	<b>1,945.41</b>	<b>1,500.00</b>	<b>(445.41)</b>	<b>2,450.00</b>
<b>Supplies, Small Tools, Etc..</b>							
05601-001 Office Supplies - Office Supplies	149.84	175.00	25.16	1,389.22	1,400.00	10.78	2,100.00
05604-001 Vehicle Gas & Oil - Vehicle Gas & Oil General	106.33	104.17	(2.16)	1,118.35	833.36	(284.99)	1,250.00
05605-001 Supplies - Supplies-General	213.85	266.67	52.82	2,862.52	2,133.36	(729.16)	3,200.00
05606-001 Small Tools & Equip - Small Tools & Equip Gen	340.03	266.67	(73.36)	1,413.19	2,133.36	720.17	3,200.00
05607-001 Supplies General Pool - Supplies General Pool - NEW	1,198.00	0.00	(1,198.00)	2,561.53	0.00	(2,561.53)	0.00
05608-001 Utilities Pool - Utilities Pool - NEW	3,738.98	0.00	(3,738.98)	19,088.69	0.00	(19,088.69)	0.00
05609-001 Misc. Expense Pool - Misc. Expense Pool - NEW	42.34	0.00	(42.34)	1,096.24	0.00	(1,096.24)	0.00
<b>Supplies, Small Tools, Etc.. Total</b>	<b>5,789.37</b>	<b>812.51</b>	<b>(4,976.86)</b>	<b>29,529.74</b>	<b>6,500.08</b>	<b>(23,029.66)</b>	<b>9,750.00</b>
<b>Utilities</b>							
05701-001 Utilities - Utilities General	651.02	604.17	(46.85)	6,255.97	4,833.36	(1,422.61)	7,250.00
05702-001 Telephone - Telephone- General	404.84	386.67	(18.17)	2,794.83	3,093.36	298.53	4,640.00
<b>Utilities Total</b>	<b>1,055.86</b>	<b>990.84</b>	<b>(65.02)</b>	<b>9,050.80</b>	<b>7,926.72</b>	<b>(1,124.08)</b>	<b>11,890.00</b>
<b>Insurances, Postage, Education, Misc.</b>							
05703-001 Insurance - Insurance - General	1,882.09	1,777.50	(104.59)	12,640.93	14,220.00	1,579.07	21,330.00
05705-001 Postage - Postage - General	154.74	112.50	(42.24)	1,770.65	900.00	(870.65)	1,350.00
05707-001 Misc. Expense - Misc. Expense - General	(174.00)	41.67	215.67	7,137.40	9,333.36	2,195.96	9,500.00
05708-001 Certification/Education - Certification/Education - Gen.	0.00	0.00	0.00	149.00	250.00	101.00	250.00
<b>Insurances, Postage, Education, Misc. Total</b>	<b>1,862.83</b>	<b>1,931.67</b>	<b>68.84</b>	<b>21,697.98</b>	<b>24,703.36</b>	<b>3,005.38</b>	<b>32,430.00</b>
<b>Capital Expenditures</b>							
05709-001 Capital Expenditures - New Capital Expenditures - General	0.00	0.00	0.00	3,262.91	0.00	(3,262.91)	0.00
<b>Capital Expenditures Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,262.91</b>	<b>0.00</b>	<b>(3,262.91)</b>	<b>0.00</b>
<b>Deprec, Interest &amp; Bad Debt</b>							
05901-001 Bad Debts - Bad Debts General	0.00	0.00	0.00	568.00	1,168.00	600.00	2,336.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Deprec, Interest & Bad Debt Total	0.00	0.00	0.00	568.00	1,168.00	600.00	2,336.00
Total Expense	36,463.42	24,118.34	(12,345.08)	215,430.24	189,071.36	(26,358.88)	281,748.00
Net Income	(31,918.50)	(19,645.42)	(12,273.08)	33,560.18	57,438.00	(23,877.82)	43,970.00

