



Cape George Colony Club

**TRUSTEES
BOARD MEETING
Thursday, March 28, 2024, 3:00 p.m.**

Via Zoom and in-person at the Clubhouse



Cape George Colony Club
Regular Board of Trustees Meeting Agenda

March 28, 2024, 3:00 p.m.
In-Person and Via Zoom

- A. President's Comments and Announcements – Betsy Coddington
- B. Action on Minutes – Pat Gulick
- Approve attached minutes of the regular Board of Trustees meeting held February 23, 2024. Minutes attached.
 - Approve attached minutes of the Special Bylaw Change meeting held on March 6, 2024. Minutes attached.
- C. Welcome New Members – Pat Gulick. See attachment.
- D. Member Letters – Marnie Levy. Letters from Ben Fellows, regarding reserve bylaw change and Dianne Tamblyn, Nominating Committee. See attached.
- E. Manager's Report – Marnie Levy. See attached.
- F. Treasurer's Report – Nancy Charpentier. January and February Financial and summarized February 2024 Financial Report Nancy Charpentier. See attached.
- G. Member Participation:
NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. *Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.*
- H. New Business Agenda Items (*Consider approval of the following listed agenda items*)
- Motion 1** to approve the submitted Proposal For Bylaw Change Regarding Reserves – Nancy Charpentier. See attached.
- Motion 2.** Motion to allow members who have not provided Additional Insured coverage for 2024 to not provide required insurance until their 2024 renewal – Nancy Charpentier. See attached.

Motion 3 to revise the Marina Dock Replacement Component in the Reserve Study - Mike Heckinger. See attached.

Motion 4 to acquire a professional structural report of the Red Barn – Bart Mooyman-Beck

Open Board Discussion – Trustee Discussion Only

I. Committee Meeting Notes/Minutes:

- Environmental Committee Meeting Minutes, 2.13.2024
- Marina Committee Meeting Minutes, 2.6.2024
- Pool Committee Meeting Minutes 3.5.2024
- Strategic Planning Committee Meeting Minutes, 2.5, 2.28, 3.11, 2024

Announcements

- April 1, the member quarterly assessment is due.
- Mon., April 22, 3 p.m., Study Session
- Thurs., April 25, 3 p.m., Board of Trustees Meeting

Adjournment



**Cape George Colony Club
Regular Board of Trustees Meeting Minutes**

Friday, February 23, 2024, 3:00 p.m.

In-Person at the Clubhouse and Zoom Meeting

DRAFT

This meeting was called to order by Board President Betsy Coddington at 3:00 p.m.

Board Members Present: Betsy Coddington, Nancy Charpentier, Ray Pierson, Mike Heckinger, Steve McFarland, Bart Mooyman-Beck.

Letters from Members – Marnie Levy. There were no letters submitted to the Board.

Action on Minutes – Pat Gulick.

- Motion to approve minutes of the January 25, 2024, regular Board Meeting. *Pat Gulick made the motion to approve, Ray Pierson seconded. 5/0*
- Motion to approve minutes of the February 12, 2024, Special Board Meeting, Board Work Session, topic: reserve funding. *Pat Gulick made the motion to approve, Ray Pierson seconded. 5/0*

Manager's Report – Marnie Levy

Management Report, February 23, 2024

Thank you to the gracious Helen Skowrya for stopping at the office to share stories and discuss the preservation of Cape George Colony Club historical documents and photographs. If you are interested in helping this effort, please contact the office by phone or email. With your contact information.

Thank you again to Harbormaster Mike Thorwick, the tireless Marina Committee volunteers who are systematically working on the marina registration, and to the Marina Members for your help with the process of registering your boats!

Again, many thanks to the Zoom moderators, who bring us together in special meetings, study sessions, and board meetings. Welcome Judy Caruso and Jane Ludwig, who join Dimne Cote, Toni Davidson, Susie Feller, and Mary Larson as moderators. And thank you to Mike Volkman who helps set up and trouble shoot technical problems that arise.

Reserve Funding. On February 12, the Board of Trustees held a special meeting to discuss reserve funding. Three proposals for increasing reserve funding were presented to the board for consideration by: Nancy Charpentier, Bart Mooyman-Beck, and the CG Finance Committee. Those proposals were not presented on behalf of the Board, or approved by the Board before, during or after this meeting. This meeting was the start of a conversation. The next step is a board and Member Reserve Funding discussion meeting on March 5, 2024, 6p.m. to 7:30 p.m., in person at the Clubhouse and Zoom Meeting.

Water: The Cape George HOA water system main lines were flushed Tuesday, February 20, through Friday, February 23, 2024. The water coming out of the tank farm is clear and clean. The reports of colored water have come from all neighborhoods and not in a particular pattern. We believe there is a build up of sediment in the pipes that is being dislodged. We are starting to clean the residential meter boxes in preparation for the upgrade and replacement of the water meter reading system.

Fitness Center. February is the fundraising month for the Fitness Center. A Training tour of the facility and reception took place on Saturday, February 17. If you have not donated, your very welcome to donate by check, made out to the Cape George Social Club including "Fitness Center" on the memo line.

Emergency Preparedness Meetings: The next Emergency Preparedness Meeting will take place at the Clubhouse on Tuesday, February 27, from 4-5:30 p.m. on for residents living on Cape George Drive, Palmer, Quinault, Sunset, Queets, Quilcene, Dungeness, Sequim, Colman, and Huckleberry Place.

Slow Down and STOP at the STOP Signs. PLEASE There have been several reports of members rolling through stops signs, not paying attention, not looking for pedestrians, cyclists, and dog walkers. You really do not want to be the person who smashes into a defenseless pedestrian with your 2,500-pound-plus- vehicle!

Maintenance: Donnie and Eric have cleared five trees that came down in the Highlands during the brief snowstorm this month. Lights have been replaced in the Clubhouse. A rain gutter will be installed at the Colony Mail Kiosk in March.

Treasurer's Report – Nancy Charpentier – The January Financial Report was not available on the date of the Board meeting. It will be included in the March Board Meeting.

New Members – Pat Gulick:

- Maggie Edwards, 140 Spruce
- Matthew and Alonda Moran, 450 Saddle

Information items or documents submitted to the Trustees at Study Session

1. Membership and Board of Trustees discussion about Reserve Funding to be held on Tuesday, March 5, 2024, 6 p.m. to 7:30 pm in the Clubhouse and Zoom Meeting.
2. Main Line Water Flushing update – Marnie Levy.

Member Participation:

NOTICE: The President will ask members present to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member who wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. *Discussion of owner violations or owner account issues will ONLY be addressed in Executive Sessions.*

New Business Agenda Items

1. Motion to accept recommended changes and additions to Building and Roads Forms. The changes include time limits for the completion of projects – Ray Pierson.

