

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 24, 2023
via ZOOM

The Board Meeting was called to order by President, Betsy Coddington at 3:00 pm

In Attendance: Besty Coddington, Nancy Charpentier, Pat Gulick, Bart Mooyman-Beck, Mike Heckinger, Steve McFarland, and Ray Pierson. (Mike Heckinger did not vote as his video was not working to see his raised hand.)

Action on Minutes: Pat Gulick moved, and Ray Pierson seconded to approve minutes of the regular Board of Trustees meeting held July 27, 2023. Passed – 5/0

Manager's Report: Marnie Levy

August 2023

Emergency Planning

Cape George is abnormally dry. Smoke from forest fires often paint the sunrise and sunset a glorious red-orange at this time of year. This is a good reminder to create or update your evacuation or shelter-in-place emergency plan. We should all be prepared for both scenarios. Reading through many lists of suggestions can be overwhelming, but it is an easy place to start.

What is your plan if you cannot leave Cape George? What do you have packed and ready, or already in your car if you need to leave your home at a moment's notice?

The Cape George Emergency Preparedness Committee will have a meeting in September. I encourage your attendance because, as such a tight and cooperative community, Cape George is in a good position to combine efforts to prepare for any emergency. But individual planning IS a must. The Department of Health link below is a good way place to start. Click the link below and make your plan!

<https://doh.wa.gov/emergencies/be-prepared-be-safe/severe-weather-and-natural-disasters/wildfires#:~:text=Put%20together%20a%2072%2Dhour,easy%2Dto%2Dcarry%20packs.>

Thank Yous!

♥ A round of applause goes to the marvelous Miss Kiss (a.k.a. Harbor Master Penny Jensen) and every single volunteer for prepping and putting on the most joyous Waterfront Festival, on August 12! From managing the parking, to serving snow cones and popcorn all day, to participating in the synchronized swimming and the regatta and kayak events, potty toss, and dog parade, etc., everybody gave their all!

♥ Thank you to Brad Taylor, Richard Van De Mark, and Ric Carlson who poured the concrete counters in both the picnic shelter and south marina crab shack.

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Maintenance

Water. On August 1, we hired Kenneth Loomis as our new Water System Manager. He is a Washington State Certified Water Distribution Manager #1, and Cross Connection Control Specialist. Ken is now working with Cape George, as an independent contractor. With input from the Water Advisory Committee and Donnie he is managing some non-urgent water maintenance issues, getting up to speed on some long-term projects, and routine processes. He is a veteran water manager and is knowledgeable about maintenance of small water systems such as ours, and compliance with County and State regulations.

Note: The Cape George water system continues has a current State of Washington Public Water System Operating Permit, valid through May 2024, permit category GREEN, the top category, that means the “system is substantially in compliance with applicable drinking water requirements.”

We are happy to welcome Ken and will work with him to keep our system in good order.

Grounds. Donnie and Eric cleared 15 trucks full of brush and fallen trees from the common areas of the Colony, Huckleberry, the Village, and the Highlands. There was a dying Madrona tree next to the firehouse, that Donnie and Eric felled yesterday. Thank you to Donnie and Eric for your diligence and non-stop weed whacking.

Electrical. Double D Electric replaced some circuit wiring in the clubhouse and replaced a switch in the pool room. They are working on an estimate to repair an exhaust fan in the fitness room.

Internet switch. Thank you to the Ad Hoc Tech Team for helping us switch internet systems to provide a better Wi-Fi connection in the clubhouse and marina.

Keypads. New electronic keypads were installed at the clubhouse, fitness room and workshop (a new electronic keypad was installed at the pool in 2022). We are working to get the fobs to work in all areas. The new keypad system is an approved 2023 reserve expenditure.

Reminders

- ❖ **Please clean up after your dog.** In the park areas, on the streets, in the Marina, on the beach, and everywhere else. Even if you think no one is looking.
- ❖ **Cape George is private property.** Door-to-door construction and landscape solicitors are trespassing. Visitors in any common area parking lot, or at the ravine trailheads on Huckleberry Place and Marine View Place, without a Cape George parking sticker on their windshield, or a guest pass (from the Cape George Office) on their dashboard are trespassing. Please report trespassers and vehicle license plates to the office.
- ❖ **Cross connection and backflow testing.** The inspection letters will be mailed in early September.
- ❖ **Mowing.** The final vacant lot mowing take place in the week after Labor Day.