# CAPE GEORGE COLONY CLUB

Run Date: 09/15/2019  
Run Time: 03:29 PM

## INCOME STATEMENT

Water

Start: 08/01/2019 | End: 08/31/2019

### Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Income</b>							
04104-002 Water User Fees -	360.00	0.00	360.00	142,894.50	141,480.00	1,414.50	188,640.00
Water User Fees - Water							
04105-002 Water Hookup Fees -	0.00	0.00	0.00	5,500.00	0.00	5,500.00	0.00
Water Hookup Fees - Water							
04106-002 Other Income -	0.00	0.00	0.00	2,497.00	2,500.00	(3.00)	2,500.00
Excess Water Use							
04204-002 Bad Debt Recovery -	0.00	0.00	0.00	108.00	0.00	108.00	0.00
Bad Debt Recovery - Water							
<b>Income Total</b>	<b>360.00</b>	<b>0.00</b>	<b>360.00</b>	<b>150,999.50</b>	<b>143,980.00</b>	<b>7,019.50</b>	<b>191,140.00</b>
<b>Total Income</b>	<b>360.00</b>	<b>0.00</b>	<b>360.00</b>	<b>150,999.50</b>	<b>143,980.00</b>	<b>7,019.50</b>	<b>191,140.00</b>

### Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Salaries,Benefits &amp; Tax</b>							
05101-002 Wages - Manager -	0.00	2,500.00	2,500.00	(303.00)	20,000.00	20,303.00	30,000.00
Wages- Manager - Water							
05102-002 Wages - Bookkeeper	0.00	254.42	254.42	0.00	2,035.36	2,035.36	3,053.00
- Wages-Bookkeeper Water							
05103-002 Wages-Caretakers -	0.00	956.83	956.83	(195.00)	7,654.64	7,849.64	11,482.00
Wages-Caretakers-							
WaterOperator							
05104-002 Wages-Office Admin	0.00	831.92	831.92	(96.00)	6,655.36	6,751.36	9,983.00
- Wages-Office Admin. -Water							
05120-002 Benefits - Benefits -	0.00	923.92	923.92	0.00	7,391.36	7,391.36	11,087.00
Water							
05201-002 Payroll Taxes -	0.00	515.83	515.83	0.00	4,126.64	4,126.64	6,190.00
Payroll Taxes Water							
05290-002 Labor Allocation -	6,525.20	0.00	(6,525.20)	49,495.70	0.00	(49,495.70)	0.00
Labor Allocation - Water							
<b>Salaries,Benefits &amp; Tax Total</b>	<b>6,525.20</b>	<b>5,982.92</b>	<b>(542.28)</b>	<b>48,901.70</b>	<b>47,863.36</b>	<b>(1,038.34)</b>	<b>71,795.00</b>