Ray Pierson made the motion to approve, Mike Heckinger seconded. 5/0

Open Board Discussion – Trustee Discussion Only

Attached Committee Notes and Minutes

- Building and Roads Committee Meeting Notes, 2.2.2024
- Pool Committee Meeting Minutes, 11.7.2023
- Shoreline Stewardship Committee Minutes, 2.20.2024
- Strategic Planning Committee, 1.29.2024
- Water Advisory Committee Meeting Notes, 2.13.2024

Announcements – Betsy Coddington

- Tues., February 27, 4 – 5:30 p.m., Clubhouse: Neighborhood Emergency Preparedness Meeting
- Tues., March 5, 6 – 7:30 p.m., Membership and Board Discussion, Reserve Study Funding.
- Mon., March 25, 2024, 3 p.m., Study Session Meeting.
- Wed., March 27, 2024, 4 – 5:30 p.m. Clubhouse: Neighborhood Emergency Preparedness Meeting
- Thurs., March 28, 2024, 3 p.m., Board of Trustees Meeting.

Executive Session – There was no executive session.

Adjournment: *Ray Pierson made a motion to adjourn at 3:31pm, Pat Gulick seconded. 5/0*

Submitted by:

Approved by:

Pat Gulick, Secretary, date

Betsy Coddington, President, date



**Cape George Colony Club
Special Bylaw Change: Reserve Funding Board Meeting Minutes**

Tuesday, March 6, 2024
6:00 p.m. Board Meeting

Draft

The Meeting was called to order by Board President Betsy Coddington at 6:01 p.m.

Board Members Present: Betsy Coddington, Nancy Charpentier, Ray Pierson, Mike Heckinger, Steve McFarland, Bart Mooyman-Beck

Also Present: Marnie Levy, General Manager

Proposals:

1. Bylaws Change Proposal – No action was taken by the Board.
2. Justification, Purpose Changes, Examples – No action was taken by the Board.
3. Reserve Bylaw Proposal Submitted – No action was taken by the Board.

Adjournment: Ray Pierson made the motion to Adjourn at 7:40 pm, Nancy Charpentier seconded. 6/0

Submitted by:

Approved by:

Pat Gulick, Secretary

Betsy Coddington, President

3.27.2024

Welcome to Cape George Colony Club!

New Members:

Pedro de Arteaga and Shelia St. Thomas, 190 S Palmer

Brian and Melody Barr, 450 Saddle

Michelle Fox, 31 Vancouver Place

Jerry Lile, 171 Hemlock

WELCOME

Reserve funding

Ben Fellows <fellowsship@olypen.com>

Fri 3/22/2024 11:07 AM

To: Marnie Levy <Manager@capegeorge.org>

Please forward my comments to the Board for consideration at the 3/25 Study session.

It is my opinion that the proposal to increase the level of reserve funding to 75% is excessive and being hastily considered.

Personally the maximum I will support with my vote is a plan for 50% funding with a target attainment date of 10 years.

I will also not support giving the Board authority to increase by reserve assessment by 8% annually. I will not support an annual increase of more than 4%.

I would support a one time assessment for the reserves of up to \$500.

The water system is our most critical asset. Emergency funding for repair appears to be available. An internet search shows that FEMA and Washington State have emergency assistance/loan and grants available. I think an in depth study of these programs is prudent before the members are asked to contribute additional funds to the CG reserves. Our present reserves are adequate to get repair work underway while emergency funds are sought.

Thanks you, Ben Fellows

Cape George Board of Trustees

Two seats on the Cape George Board of Trustees are up for election this summer and the Nominating Committee is currently reaching out to residents from all neighborhoods of Cape George who might be interested in joining the Board of Trustees.

Being a part of this team is a critical role that shapes the future of Cape George, and it requires individuals with an open heart, critical thinking skills, and a desire to collaborate. We encourage you to consider bringing your expertise, talents, and wisdom to the table.

Why Serve?

Cape George, with approximately 663 households, is a self-governing homeowners association overseen by a seven-member board. Trustees are unpaid and serve three-year terms. The sole prerequisite is to be a member in good standing; experience with other community boards is a plus.

Effective boards are those that promote curiosity and adopt an abundance mindset while being responsible and maintaining good communication. By having a variety of perspectives and talents that are committed to reaching a consensus for the betterment of the community, Cape George can continue to thrive and grow.

Trustees generally take part in three or four meetings a month. While the work can be demanding, it is also very rewarding. Trustees make a difference in how our community works – from roads and grounds maintenance to operations of a marina and community water system.

Nomination forms are due by May 17th and are available on our website under Documents/Membership Forms – Trustee Nomination Form. Ballots will be sent out in June, and results will be announced the Annual Membership meeting July 20, 2024.

For further information contact any member of the nominating committee or any current board member.

Nominating Committee: Dianne Tamblyn, Stan Russell, Gail Hotohkee, Mark Constanti, Lisa Palermo

Current Board Members: Betsy Coddington, Bart Mooyman-Beck, Nancy Charpentier, Pat Gulick, Mike Heckinger, Steve McFarland, Ray Pierson



Cape George Colony Club Manager's Report *March 2024*

Thank You!

♥ Thank you Donnie Weathersby for coming to work in the worst weather days to clear roads and keep water moving through the Highlands.



♥ Eric Kolbe, happy one year anniversary at Cape George Colony Club. Your landscape work, eye for specific repairs and maintenance that need to be done throughout Cape George is noted and appreciated. Replanting on the picnic lawn "lake" area, pool area cleaning, dead tree and brush removal are a few examples. Thank you!

♥ Thank you to the Social Committee for hosting 83 guests at the St. Patrick's Day feast. Corn beef, yummy side dishes, and delicious St. Patty's Day desserts made a bountiful buffet for the festive crowd. Guinness was the most popular beer, by far! Thank you to everyone who helped host a great Cape George event and thank you to everyone who attended!

♥ Thank you to Chuck Hommel and his merry pack of trail stewards: Patty Dunmire, Bernt Ericson, Brian Etscheid, Rick Kelley, Jim McCallum, and Peter Niles, who are back in action building the Victoria Loop/Marina trail and maintaining the Ravine and Huckleberry trails. The steps they have built, and continue to maintain, on the steep trails have made nature more accessible and safer for Cape George walkers!

♥ Thank you to Carol Chandler who reaches out to new Cape George Members welcoming them to the community with a welcome packet full of useful information for first-time residents!

♥ Thank you Terri Brown and Sue Dunning for helping us to get up to speed on the newsletter production.

RESERVES

We are talking about our reserve funding plan and the bylaw which limits the increase of 2.5 per year without a vote of the membership. This will be on the election ballot in June 2024.

The Cape George Bylaws Article III.B.1. states that the ... "reserve assessment may be increased each year without a vote of the Members if it is not more than two- and one-half percent (2.5%) above reserve assessment for the previous year, with the actual amount determined by the Board."