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

Marnie W. Levy, CMCA®, AMS®,
manager@capegeorge.org
360.385.2208

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Treasurer's Report – Nancy Charpentier - JUNE 2023

COMMENTS ON JULY 2023 FINANCIALS

General

It is BUDGET time! Water and Marina committees will soon receive templates and we'll be in touch to set up meetings to review 2024 budget needs. However, there are many people involved in activities in the General Operations budget, and Marnie will be reaching out for your input for your areas of expenses you anticipate in the next year. This means the Pool committee, Emergency Preparedness, Environmental, Fitness, and any other areas that generate expense. Please include both Marnie and me in email correspondence regarding the budget.

Reserves will be a separate meeting, date and time to be announced, where we will review the current status of our funding levels and needs. Look for an email blast regarding the schedule soon.

Balance Sheet

The Reserve balance jumped this month as a result of booking the transfer of \$129,286 from Operating to Reserves by vote of the Board on July 27th, reflecting the net cash from the audited balances of 2022 for each of our three funds.

All accounts have been reconciled, cash balanced to statements and aging reports verified.

Income Statement

A) General Operations:

General Operations is performing well to budget, however there are some expenses that have exceeded budgeted levels and caution is still the watchword of the day.

Grounds (tree removal) and vehicle repairs have exceeded budget for a combined total of \$11.5k. There are more dead trees to be removed, and Marnie is in the process of getting quotes. It's a safety issue before the winter storms come, so it's important to get them done this year.

This is offset somewhat by payroll which is underbudget by \$9k. However, those savings are mostly in the Benefits category since staff have not yet used their entire allotments for healthcare reimbursement. This may yet occur, and the expenses could catch up to budget.

These cost overruns will need to be taken into account for next year's budgeting as we have experienced not just cost increases, but aging equipment and grounds will likely settle into higher expense levels to maintain.

Note that we have not yet done our annual road maintenance, and since that is budgeted at a level similar to last year (\$10k) it may be hard to take care of needed small repairs within that budget.

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All this adds up to the urgent necessity to withhold spending at every opportunity. If it is not critical, we shouldn't do it. However we will need to take it into account for the 2024 budget. It will help that the community has voted to increase the assessment up to 8%, as that will help mitigate for the extreme inflation of the last couple of years that have settled our costs at higher levels.

B) Water Operations

Water is running comfortably ahead of budget currently. Part of the reason has been lack of planned spending to increase our inventory of parts on hand. It is needed to enhance our ability to respond quickly to needed repairs. There are also some maintenance expenses that have not yet been initiated and we will see a shrinking of the actual/budget gap with those. Still to do is installing dedicated sample sites and maintenance on the backwash system, however those should fall within the existing budget.

C) Marina Operations

Marina is currently \$12k ahead of budget, however the expense budgeted at \$10.5k for dredging the channel has come in at \$13k owing to the need to add a 3rd day to complete the project. They will likely still be in the black, but it can cut into the amount available at the end of the year to add to their reserves fund.