### Repairs & Maintenance

05301-002 R & M Buildings - R &	0.00	62.50	62.50	0.00	500.00	500.00	750.00
M Buildings-Water							
05303-002 R & M Office	0.00	12.50	12.50	52.96	100.00	47.04	150.00
Equipment - R & M Office Equip-							
Water							
05304-002 R & M Vehicles - R &	637.00	49.00	(588.00)	706.43	392.00	(314.43)	588.00
M Vehicles-Water							
05305-002 R & M Equipment - R	680.16	250.00	(430.16)	1,804.21	2,000.00	195.79	3,000.00
& M Equipment-Water							
05307-002 R & M Wells, Tanks	0.00	166.67	166.67	65.67	1,333.36	1,267.69	2,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
& Pipes - R & M Wells, Tanks & Pipes - Water							
05310-002 R & M Grounds - R & M Grounds - Water	0.00	41.67	41.67	1,716.75	333.36	(1,383.39)	500.00
<b>Repairs &amp; Maintenance Total</b>	<b>1,317.16</b>	<b>582.34</b>	<b>(734.82)</b>	<b>4,346.02</b>	<b>4,658.72</b>	<b>312.70</b>	<b>6,988.00</b>
<b>Contracted Services</b>							
05401-002 Contract Service Equip - Contract Service Equip-Water	0.00	41.67	41.67	257.32	333.36	76.04	500.00
05402-002 Contract Service - Legal - Contract Service -Legal-Water	0.00	41.67	41.67	46.00	333.36	287.36	500.00
05403-002 Contract Service - Accounting - Contract Service-Acctg- Water	495.00	71.42	(423.58)	4,926.98	2,371.36	(2,555.62)	2,657.00
05404-002 Contract Service - Contract Service - Water	1,751.00	1,000.00	(751.00)	8,696.38	8,000.00	(696.38)	12,000.00
05406-002 Contract Service - Contract Service- Other Water	0.00	83.33	83.33	552.18	666.64	114.46	1,000.00
<b>Contracted Services Total</b>	<b>2,246.00</b>	<b>1,238.09</b>	<b>(1,007.91)</b>	<b>14,478.86</b>	<b>11,704.72</b>	<b>(2,774.14)</b>	<b>16,657.00</b>
<b>Property and other Taxes</b>							
05501-002 Sales B&O Taxes - Sales B&O Taxes Water	2,388.11	0.00	(2,388.11)	7,510.00	7,350.00	(160.00)	9,800.00
05506-002 Operating Licenses Water - Operating Licenses Water - Water	0.00	0.00	0.00	843.80	1,000.00	156.20	1,000.00
05507-002 Other Tax,License,Fee - Other Tax,License,Fee Wtr	0.00	0.00	0.00	21.56	250.00	228.44	500.00
<b>Property and other Taxes Total</b>	<b>2,388.11</b>	<b>0.00</b>	<b>(2,388.11)</b>	<b>8,375.36</b>	<b>8,600.00</b>	<b>224.64</b>	<b>11,300.00</b>
<b>Supplies, Small Tools, Etc..</b>							
05601-002 Office Supplies - Office Supplies-Water	32.31	87.50	55.19	594.93	700.00	105.07	1,050.00
05602-002 New Water Meters - New Water Meters - Water	0.00	175.00	175.00	689.97	1,400.00	710.03	2,100.00
05604-002 Vehicle Gas & Oil - Vehicle Gas & Oil - Water	104.19	104.17	(0.02)	437.43	833.36	395.93	1,250.00
05605-002 Supplies - Supplies-Water	29.69	516.67	486.98	1,863.45	4,133.36	2,269.91	6,200.00
05606-002 Small Tools & Equip - Small Tools & Equip Water	0.00	125.00	125.00	1,170.75	1,000.00	(170.75)	1,500.00
<b>Supplies, Small Tools, Etc.. Total</b>	<b>166.19</b>	<b>1,008.34</b>	<b>842.15</b>	<b>4,756.53</b>	<b>8,066.72</b>	<b>3,310.19</b>	<b>12,100.00</b>
<b>Utilities</b>							
05701-002 Utilities - Utilities Water	2,271.25	1,041.67	(1,229.58)	6,865.40	8,333.36	1,467.96	12,500.00
05702-002 Telephone - Telephone-Water	36.93	37.50	0.57	393.10	300.00	(93.10)	450.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Utilities Total	2,308.18	1,079.17	(1,229.01)	7,258.50	8,633.36	1,374.86	12,950.00
Insurances, Postage, Education, Misc.							
05703-002 Insurance - Insurance-Water	923.93	852.92	(71.01)	8,852.95	6,823.36	(2,029.59)	10,235.00
05705-002 Postage - Postage-Water	77.38	56.25	(21.13)	348.40	450.00	101.60	675.00
05707-002 Misc. Expense - Misc. Expense - Water	0.00	20.83	20.83	2,228.10	4,666.64	2,438.54	4,750.00
05708-002 Certification/Education - Certification/Education -Water	0.00	0.00	0.00	0.00	250.00	250.00	250.00
Insurances, Postage, Education, Misc. Total	1,001.31	930.00	(71.31)	11,429.45	12,190.00	760.55	15,910.00
Deprec, Interest & Bad Debt							
05901-002 Bad Debts - Bad Debts, Water	0.00	0.00	0.00	180.00	540.00	360.00	1,080.00
Deprec, Interest & Bad Debt Total	0.00	0.00	0.00	180.00	540.00	360.00	1,080.00
Total Expense	15,952.15	10,820.86	(5,131.29)	99,726.42	102,256.88	2,530.46	148,780.00
Net Income	(15,592.15)	(10,820.86)	(4,771.29)	51,273.08	41,723.12	9,549.96	42,360.00