Most Cape George Members agree that the reserve funds for all three operation centers (general, water, and the marina) are currently underfunded. You will hear two or three recommended funding plans in the Study Sessions and Board Meetings before the ballots go out In June.

Our goal is to build the reserve funds so the community can be maintained without having unexpected one-time special assessments to take care of the assets that everyone knows will need to be repaired and/or replaced over time.

Treasurer Nancy Charpentier will present the proposed Reserve Bylaw Revision in the Board Meeting. If the Board approves a revision at the Board meeting, it will go to the membership for comment. If the board does

not approve, a Special Meeting Scheduled to continue the discussion. Thank you so much to Nancy, Bart, John Strayer and the Finance Committee who have all worked to design, adjust, and engineer this proposal.

ON THE WATER FRONT

- The main water line flush has resolved most of the problems of discolored water. If you experience discolored water, please try flushing water through your outdoor water spigot or hoses. If the cold tap water continues to be cloudy or discolored, please contact the office and Donnie or Ken will take samples. Thank you for your cooperation and patience with this process.
- Most of the current residential water meters have been located and unburied. We are waiting for the water meter auto readers to be shipped. When they arrive, the installation will begin.
- We jumped the line for the 30-gallon filtration tanks. The vendor is waiting for additional parts to complete the water system. When they are complete the tanks will be shipped and installed. Our best guess is late April.

BERM

It came to my attention that people have been crossing the berm near the clubhouse. Several paths (depressions) in the berm are growing. All Cape George member should be aware of the fragility of the berm and also know that the berm will need continuous funds for repair if people choose to walk over the berm.

People ask why we can't install a berm crossover by the clubhouse. We have looked into this, and it would be very expensive, require (costly) permits, and might even accelerate erosion due to the force of the tides.

We will all keep an open mind and if a solution seems feasible, please let me know!

We will add some informational signs and are considering an acknowledgement form for Clubhouse rentals.

BELOVED BARN

Management is not condemning the Barn. Management loves the Barn. Management wants the Barn to be safe and to limit the possibility of injury in the Barn. Please be patient as we evaluate the Barn, the state of disrepair it is in, and, with membership input, seek solutions to stabilize, renovate, or if the Cape George Members see fit, remove the barn.

POOL

The dehumidifier is repaired. Thank you, Mike Volkman and Donnie, for assisting in the most recent repair.

Emergency Preparedness Community Meetings

Susi Feller and Mark Thayer will conduct community meetings at the Clubhouse, to discuss homeowner preparedness for evacuation and sheltering in place if there is a community-wide emergency.

TUESDAY, APRIL 16:

4-5:30pm, The Highlands

6:30-8pm, All Members



Presentation by the NW Straits Foundation

In April, in conjunction with the Shoreline Stewardship Committee, the NW Straits Foundation will be onsite to do a low tide beach walk to look at our bluffs and share ideas with Cape George Members for protecting the shoreline on the beach, and on residential properties on the top of the bluffs.

The time and date of this presentation will be announced shortly.

MAINTENANCE and notes.

- A rain gutter was installed at the Colony mail kiosk.
- Portable traffic barriers were purchased for the Colony Mail driveways. Please be considerate of our Mail Carrier Ernie. He does a wonderful job and appreciates the community support.
- When packages are left at the mail kiosk in the open, they are from a carrier other than Ernie.
- Violation letters have been sent for illegal structures, unshaded night lights, dogs being off leash, and for rolling through a stop sign.

PROPOSALS

- **Top-Coat Pickleball Court resurface proposal- \$7,750.00.** Approved as a reserve study expenditure on the ballot in 2023 for \$10,000.
- **Shold proposal to remove a section of water main pipe - \$4,740.00 +tax. (\$5,171,68).** The Water Advisory committee will be testing main water pipes in different areas Cape George CC to determine pipe wear to better estimate replacement time frames. The attached proposal includes removal of two trees on the common area which will be removed by Cape George staff.

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

Marnie W. Levy,

manager@capegeorge.org

360-385-2208



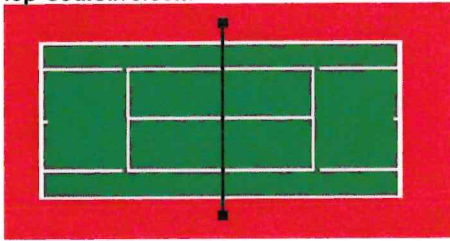
15856 NE VIRGINIA LOOP RD.
POULSBO WA. 98370

TOP-COAT
Tennis Court Construction
From The Ground Up

360.779.2193
top-coat@live.com

Proposal

08.23.2023



Cape George Colony
61 Cape George Dr. Port Townsend WA. 98368
1 Pickleball Court Surfacing

Supply & Install the following:

Hot water pressure-wash entire court.

Patch random delaminating spots.

Apply 3 coats **Red** fortified Plexipave to entire surface.

Apply 3 coats **Medium Green** fortified Plexipave to playing surface.

Playing lines are to be taped and primed then painted 2 times with white Plexicolor line paint.

Cost for 1 Pickleball Court Surfacing to include all of the above:

\$7,750.00 Plus WA. Tax

Top-Coat will beat any competitor's bid on material and work by \$250.00 per job; Offer applies to surfacing materials and installation only.

Jobs to be completed surfacing year 2024 are pending weather conditions and are filled on a first come first served bases, 60 degrees and rising no rain eminent.

If you would like this work performed please sign, date and return to Top-Coat for scheduling.

Signature _____

Title _____

Date _____

Warranty/Disclaimer: 1 year against fading of the surfacing. Top-Coat specifically disclaims all warranties for asphalt/concrete cracking, re-cracking and/or any type of sub-base failures.

TOP-COAT

Licensed

Bonded

Insured

General Contractor TOPCO**055JK



Top-Coat recycles the 30 Gallon Drums



Pickleball Court

CAPE GEORGE 2024 BUDGET PRESENTATION
Board Packet -
EXHIBIT G - Reserves Expense Summary

	General Ops	Water	Marina	Total
Estimated 2024 Beginning Reserve Balance	196,848	1,220,507	151,491	1,568,846
Plus Assessment Contributions in 2024	53,895	92,625	58,403	204,923
Estimated Interest Earnings	5,286	9,084	5,728	20,098
Estimated EOY Net Cash Transfers	-	55,005	27,957	82,962
Subtotal Estimated Balances and Additions	\$ 256,029	\$ 1,377,221	\$ 243,579	\$ 1,876,829
Less Planned Project Expenses in 2024	(152,353)	(223,294)	(49,400)	(425,047)
Less Contingency Project Expense in 2024	(10,713)			(10,713)
Subtotal Estimated Project Expenses	\$ (163,066)	\$ (223,294)	\$ (49,400)	\$ (435,760)
Estimated Ending Balances 2024	\$ 92,963	\$ 1,153,927	\$ 194,179	\$ 1,441,069