		CAPE GEORGE COLONY CLUB									
As of Jul 31, 2023											
Balance Sheet as of July 31, 2023 and 2022 - Preliminary Subject to Audit											
Assets		2023	2022			Liabilities and Fund Balances		2023	2022		
Cash and Cash Equivalents:						Current Liabilities:					
Operations Checking & Petty Cash		\$ 119,435	\$ 226,467	-47%		Accounts Payable & Other Liabilities		\$ 14,974	\$ 168,039	-91%	
Operating Savings & ICS		250,551	297,814	-16%		Prepaid Income		24,958	26,902	-7%	
Reserves - General, Water & Marina		1,613,741	1,251,175	29%		Unearned Income, Marina Wait List		3,850	1,325	191%	
Total Cash & Equivalents		1,983,727	1,775,456	12%		Total Current Liabilities		43,782	196,266	-78%	
Net Accounts Receivable		\$ 23,019	\$ 18,440	25%		FUND BALANCES:					
Total Net Fixed Assets		1,637,226	1,669,384	-2%		Fund Balances & Equity (Combined)		3,422,493	3,182,134	8%	
Total Prepaid & Other Assets		50,158	44,188	14%		Modified Cash Basis Income		227,857	129,068	77%	
TOTAL ASSETS		\$3,694,131	\$3,507,468	5%		TOTAL LIABILITIES & FUND BALANCE		\$3,694,131	\$ 3,507,468	5%	
Summary Revenue and Expense Statements for the periods ended July 31, 2023 and 2022 (Modified cash basis, excludes depreciation)											
Preliminary Subject to Audit											
2023 Year to Date - Unaudited					Comparative - Unaudited						
	Actual	Budget	Variance	%			2023 YTD	2022 YTD**	Variance	%	
General						General					
General Assessment		\$ 259,133	\$ 259,140	(7)	0%	General Assessment		\$ 259,133	\$ 190,610	\$ 68,523	36%
Revenue - All Other Sources		14,494	9,696	4,799	49%	Revenue - All Other Sources		14,494	12,659	1,835	14%
Total General Revenue		273,627	268,836	4,792		Total General Revenue		273,627	203,269	70,358	
Expenses:						Expenses:					
Salaries, Benefits, PR Tax		79,460	88,564	9,104	10%	Salaries, Benefits, PR Tax		79,460	59,936	(19,524)	-33%
Repairs & Maintenance		21,875	9,670	(12,205)	-126%	Repairs & Maintenance		21,875	13,608	(8,267)	-61%
Contracted Services		45,324	43,675	(1,649)	-4%	Contracted Services		45,324	50,795	5,471	11%
Pool Expense & Utilities		15,071	21,425	6,354	30%	Pool Expense & Utilities		15,071	13,474	(1,597)	-12%
Utilities & Insurance		18,736	18,736	-	0%	Utilities & Insurance		18,736	19,499	763	4%
Other Expenses (incl taxes)		15,385	19,787	4,401	22%	Other Expenses (incl taxes)		15,385	23,040	7,655	33%
Total General Expenses		195,850	201,857	6,006		Total General Expenses		195,850	180,352	(22,319)	
General Net Income		\$ 77,777	\$ 66,979	\$ 10,798	-16%	General Net Income		\$ 77,777	\$ 22,917	\$ 54,860	>-100%

Minutes

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

New Members: Welcome

Lisa Palermo & Jeanette Wagner purchased 361 S Palmer from John & Jo Dwyer

Brendon & Kaitlynn Townshend purchased 560 Sunset from Max & Debbie Sonandre

Lori & Jenine Grey purchased 301 Dennis Blvd from Marilyn Hulslander

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Information items or documents submitted to the Trustees at Study Session

1. There will be a Reserve Study meeting scheduled in September for a Board review of the 2023 Reserve Studies – Besty Coddington.
2. Update on our water system management – Marnie Levy.
3. Members who would like to have estimates from Lakeside Industries to install their (required) driveway aprons, please give your contact information to the office by September 1. The cost of the driveway apron will be charged directly to the member – Marnie Levy.
4. Pat Gulick has been named the Board Liaison to the Shoreline Stewardship Committee – Marnie Levy
5. Due to the recent fire in the Memorial Park Gazebo, no fires, candles, lanterns, barbecues, or campfires are allowed at Memorial Park. A burn ban is also in effect for ALL common areas of Cape George, so no open flames are allowed – Marnie Levy. See attached.

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

Member participation:

Rich Hilfer urged the trustees to have a Reserves meeting with members ASAP and to remind them all meetings of the trustees should be open to the membership unless it is an Executive Session.

Phyllis Ballough was concerned about discussion of relocating the playground equipment to the area of the petanque court. That grassy area is the septic drainfield and children should not be playing on it.

Marie Muma had submitted a letter to the Board asking to allow therapy animals access to the beach between the marina and Memorial Park. She has three alpacas which are in training to be therapy animals. The trustees are considering the request and will have an answer for her in the coming months.

New Business Action Items:

Motion 1. Pat Gulick moved, and Ray Pierson seconded to adopt the proposed Shoreline Stewardship Committee Charter. Passed – 5/0

Motion 2. Pat Gulick moved, and Ray Pierson seconded to approve Steve McDevitt as the chair for the Shoreline Stewardship Committee. Passed – 5/0

Motion 3. Betsy Coddington moved, and Ray Pierson seconded to approve a courtesy parking sign be designated near the propane tank at the south end of the fitness center entrance. Passed – 5/0

Motion 4. Mike Heckinger moved, and Pat Gulick seconded to approve Mike Volkman as chair of the Ad Hoc Technology and Security Committee. Passed – 5/0

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Open Board Discussion:

Ray Pierson asked if the new internet service at the clubhouse will allow for hybrid meetings. Marnie says the Tech Committee will test the possibility in the next couple of weeks.

Bart Mooyman-Beck had a near miss with a car this week while walking his dog in the Colony. A reminder to drivers to share the road and slow down.