# CAPE GEORGE COLONY CLUB

Run Date: 09/15/2019  
Run Time: 03:29 PM

## INCOME STATEMENT

Marina

Start: 08/01/2019 | End: 08/31/2019

### Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Income</b>							
04106-003 Other Income - Boat Trailer Parking	0.00	0.00	0.00	6,840.00	6,500.00	340.00	6,500.00
04109-003 Marina Moorage - Marina Moorage - Marina	555.00	0.00	555.00	55,959.41	51,227.00	4,732.41	51,227.00
04110-003 Marina Wait List - Marina Wait List Forfeiture	0.00	0.00	0.00	350.00	0.00	350.00	0.00
04112-003 Ramp Fee - Ramp Fee	0.00	0.00	0.00	3,060.00	2,600.00	460.00	2,600.00
04114-003 Daily Moorage/Ramp Fees - Daily Moorage/Ramp Fees	303.00	41.67	261.33	745.00	333.36	411.64	500.00
04115-003 Other Fees - Marina Amenity Fee - \$25	25.00	0.00	25.00	2,000.00	1,750.00	250.00	1,750.00
04600-003 Marina Amenity Ramp fee - Marina Amenity Ramp fee - Marina \$10	0.00	0.00	0.00	330.00	290.00	40.00	290.00
04601-003 Marina Sub-Lease income - Marina Sub-Lease income - Marina	99.02	20.83	78.19	475.80	166.64	309.16	250.00
04802-003 Dock Boxes - Dock Boxes - Marina	20.00	0.00	20.00	840.00	760.00	80.00	760.00
04803-003 Dock Electric Fee - Dock Electric Fee - Marina	0.00	0.00	0.00	4,120.00	3,750.00	370.00	3,750.00
04804-003 Small Boats - Small Boats - Marina	0.00	0.00	0.00	2,580.00	2,460.00	120.00	2,460.00
<b>Income Total</b>	<b>1,002.02</b>	<b>62.50</b>	<b>939.52</b>	<b>77,300.21</b>	<b>69,837.00</b>	<b>7,463.21</b>	<b>70,087.00</b>
<b>Total Income</b>	<b>1,002.02</b>	<b>62.50</b>	<b>939.52</b>	<b>77,300.21</b>	<b>69,837.00</b>	<b>7,463.21</b>	<b>70,087.00</b>

### Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Salaries,Benefits &amp; Tax</b>							
05101-003 Wages - Manager - Wages-Manager-Marina	0.00	833.33	833.33	(101.00)	6,666.64	6,767.64	10,000.00
05102-003 Wages - Bookkeeper - Wages-Bookkeeper-Marina	0.00	93.33	93.33	0.00	746.64	746.64	1,120.00
05103-003 Wages-Caretakers - Wages-Caretaker Marina	0.00	47.83	47.83	(65.00)	382.64	447.64	574.00
05104-003 Wages-Office Admin - Wages-Office Admin. -Marina	0.00	305.08	305.08	(32.00)	2,440.64	2,472.64	3,661.00
05120-003 Benefits - Benefits-Marina	0.00	257.67	257.67	0.00	2,061.36	2,061.36	3,092.00
05201-003 Payroll Taxes -	0.00	135.42	135.42	0.00	1,083.36	1,083.36	1,625.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Payroll Taxes - Marina							
05290-003 Labor Allocation -	1,864.34	0.00	(1,864.34)	14,141.63	0.00	(14,141.63)	0.00
Labor Allocation - Marina							
<b>Salaries,Benefits &amp; Tax Total</b>	<b>1,864.34</b>	<b>1,672.66</b>	<b>(191.68)</b>	<b>13,943.63</b>	<b>13,381.28</b>	<b>(562.35)</b>	<b>20,072.00</b>
<b>Repairs &amp; Maintenance</b>							
05303-003 R & M Office	0.00	4.50	4.50	33.66	36.00	2.34	54.00
Equipment - R & M Office							
Equipment-Marina							
05304-003 R & M Vehicles - R &	13.00	1.00	(12.00)	382.22	8.00	(374.22)	12.00
M Vehicles							
05305-003 R & M Equipment - R	149.92	16.67	(133.25)	149.92	133.36	(16.56)	200.00
& M Equipment - Marina							
05308-003 R & M- Docks &	460.53	0.00	(460.53)	2,997.00	9,000.00	6,003.00	9,000.00
Ramps - R & M- Docks & Ramps							
- Marina							
05309-003 R & M - Dredging - R	0.00	0.00	0.00	9,341.85	9,400.00	58.15	9,400.00
& M - Dredging - Marina							
05310-003 R & M Grounds - R &	0.00	125.00	125.00	0.00	1,000.00	1,000.00	1,500.00
M Grounds-Marina							
<b>Repairs &amp; Maintenance Total</b>	<b>623.45</b>	<b>147.17</b>	<b>(476.28)</b>	<b>12,904.65</b>	<b>19,577.36</b>	<b>6,672.71</b>	<b>20,166.00</b>
<b>Contracted Services</b>							
05401-003 Contract Service	0.00	41.67	41.67	113.16	333.36	220.20	500.00
Equip - Contract Service Equip-							
Marina							
05403-003 Contract Service -	180.00	31.00	(149.00)	3,027.12	848.00	(2,179.12)	972.00
Accounting - Contract Services -							
Accounting							
05404-003 Contract Service -	0.00	62.50	62.50	0.00	500.00	500.00	750.00
Contract Service - Marina							
05406-003 Contract Service -	284.64	145.00	(139.64)	573.88	1,160.00	586.12	1,740.00
Contract Service- Other Marina							
<b>Contracted Services Total</b>	<b>464.64</b>	<b>280.17</b>	<b>(184.47)</b>	<b>3,714.16</b>	<b>2,841.36</b>	<b>(872.80)</b>	<b>3,962.00</b>
<b>Property and other Taxes</b>							
05501-003 Sales B&O Taxes -	0.00	0.00	0.00	0.00	400.00	400.00	400.00
Sales B&O Taxes Marina							
05507-003 Other	94.00	0.00	(94.00)	121.50	150.00	28.50	300.00
Tax,License,Fee - Other license,							
fee - marina							
05508-003 Federal Income Tax -	0.00	0.00	0.00	0.00	250.00	250.00	500.00
Federal Income Tax - Marina							
<b>Property and other Taxes Total</b>	<b>94.00</b>	<b>0.00</b>	<b>(94.00)</b>	<b>121.50</b>	<b>800.00</b>	<b>678.50</b>	<b>1,200.00</b>
<b>Supplies, Small Tools, Etc..</b>							
05601-003 Office Supplies -	10.77	29.17	18.40	298.88	233.36	(65.52)	350.00
Office Supplies-Marina							
05604-003 Vehicle Gas & Oil -	2.12	2.08	(0.04)	45.99	16.64	(29.35)	25.00
Vehicle Gas & Oil Marina							
05605-003 Supplies - Supplies-	18.13	75.00	56.87	1,102.10	600.00	(502.10)	900.00
Marina							



Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
05606-003 Small Tools & Equip - Small Tools & Equip Marina	491.91	75.00	(416.91)	726.81	600.00	(126.81)	900.00
<b>Supplies, Small Tools, Etc.. Total</b>	<b>522.93</b>	<b>181.25</b>	<b>(341.68)</b>	<b>2,173.78</b>	<b>1,450.00</b>	<b>(723.78)</b>	<b>2,175.00</b>
<b>Utilities</b>							
05701-003 Utilities - Utilities Marina	615.75	650.00	34.25	5,651.18	5,200.00	(451.18)	7,800.00
<b>Utilities Total</b>	<b>615.75</b>	<b>650.00</b>	<b>34.25</b>	<b>5,651.18</b>	<b>5,200.00</b>	<b>(451.18)</b>	<b>7,800.00</b>
<b>Insurances, Postage, Education, Misc.</b>							
05703-003 Insurance - Insurance-Marina	670.13	566.92	(103.21)	5,151.56	4,535.36	(616.20)	6,803.00
05705-003 Postage - Postage- Marina	77.38	56.25	(21.13)	277.90	450.00	172.10	675.00
05707-003 Misc. Expense - Misc. Expense - Marina	0.00	0.00	0.00	723.58	1,500.00	776.42	1,500.00
05708-003 Certification/Education - Cerification/Education -Marina	0.00	0.00	0.00	0.00	100.00	100.00	100.00
<b>Insurances, Postage, Education, Misc. Total</b>	<b>747.51</b>	<b>623.17</b>	<b>(124.34)</b>	<b>6,153.04</b>	<b>6,585.36</b>	<b>432.32</b>	<b>9,078.00</b>
<b>Total Expense</b>	<b>4,932.62</b>	<b>3,554.42</b>	<b>(1,378.20)</b>	<b>44,661.94</b>	<b>49,835.36</b>	<b>5,173.42</b>	<b>64,453.00</b>
<b>Net Income</b>	<b>(3,930.60)</b>	<b>(3,491.92)</b>	<b>(438.68)</b>	<b>32,638.27</b>	<b>20,001.64</b>	<b>12,636.63</b>	<b>5,634.00</b>

**Cape George Colony Club Cash and Investment Recap**  
As of August 31, 2019

OPERATING CASH		
01102-001	Checking Account (Kitsap) #9111	1,326.27
01102-009	New Operating PPB #0125	69,628.81
01102-011	Checking Account ( Chase) #1366	21,242.46
01107-001	OPR Saving (Chase) #5161	105,389.83
01107-008	ICS Sweep PPB Assoc with PPB #1025	50,025.89
01103-001	Petty Cash	300.00
	<b>Subtotal GL Operation Cash</b>	<b>247,913.26</b>

RESERVE FUNDS		
01108-001	General Reserve	284,700.44
01108-022	Water Reserve	685,295.12
01108-023	Marina Reserve	36,283.46
01108-099	Reserve Assessment	71,853.99
	<b>Subtotal Reserve Assessment</b>	<b>1,078,133.01</b>

Pool Investment Reserve Bank Accounts		
	rounding issue needed to resolve with Treasurer	-0.02
	PPB Reserve MM(in transit for July)	2,880.00
	PPB Reserve MM(in transit for August)	3,455.00
	PPB Reserve MM(Including Deposits in Transit)#008	46,798.03
	PPB 6 month Special cd ( 1.82% - due 10/29/19)	75,000.00
	PPB 9 Month Special CD (2.02%-due 1/29/20)#0082	75,000.00
	CDARS 26 week Account	475,000.00
	CDARS 52 week accounts	400,000.00
	<b>Total In pooled investment Bank Accounts</b>	<b>1,078,133.01</b>

**TOTAL OPERATING AND RESERVE CASH                      1,326,046.27**

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES  
October 17, 2019  
2:45 PM

**President Katie Habegger called the meeting to order at 2:45 p.m. at the office meeting room**

Welcome, an Executive session will part of this Special meeting.