Projects	Project Cost	Postponed to Future	Estimated Expenditures				
			Planned for 2024	Contingency	General Reserves	Water Reserves	Marina Reserves
A) Projects Carried From 2023, Not All Planned for 2024							
Workshop Roof	10,973	10,973					
Clubhouse Kitchen Sanitizer	4,212	4,212					
Clubhouse Electrical Panel Upgrade	8,996		8,996		8,996		
Clubhouse Restroom Partitions	5,294	5,294					
Clubhouse Women's Restroom Upgrade	4,763	4,763					
Office Septic System - Contingency	41,213		41,213		41,213		
Office Copier - Contingency	10,713			10,713	10,713		
Maintenance Building Roof - Replace	23,588		23,588		11,794	11,794	
Replace Memorial Park Gazebo	3,560	3,560					
Replace Barrier Arm Operator	16,000		16,000		16,000		
Subtotal Carried from 2023	\$ 129,312	\$ 28,802	\$ 89,797	\$ 10,713	\$ 88,716	\$ 11,794	\$ -
B) Projects To Be Approved by the Membership for 2024							
Ford Diesel Stakebed - Replace	54,700		54,700		27,350	27,350	
Sports Court Resurfacing	10,000		10,000		10,000		
Pool Decking	26,000		26,000		26,000		
Water Meters - Replace	184,150		184,150			184,150	
Wood Deck, Elevated & Dock Adjacent to Ramp	49,400		49,400				49,400
Playground Equipment	11,000		11,000		11,000		
Subtotal Anticipated for 2024	\$ 335,250	\$ -	\$ 335,250	\$ -	\$ 74,350	\$ 211,500	\$ 49,400
TOTAL POTENTIAL EXPENDITURES	\$ 464,562	\$ 28,802	\$ 425,047	\$ 10,713	\$ 163,066	\$ 223,294	\$ 49,400

From the water committee

SHOLD EXCAVATING INC.
 PO BOX 179
 PORT HADLOCK, WA 98339
 360-385-0480

PROPOSAL

DATE	ESTIMATE NO.
3/25/2024	#5570

NAME / ADDRESS
MARTIN GILMORE 151 SUNSET BLVD PORT TOWNSEND, WA 98368

SITE ADDRESS	
QUINAULT LOOP	
DESCRIPTION	TOTAL
REMOVE AND HAUL OFF TWO SMALL FIR TREES	1,355.00T
EXCAVATE AND REPLACE A 15' LONG SECTION OF 4" AC WATER MAIN PIPE WITH 4" C900 AND REPLACE TWO SERVICE SADDLES AND CORPS.	4,740.00T
SUBTOTAL	6,095.00
PAYMENT TERMS *50% DOWN TO SCHEDULE. *BALANCE DUE IN FULL WHEN LINE ITEM IS COMPLETED.	
INCLUSIONS / EXCLUSIONS *PRICE INCLUDES ALL LABOR AND MATERIALS TO COMPLETE THIS PROJECT AS STATED ABOVE BESIDES THOSE STATED BELOW. *SHOLD EXCAVATING, INC. IS NOT RESPONSIBLE FOR OBTAINING PERMITS OR PAYING ANY FEES ASSOCIATED WITH SUCH PERMITS SHOULD THEY BE REQUIRED. *SHOLD EXCAVATING, INC. IS NOT RESPONSIBLE FOR ANY THIRD-PARTY FEES SUCH AS THOSE FROM DESIGNERS, ENGINEERS, CITY, COUNTY, PUBLIC UTILITY DISTRICT, ETC. *EROSION CONTROL WILL BE BILLED BASED ON TIME AND MATERIALS AS NEEDED. *NOTIFICATION AND SHUTTING DOWN OF WATER MAIN BY OTHERS. *SHOLD EXCAVATING INC. IS NOT RESPONSIBLE FOR DAMAGES TO ANY UNKNOWN UNLOCATED EXISTING UTILITIES. 9.1% JEFF CO 1600 SALES TAX	554.65
THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS	TOTAL 5171.68 \$6,649.65

AUTHORIZED SIGNATURE

Please sign and return upon acceptance

COMMENTS ON FEB 2024 FINANCIALS

Balance Sheet

Being just 2 months in to the year there's not a lot of activity on which to report, however the comparison to 2023 does reflect the increases this year to the water and marina fees as well as timing differences from budgeted vs actual expenses.

Income Statement

Overall Observation:

We're functioning well to budget, and only 2 months in we do have some variances in actual expenditures compared to budget which will come together as the year progresses. For items such as supplies and small tools we have an annual budget which is just split evenly over 12 months, but the actual purchase activity will result in some months being over budget, others under. So far there are no red flags in our expenditures that are cause for concern when compared to budget for the year.

A) General Operations:

We are proceeding on budget, with the actual fluctuating in some areas as noted above, but nothing to report yet in terms of excess expenditures.

We are watching with care some unusual circumstances that might place stress on our consulting fees, but so far our variance can absorb additional expenditures.

B) Water Operations

Revenue compared to last year reflects the 20% increase in user fees that was initiated in February. We do anticipate greater expenditures this year than last with regards to supplies and contracted services, however those were budgeted and we'll be watching those expenditures carefully as the year progresses.

C) Marina Operations

A reminder that the Marina revenue is booked as it is received for the year, so as the payments conclude in March the revenue from Moorage and Parking should catch up to budget. The variance from last year is in line with the increase in Marina user fees that begun this year.

CAPE GEORGE COLONY CLUB

As of JAN 31, 2024

Balance Sheet as of January 31, 2024 and 2023 - Preliminary Subject to Audit

Assets	2024		2023		Liabilities and Fund Balances		2024		2023		
Cash and Cash Equivalents:					Current Liabilities:						
Operations Checking & Petty Cash	\$	274,770	\$	293,771	-6%	Accounts Payable & Other Liabilities	\$	13,220	\$	12,573	5%
Operating Savings & ICS		225,953		250,392	-10%	Prepaid Income		41,200		37,718	9%
Reserves - General, Water & Marina		1,586,461		1,377,502	15%	Unearned Income, Marina Wait List		3,850		5,000	-23%
Total Cash & Equivalents		2,087,184		1,921,665	9%	Total Current Liabilities		58,270		55,291	5%
Net Accounts Receivable	\$	43,153	\$	21,198	104%	FUND BALANCES:					
Total Net Fixed Assets		1,610,948		1,605,201	0%	Fund Balances & Equity (Combined)		3,508,180		3,322,962	6%
Total Prepaid & Other Assets		25,557		23,465	9%	Modified Cash Basis Income		200,393		193,276	4%
TOTAL ASSETS		\$3,766,842		\$3,571,529	5%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,766,842		\$ 3,571,529	5%

Summary Revenue and Expense Statements for the periods ended January 31, 2024 and 2023 (Modified cash basis, excludes depreciation)