Nancy Charpentier suggested volunteers from Emergency Prep might help to collect member emergency contact phone numbers and renter contact information to use in case of an emergency. Bart Mooyman-Beck volunteered to help gather the information.

Announcements:

- Monday, September 4, the office will be closed in observance of the Labor Day Holiday.
- Monday, September 4, the Social Club is sponsoring a barbecue/potluck.
- Saturday, September 9, 10:00 a.m. to 2:00 p.m., Board of Trustees On-Boarding Meeting
- Monday, September 25, 3:00 p.m., Board of Trustees Study Session, via Zoom Meeting
- Thursday, September 28, 3:00 p.m., Board Meeting, via Zoom Meeting

Adjournment. Nancy Charpentier moved, and Ray Pierson seconded, to adjourn the meeting at 4:02 pm. Passed - 5/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Betsy Coddington, President

Note* The Environmental Committee July 11, 2023, meeting minutes in this month's Board information packet were published in the July Board Minutes. It will not be repeated here.

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Fitness Committee Minutes
8/7/2023

Meeting: Opened by Judith and Allan welcoming the group and introducing Gordon Bair, a new member to the Committee.

Members: Allan Zee, Judith Chambliss (Co-Chairs) Betsy Coddington (Board President and Liaison to Fitness Committee), Gordon Bair, Phyllis Ballough, Marnie Levy (CG Manager), Fred Miercort, Linda Mollino, Maria Ramsey, Tom Ramsey, and Bill Sery. Absent: Jon Karpilow; Mardella Rowland; Robin Scherting

1. **Budget / Finances:**

- Current balance \$10,141.88
- The office has been billed for the recent maintenance by Mark Harder, for the amount of \$605.03.

2. **Equipment:**

- Mark Harder completed a thorough routine maintenance; repaired the cable on the leg press; began repair on the recumbent bike and will conclude it when the necessary part arrives. .
Mark recommended a 6-month routine maintenance schedule (at a cost around \$521 per visit). This service would be for the entire gym. Committee members agreed that this was a necessary service. Marnie and Betsy to bring it to the Board of Trustees as Cape George would be responsible for the cost every six months.
- A Rowing machine was donated and delivered by Cape George members Cindy and Deb Wallace. A \$50 gift certificate at Henery's Hardware was given to them as a thank- you.
- Discussion centered around the next piece of equipment to consider purchasing with the current funds. The decision was made to look into a replacement of the elliptical stepper without arms. The committee is inclined to replace it with one with arms like our current Precor. Phyllis agreed to research on both and to present options and costs to the group.

3. **Supplies:**

- Sanitizers: Thanks to Maria for her research, which was helpful in proceeding forward to replace the Dermasept Dispensers. Mark Harder, our equipment maintenance specialist, recommended Simple Green as the best cleaning product. Marnie brought to the Committee part of the order that has been placed for an introductory quantity of Simple Green, new dry wipes, and two dry wipe dispensers. Decision made to finish out Dermasept product that we have been using and then switch to the new protocol. Bill and Maria will take the responsibility for diluting the simple green for use with the spray bottles.

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4. **Signs**
 - Thank you to Marnie for arranging it and Donnie & Eric for doing the excellent painting of the door and installation of the two new signs on the doors.
5. **Thank you notes for donors**
 - Maria presented examples of thank you notes that she has created as examples that would be specific to the Fitness Center. The group was very complimentary. Maria agreed to take on creating a draft thank you note and contacting The Printery/Star Printing and Corvus Crafts regarding production costs.
5. **Suggestion Box:**
 - Lid for the trashcan outside the Fitness Center door: Marnie is still trying to resolve the problem.
 - Request to open Fitness Center at 4am instead of 5am: Marnie stated that at this point we need to stay with current hours because of security issues.
 - Broken exhaust fan and window screen: according to Marnie, they are on Donnie's list and he will get to them as time allows.
 - AC: voted down.
 - Weed-wacking: Marnie will check with the Berm Committee to see the advisability and possibility of trimming some plantings in front of the window in front of the NuSteps.
7. **Suggestion from Community Member**
 - To designate a handicapped zone in the backside parking lot outside the Fitness Center: Following discussion about options, the decision was made to have a sign designating the area as a courtesy parking space for those members with special needs. This will not be an "Official" handicapped space. This will be presented to the Board of Trustees at their next meeting.
8. **Next meeting:** Monday, October 2, 2023