**In Attendance:** Katie Habegger, Joel Janetski, Ray Pierson, Rich Hilfer, George Martin, Ray Graves and Lad Burgin

**New Business Action Items:**

**Motion 1:** Lad Burgin moved and George Martin seconded to approve the revised 2020 budget, increasing the Reserves Assessment to \$196.80 annually (49.20 per quarter), a 2.5% increase. Passed -6/0

The Manager pointed out that CG Bylaws Article VIII does not conform to RCW 64.38.025. An amendment to this Bylaw will be drafted as part of the comprehensive review of Cape George governing documents to be conducted over the next year.

The Manager recommended that going forward the Board invoke IRS Section 118 rather than Section 7804 when voting to transfer excess funds to Reserves at year end. This can be accomplished at the December meeting.

**Adjournment:** Ray Pierson moved and Lad Burgin seconded to adjourn to Executive Session to discuss a legal matter at 3:20 p.m. Passed -6/0

Joel Janetski moved and Lad Burgin seconded to adjourn Executive Session and return to Regular Session at 3:35 p.m. Passed- 6/0

**Motion 2:** Lad Burgin moved and Ray Pierson seconded to direct our attorney to write to the Nieuwsma's attorney informing the members that, based on the Board's on-site visit, they are still not in compliance with the Hedge Rule and have until October 31<sup>st</sup> to submit a plan to come into compliance. Passed -6/0

**Adjournment:** Lad Burgin moved and Rich Hilfer seconded to adjourn Regular Session at 3:40 p.m. Passed -6/0

**Submitted by:**

**Approved by:**

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Joel Janetski, Secretary

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Katie Habegger, President

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES  
December 11, 2019  
3:00 PM  
Cape George Office Meeting Room

**President Katie Habegger called the meeting to order at 2:58 p.m.**

Welcome, we are attending to a few time sensitive matters which should not wait until the regularly scheduled Board meeting in January.

**In Attendance:** Katie Habegger, Richard Hilfer, Joel Janetski, Ray Pierson, George Martin and Ray Graves

**Motion 1:** George Martin moved and Ray Pierson seconded to approve the two clubhouse damage deposit refunds. Passed – 5/0

**Motion 2:** Ray Pierson moved and George Martin seconded to approve the one key deposit refund to a member. Passed – 5/0

**Motion 3:** George Martin moved and Rich Hilfer seconded to grant a waiver for the two sublease applications as submitted and the two that were active at the time of the Board decision of November 14, 2019. Passed – 5/0

**Motion 4:** Joel Janetski moved and George Martin seconded to approve Patricia Dunmire and Elaine Sullivan as co-chairs of the Environmental Committee. Passed – 5/0

**Adjournment:** Rich Hilfer moved and George Martin seconded to adjourn the Special Board session and move to Executive Session at 3:25 pm. Passed – 5/0

**Adjournment:** Rich Hilfer moved and Ray Graves seconded to adjourn Executive Session and return to Special Board meeting at 4:05 pm. Passed-4/0 Ray Pierson left just prior to adjourning.

**Motion 5:** Rich Hilfer moved and George Martin seconded a motion to have Rich Hilfer draft a letter for the attorney to review informing the Kennedys of the current status of the hedge complaint. Passed – 4/0

**Motion 6:** Rich Hilfer moved and George Martin seconded to approve annual employee bonuses totaling \$2,250.00. Passed-4/0

**Adjournment:** Rich Hilfer moved and George Martin seconded to adjourn the Special Board meeting at 4:10 pm. Passed- 4/0

Submitted by:

Approved by:

Joel Janetski, Secretary

Richard Hilfer, Vice President

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