Preliminary Subject to Audit

	2024 Year to Date - Unaudited					Comparative - Unaudited								
	Actual	Budget	Variance	%		2024 YTD	2023 YTD**	Variance	%					
General														
General Assessment	\$	93,289	\$	93,290	(1)	0%	General Assessment	\$	93,289	\$	86,378	\$	6,911	8%
Revenue - All Other Sources		1,120		815	306	38%	Revenue - All Other Sources		1,120		2,510	(1,390)	-55%	
Total General Revenue		94,409		94,105	305		Total General Revenue		94,409		88,888	5,521		
Expenses:							Expenses:							
Salaries, Benefits, PR Tax		12,739		12,846	108	1%	Salaries, Benefits, PR Tax		12,739		9,872	(2,867)	-29%	
Repairs & Maintenance		2,921		1,833	(1,087)	-59%	Repairs & Maintenance		2,921		2,547	(374)	-15%	
Contracted Services		2,580		6,333	3,754	59%	Contracted Services		2,580		5,463	2,883	53%	
Pool Expense & Utilities		1,935		2,143	208	10%	Pool Expense & Utilities		1,935		2,119	184	9%	
Utilities & Insurance		2,737		3,613	876	24%	Utilities & Insurance		2,737		3,167	430	14%	
Other Expenses (incl taxes)		5,481		2,258	(3,223)	-143%	Other Expenses (incl taxes)		5,481		1,853	(3,628)	-196%	
Total General Expenses		28,392		29,027	635		Total General Expenses		28,392		25,021	(357)		
General Net Income		\$ 66,017		\$ 65,077	\$ 940	-1%	General Net Income		\$ 66,017		\$ 63,867	\$ 2,150	>-100%	
Water							Water							
Revenue - Water Use Fees	\$	69,189	\$	68,936	\$ 253	0%	Revenue - Water Use Fees	\$	69,189	\$	57,341	\$ 11,848	21%	
Revenue - All Other Sources		2,210		5,000	(2,790)	-56%	Revenue - All Other Sources		2,210		2,787	(577)	-21%	
Total Water Revenue		71,399		73,936	(2,537)		Total Water Revenue		71,399		60,128	11,271		
Expenses:							Expenses:							
Salaries, Benefits, PR Tax		6,368		6,661	293	4%	Salaries, Benefits, PR Tax		6,368		4,937	(1,431)	-29%	
Repairs & Maintenance		843		500	(343)	-89%	Repairs & Maintenance		843		-	(843)	#DIV/0!	
Contracted Services		3,913		5,966	2,053	34%	Contracted Services		3,913		2,646	(1,267)	-48%	
Utilities & Insurance		1,272		2,908	1,636	56%	Utilities & Insurance		1,272		2,289	1,017	44%	
Other Expenses (incl taxes)		123		5,159	5,037	98%	Other Expenses (incl taxes)		123		1,151	1,028	89%	
Total Water Expenses		12,519		21,194	8,675		Total Water Expenses		12,519		11,023	(1,496)		
Water Net Income		\$ 58,880		\$ 52,742	\$ 6,139	12%	Water Net Income		\$ 58,880		\$ 49,105	\$ 9,775	20%	
Marina							Marina							
Revenue - Moorage/Parking	\$	69,885	\$	67,480	\$ 2,405	4%	Revenue - Moorage/Parking	\$	69,885	\$	70,374	\$ (489)	-1%	
Revenue - All Other Sources		10,575		27,091	(16,516)	-61%	Revenue - All Other Sources		10,575		14,465	(3,890)	-27%	
Total Marina Revenue		80,460		94,571	(14,111)		Total Marina Revenue		80,460		84,839	(4,379)		
Expenses:							Expenses:							
Salaries, Benefits, PR Tax		2,137		2,221	84	4%	Salaries, Benefits, PR Tax		2,137		1,656	(481)	-29%	
Repairs & Maintenance		-		1,500	1,500	100%	Repairs & Maintenance		-		105	105	0%	
Contracted Services		749		1,771	1,021	58%	Contracted Services		749		671	(78)	-12%	
Utilities & Insurance		922		1,413	491	35%	Utilities & Insurance		922		1,964	1,042	53%	
Other Expenses (incl taxes)		894		677	(218)	-32%	Other Expenses (incl taxes)		894		136	(758)	-558%	
Total Marina Expenses		4,702		7,581	2,879		Total Marina Expenses		4,702		4,532	(170)		
Marina Net Income		\$ 75,758		\$ 86,990	#####	-13%	Marina Net Income		\$ 75,758		\$ 80,307	\$ (4,549)	-6%	
Net Income/Loss from Combined Operations, No Reserve Activity		\$ 200,655		\$ 204,809	\$ (4,154)	-2%	Net Income/Loss from Combined Operations, No Reserve Activity		\$ 200,655		\$ 193,279	\$ 7,376	4%	
Reserve Activity							**Reserve Activity							
Routine Reserve Assessment		51,305		51,305	-	0%	Routine Reserve Revenue		51,305		49,981	(1,324)	3%	
Reserve Interest - all **		-		5,024	(5,024)	-100%	Reserve Interest - all		-		789	789	>100%	
Less: Reserve Offset**		(51,379)		(51,305)	(74)		Less: Reserve Offset		(51,379)		(49,981)	1,398		
Net Reserve Activity		\$ (74)		\$ 5,024	\$ (5,098)	-101%	Gross Reserve Activity		\$ (74)		\$ 789	\$ 863	-109%	

CAPE GEORGE COLONY CLUB

As of Feb 29, 2024

Balance Sheet as of February 29, 2024 and February 28, 2023 - Preliminary Subject to Audit

Assets	2024		2023		%	Liabilities and Fund Balances		2024		2023		%
Cash and Cash Equivalents:						Current Liabilities:						
Operations Checking & Petty Cash	\$	255,906	\$	281,053	-9%	Accounts Payable & Other Liabilities	\$	16,144	\$	11,567	40%	
Operating Savings & ICS		250,948		250,416	0%	Prepaid Income		44,126		43,248	2%	
Reserves - General, Water & Marina		1,587,528		1,378,286	15%	Unearned Income, Marina Wait List		3,850		4,600	-16%	
Total Cash & Equivalents		2,094,382		1,909,755	10%	Total Current Liabilities		64,120		59,416	8%	
Net Accounts Receivable	\$	29,446	\$	6,183	376%	FUND BALANCES:						
Total Net Fixed Assets		1,610,948		1,605,201	0%	Fund Balances & Equity (Combined)		3,509,172		3,323,746	6%	
Total Prepaid & Other Assets		22,804		19,027	20%	Modified Cash Basis Income		184,287		157,005	17%	
TOTAL ASSETS		\$3,757,579		\$3,540,166	6%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,757,579		\$ 3,540,167	6%	

*Summary Revenue and Expense Statements for the periods ended February 29, 2024 and February 28, 2023 (Modified cash basis, excludes depreciation)
Preliminary Subject to Audit*

	2024 Year to Date - Unaudited				Comparative - Unaudited			
	Actual	Budget	Variance	%	2024 YTD	2023 YTD**	Variance	%
General								
General Assessment	\$	93,289	\$	93,290	(1)	0%		
Revenue - All Other Sources		1,641		1,629	11	1%		
Total General Revenue		94,930		94,919	10			
Expenses:								
Salaries, Benefits, PR Tax		22,909		25,692	2,783	11%		
Repairs & Maintenance		4,077		3,250	(827)	-25%		
Contracted Services		8,910		12,667	3,756	30%		
Pool Expense & Utilities		5,399		4,703	(696)	-15%		
Utilities & Insurance		6,281		7,226	945	13%		
Other Expenses (incl taxes)		7,102		4,517	(2,585)	-57%		
Total General Expenses		54,678		58,055	3,376			
General Net Income	\$	40,251	\$	36,865	\$ 3,387	-9%		
Water								
Revenue - Water Use Fees	\$	69,189	\$	68,936	\$ 253	0%		
Revenue - All Other Sources		3,032		5,000	(1,968)	-39%		
Total Water Revenue		72,221		73,936	(1,715)			
Expenses:								
Salaries, Benefits, PR Tax		13,548		13,321	(226)	-2%		
Repairs & Maintenance		843		1,000	157	16%		
Contracted Services		6,010		11,932	5,922	50%		
Utilities & Insurance		3,803		5,817	2,014	35%		
Other Expenses (incl taxes)		244		6,272	6,028	96%		
Total Water Expenses		24,448		38,342	13,894			
Water Net Income	\$	47,773	\$	35,594	\$ 12,179	34%		
Marina								
Revenue - Moorage/Parking	\$	91,279	\$	96,400	\$ (5,122)	-5%		
Revenue - All Other Sources		14,865		39,452	(24,587)	-62%		
Total Marina Revenue		106,164		135,852	(29,688)			
Expenses:								
Salaries, Benefits, PR Tax		4,169		4,441	273	6%		
Repairs & Maintenance		24		3,000	2,976	99%		
Contracted Services		1,717		3,542	1,824	52%		
Utilities & Insurance		2,892		2,826	(67)	-2%		
Other Expenses (incl taxes)		910		1,354	443	33%		
Total Marina Expenses		9,713		15,162	5,449			
Marina Net Income	\$	96,451	\$	120,690	#####	-20%		
Net Income/Loss from Combined Operations, No Reserve Activity	\$	184,475	\$	193,149	\$(8,674)	-4%		
Reserve Activity								
Routine Reserve Assessment		51,305		51,305	-	0%		
Reserve Interest - all **		5,024		-	5,024	#DIV/0!		
Less: Reserve Offset**		-		-	-			
Net Reserve Activity	\$	56,329	\$	51,305	\$ 5,024	10%		
**Reserve Activity								
Routine Reserve Revenue		51,305		49,981	(1,324)	3%		
Reserve Interest - all		5,024		524	(4,500)	>100%		
Less: Reserve Offset		-		-	-			
Gross Reserve Activity	\$	56,329	\$	50,505	\$(5,824)	12%		

PROPOSAL FOR BYLAW CHANGE REGARDING RESERVES

Submitted by Nancy Charpentier, Treasurer, and Endorsed by the Finance Committee

This proposal is a compromise between the two finance proposals previously submitted. It is streamlined to address just the Reserve funds without additional changes to the Operating side. The approach is one of cash flow as opposed to achieving a percentage, and relies on us achieving a comfortable margin of savings that will allow us to respond to urgencies but not require members to fund 100% at all times.

The proposal relies on a revision to the RCL studies to reflect major changes that have occurred, and correct some errors contained in the studies themselves. The analysis shows that there are years when either the General or Marina funds are in the red, however the overall margin in the total Reserves investment accounts is such that funding can be temporarily loaned from another fund and paid back within the next year's earnings, thereby complying with our policies. It is essential that diligence is exercised in the annual reviews of Reserves, and the next step will be to review our procedures and improve member participation in the final studies so a thorough financial review can be responsive should conditions change.

The following lists the details of the proposed changes, and following those are drafts of the actual amendments proposed to the Bylaws and FIN04 Rule themselves. The bylaw change will require legal review before being submitted to the membership to ensure clarity and compliance with current law.

1. Amend the Bylaw to adjust the base Assessment for Reserves to a fixed amount of \$586/member/year. This represents an increase of \$23/month for each member over this year's rate of \$310. The total assessment will be just under \$48/month.
2. Further amend the bylaw to raise the cap from 2.5% to up to 5% in order to keep pace with inflation.
3. Allow some flexibility in the distribution method, and fix the net cash transfer into policy:
 - a. The Annual Assessment will continue to be distributed according to the Pro Rata method, which allows for flexibility when approved changes to the Reserve Study alter the proportionality of need.
 - b. Recognizing that priorities could require additional flexibility in revenue to individual funds, interest Income will be distributed according to the judgement of the Board, if priorities require a bump to certain funds.
 - c. Net Cash will be distributed to the Fund affiliated with the Operating Budget that produced it. This is our current practice, but it is not dictated by policy so this will formalize the net cash confirmed by our annual audits will be distributed by the amounts remaining in their respective operating budgets.

Bylaw Amendment Proposed:

ARTICLE III GOVERNING BODY

A. THE BOARD.

1)

B. POWERS OF THE BOARD.

The Board shall possess and

1) **Payments, Charges, Fees and Assessments.** The Board may impose and collect payments, charges, fees, and assessments for the use, rental, or operation of the Common Areas and for the Common Expense.

.....

In addition to this assessment for the regular operation and ordinary maintenance of the Club, there shall be an annual reserve assessment collected for the future maintenance, repair or replacement of all or a portion of the Common Areas as set forth in the Club's then current reserve studies. The initial amount of this annual reserve assessment shall be \$180.00 per lot. The annual reserve assessment shall be allocated to reserves on a pro-rata basis using the Club's then current individual professional reserve studies. ~~As of January 1, 2025, the Assessment amount for the Reserve funds is reset to \$586 per lot per year. This~~ The Board of Trustees may increase the reserve assessment ~~may be increased each in future years without a vote of the Members if it is not more than by up to two and one-half five~~ percent (2-5.0%) above the reserve assessment for the previous year ~~without a vote of the members, with the actual amount determined by the Board.~~ [As Amended at the Special Board Meeting, December 09, 2014, and effective January 1, 2015, and further Amendment by a vote of the Membership July XX, 2024].

FIN04 Rule Change Proposed:

RULES AND REGULATIONS

FIN04 - RESERVE FUNDS

The policy and procedures that follow are governed in part by RCW 64.38 (~~The~~ Homeowners' Associations ~~Act~~) and RCW 64.90 (~~Washington Common Interest Ownership Act~~) as now enacted and as hereafter altered, amended or reenacted and all definitions and requirements are incorporated herein by this reference. Similarly, the bylaws of Cape George, especially Articles III, VIII and IX contain important budgetary and reserve references and are incorporated herein by reference. Guidance may also be sought in the requirements and pronouncements of the IRS, the AICPA and FIN 02.

Reserve funds are an essential element in the financial viability of Cape George Colony Club and are used to accumulate financial resources for future major repairs and replacements of existing

motion 1

assets. Reserve funds can be used only for items designated in the reserve study, except as provided below. The study is updated at least annually and reviewed as part of the annual budget.

1. The Reserve Study is a schedule of the major repair and replacement of capital assets within Cape George Colony Club.
2. Cape George currently maintains three distinct reserve funds: General, Water and Marina.
3. Reserve funds are provided through a combination of a routine reserve assessment, ~~and some, or all, of~~ the year-end operating cash excess (net income) from the respective operating cost centers, ~~and proceeds earned from reserve fund investments.~~
- 3.4. At year end the annual reserve assessment is allocated to each fund on a pro-rata basis using the Club's then current individual professional reserve studies, ~~and based on the full funding recommendation for each of the funds. Following the annual audit, The the~~ operational cash excess is allocated ~~by formal action by the Board of Trustees to each fund affiliated with the corresponding operating budget. Proceeds interest earned on from reserve funds fund investments are is~~ to be accreted to the ~~respective reserve fund distributed among the funds according to the judgement and vote of the Board of Trustees.~~
- 4.5. Expenditures from reserve funds may only be made by an affirmative vote of the Members, except in the case of a bona fide emergency. The total cost of the reserve item or project shall be submitted for Member vote.
- 5.6. Reserve funds are intended for the major repair or replacement of existing assets and therefore minor repairs should not be funded with reserve funds.
- 6.7. The use of reserve funds for feasibility studies, plans and other up-front expenditures that do not result in major repairs or replacement of existing assets should be discouraged.
7. Reserve funds may not be used to acquire new capital ~~assets~~ nor shall they be used for funding shortfalls in other fiscal areas or general budgeted operating expenses, except in the case of a bona fide emergency or as permitted by statute.
9. Loans may be made from reserve funds but must be repaid within twenty-four months. Notice of such loans must be hand-delivered or sent by first-class USPS to each owner of record. Internal interest may be assessed at the discretion of the Board.
10. Loans may be made from reserve funds but must be repaid within twenty-four months. Notice of such loans must be hand-delivered or sent by first-class USPS to each owner of record. Internal interest may be assessed at the discretion of the Board.
8. If reserve funds taken as a whole do not contain sufficient funds for the major repair or replacement of an existing asset, Members may be asked to fund an additional special assessment to cover unfunded costs. This however does not mean that each individual reserve study item must be fully funded in order to be replaced.
11. Upon membership approval by ballot initiative, a **Special Assessment fund** may be established to accumulate funds for future expansion, improvement or creation of new community facilities or infrastructure. Such fund must be based upon professionally provided estimates of the cost of such improvements and must be presented to the Membership for a vote ~~compliant with the voting standard presented~~

in ByLaw Article VI, Paragraph 4, Section e. The source of funds for such a special reserve should also be specified and may include any or all of the following sources: general assessments, special assessments, fees, sale of Community property, and/or donations.

9-13. The **Operating Savings account**, or Operating Investment account, is **not** a reserve fund but rather an emergency operational fund. The account was established by a Member vote in 1996 and requires a minimum balance of \$100,000. Funds may be drawn for Board authorized purposes but must be repaid within twenty-four months and full disclosure must be included in the minutes.

14. In the event of a bona fide emergency, the Board may be required to authorize the expenditure of reserve account funds without seeking prior Member approval. A bona fide emergency shall be considered by the Board to be an event that is immediate or emergent in nature and was not reasonably foreseen or anticipated to occur during the current year.

Any revision to this policy must be published in the Newsletter prior to a hearing before the Board of Trustees held to validate and adopt the change.

Adopted by the Board of Trustees, August 10, 2006.

Adopted by the Board of Trustees, July 16, 2009

Approved by the Board of Trustees, February 11, 2016

Approved by the Board of Trustees, July XX, 2024

Betsy Coddington, President

Pat Gulick, Secretary

motion!

What is the difference between an additional insured and additional interest?

When they're named in a policy, Additional Insureds are covered by that policy if they are brought into a claim because of the actions of the Named Insured.

Adding a person or company as an Additional Interest ensures that the financial interests of that entity are protected in the event of a covered loss.

“CAU does NOT want to pay for any bodily injury or damage caused by the operation, storage or maintenance of any boats. Being an additional insured helps to prevent that. If the Additional Interest definition is equal to an Additional insured in the owner's policy there is no problem”

Rose Sapoznick, CIC, CIRMS, AINS
Account Manager, CAU Bellevue WA
Community Association Underwriters of America, Inc.

REVISED MARINA RESERVE FUND PROJECT LISTING

Cost Center	Item #	Item Description	Revised Next Maint Year	Revised Replacement Cost		Revised Replacement Cost
Marina	2.6.1	Walkway dock next to Boat Ramp	2024	34,000	2024 Total	34,000
Marina	2.6.3	N-S Gravel Road - Replace with Asphalt (Maint)	2025	34,081		
Marina	2.8.5	Wood Pile - Jacketing, Phase 1	2025	13,740	2025 Total	47,821
					Revised to fiberglass	
Marina	2.8.1	Dock Structure, Decking & Floats - Replace - Phase 1	2026	192,000		
Marina	2.8.6	Wood Pile - Jacketing, Phase 2	2026	31,151	2026 Total	223,151
Marina	2.8.7	Wood Pile - Jacketing, Phase 3	2027	74,100	2027 Total	74,100
Marina	2.8.2	Dock Structure, Decking & Floats - Replace - Phase 2	2028	200,000	2028 Total	200,000
Marina	2.6.1	Gravel - Replace with asphalt in parking lot	2029	39,870	2029 Total	39,870
Marina	2.6.2	Rock Jetties - Maintain	2030	90,382		
Marina	2.8.3	Dock Structure, Decking & Floats - Replace - Phase 3	2030	208,000		
Marina	2.8.8	North Gangway - Replace	2030	16,426		
Marina	2.9.4	Basin - Partial Dredging	2030	52,148	2030 Total	366,955
Marina	2.8.9	South Gangway - Replace	2035	19,985		
Marina	3.3.1	Concrete Boat Ramp - Replace	2035	80,544		
Marina	3.3.2	Ecology Block at Marina Road- Replace	2035	58,207	2035 Total	158,736
Marina	2.5.1	Electrical System - Contingency	2038	47,585	2038 Total	47,585
Marina	2.1.1	Cleaning Station - Replace	2043	23,246	2043 Total	23,246
Marina	2.9.3	Basin - Complete Dredging	2045	284,849	2045 Total	284,849
Marina	2.8.4	Wood Pilings - Replace	2050	590,286	2050 Total	590,286

2,090,599 Revised Cost

C.G. ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, February 13, 2024, 9:15 on Zoom

IN ATTENDANCE: Diane Boushek, Chris Buzzard, Lori Cameron, Sue Dunning, Anne Jimenez, Marnie Levy, Steve McDevitt, Ruth Ross

- I. CALL TO ORDER:** Chris Buzzard called the meeting to order at 9:15am.
- II. APPROVAL OF NOVEMBER MINUTES:** The minutes had already been approved via email and submitted to the Board.
- III. FISCAL REPORT:** Current balance (which includes \$200 still to be deposited): \$3352.78
- IV. OLD BUSINESS:**
 - A. Feedback from the Halloween party.** A report providing feedback from the 2023 Halloween party was distributed with the agenda and discussed during the meeting (see attached). One of the main lessons was that more help should be recruited next time since a fairly small number of people did most of the work. Also earlier and more frequent publicity is needed to encourage early ticket purchases to provide a better idea of how much food will be needed.
 - B. Programs for the spring.** Chris will follow-up with Steve King, Director of Public Works for Port Townsend, about doing a climate change presentation after work on his house is completed. We discussed showing the film *My Octopus Teacher*, and possibly inviting someone from PTMSC to give an accompanying talk in the spring. We will also reach out to Varn Brooks to see if he could do a wildlife slide talk, perhaps in June.
- V. NEW BUSINESS:**
 - A. Shoreline Stewardship Committee:** Steve McDevitt gave a summary of the efforts underway to obtain expert advice and grants to help with shoreline habitat restoration. They are also looking into the possibility of installing a bioswale in Memorial Park and obtaining a permit to repair the culvert, as there is runoff from Colman to the Bay. Steve also noted the need to organize a berm maintain/repair work party and will let the environmental committee know when to notify our members of the need for volunteers. Attached is a copy of the article that Steve provided in the March 2024 CG Newsletter, which provides a detailed summary of the information he shared.
 - B. Strategic Committee Survey:** The committee discussed how we should answer the questions in this survey concerning the Environmental Committee. We will revisit this topic at the next meeting.
 - C. Who We Are and What We Do:** The updated draft of this article about the environmental committee was discussed. We will consider how this report should be shared with the community at our next meeting.
 - D. Plaque at Memorial Park:** Efforts continue by Richar Van De Mark to develop a plan for restoring or replacing the Plaque.

The meeting was adjourned at 10:20 am.

Respectfully Submitted
Ruth Ross
Secretary
Cape George Environmental Committee

Notes from the Halloween/Environmental Committee Annual Fundraiser

Ticket sales: \$5.00 per ticket

Sold 90-100 tickets in 2023 with an additional 12 kids attending for free.

Advertising began in the September newsletter with follow-up in the October newsletter.

A reminder email blast was also sent out closer to the party.

Perhaps better and more frequent advertising would help sell tickets ahead of time.

Problem: people do not adequately respond to the request to buy tickets in advance, which leaves the committee guessing about how much food to buy.

Food and drinks: Hot dogs and a vegetarian alternative are served. Apple cider and water need to be served also. Remind, in the advertising, that those attending should bring a side dish for the buffet.

REMEMBER: A PA system is needed for announcements.

Music: Music was great. Be sure to have someone do the music. Confusion over whether/when the Dancing Witches would dance.

Staffing: In general, more help is needed. A few people did most of the work.

Staffing Needs:

Ticket taker

Kitchen staff of 4 people cooking, serving, and keeping an eye on the buffet. They should keep a few dishes back for those at the end of the line.

Someone to manage the 50-50 raffle

CLEANUP HELPERS ARE GREATLY NEEDED.

A small group to judge the costumes, food and jack o lanterns.

In 2023 there was only one jack- o-lantern and just a few scary food items.

RAFFLE: The 50-50 raffle needed a lot of explaining and as well as encouragement to participate. We need a better way to explain the raffle and to sell the tickets.

Costumes: Lots of people wore costumes. A few people from the committee are the judges. Should we offer prizes like cash or gift certificates?

The party seemed to be well-received by the community while making a nice amount of money for the committee.

Shoreline Stewardship and the Cape George Colony Club

The Shoreline Stewardship Committee was formed in Aug. 2023 to address specific issues along the 8,500 feet of the Cape George Colony Club shoreline. The mission of the Shoreline Stewardship Committee is to protect, enhance, and restore the ecological integrity of our coastal areas, while supporting the socioeconomic interests of local communities. The committee strives to strike a balance between environmental conservation, coastal resilience, and sustainable use of coastal resources by:

- a. Identifying Vulnerable Areas
- b. Implementing Conservation Strategies
- d. Enhancing Member Situational Awareness and Education
- e. Encouraging Compliance with Environmental Regulations
- f. Research and Monitoring

Current efforts to maintain, enhance and restore the local environment include: The Beach Berm Repair, now one of our regular annual projects. as the shoreline is very vulnerable, particularly during every storm season. Most damage from coastal erosion occurs at that time. Our nearest neighbor along the shore is Washington State. We are subject to their regulations and are responsible for any work we do along the shore or that negatively impacts it. We need to know what those regulations and responsibilities are, as well as how and where they apply.

The CGC Nearshore Habitat Restoration and Bioremediation Project includes the whole CGCC Shoreline and the natural drainage flowing into Discovery Bay including the ravine, and Memorial Park Beach.

The Cape George Shoreline Stewardship Committee is identifying grants and other sources to fund these ongoing and proposed projects. Early this year a team from the Northwest Strait Foundation will perform a site evaluation at the Beach Berm and marina. They will also visit Memorial Park Beach and the Ravine off Colman Road. We have arranged this meeting through the Shoreline Friendly Program in which representatives evaluate shoreline properties.

“The Shore Friendly Program offers free site visits to help shoreline property owners make informed decisions about vegetation, drainage, and soft shore approaches to reduce the potential for increased erosion. Additional assistance with design, permitting, and implementation of solutions is also available to qualified landowners through a cost-share program.

Refer to their [Shore Friendly Drainage Brochure](#) for more information on managing drainage.

Here are various resources to assist in your understanding of our program’s scope and general shoreline stewardship knowledge.

[Northwest Straits Foundation Shore Friendly website](#)

[Your Marine Waterfront booklet](#)

WA Department of Fish & Wildlife [Shore Friendly Website](#)

WSU [Shore Stewards Program Guide](#) for shoreline living

Mason County [Shore Friendly Monitoring Tips](#) for living in a dynamic marine environment

*Mason County Shore Friendly Program's list of Pacific Northwest native plants for marine shorelines
Vegetation Management guide for Puget Sound bluff property owners"*

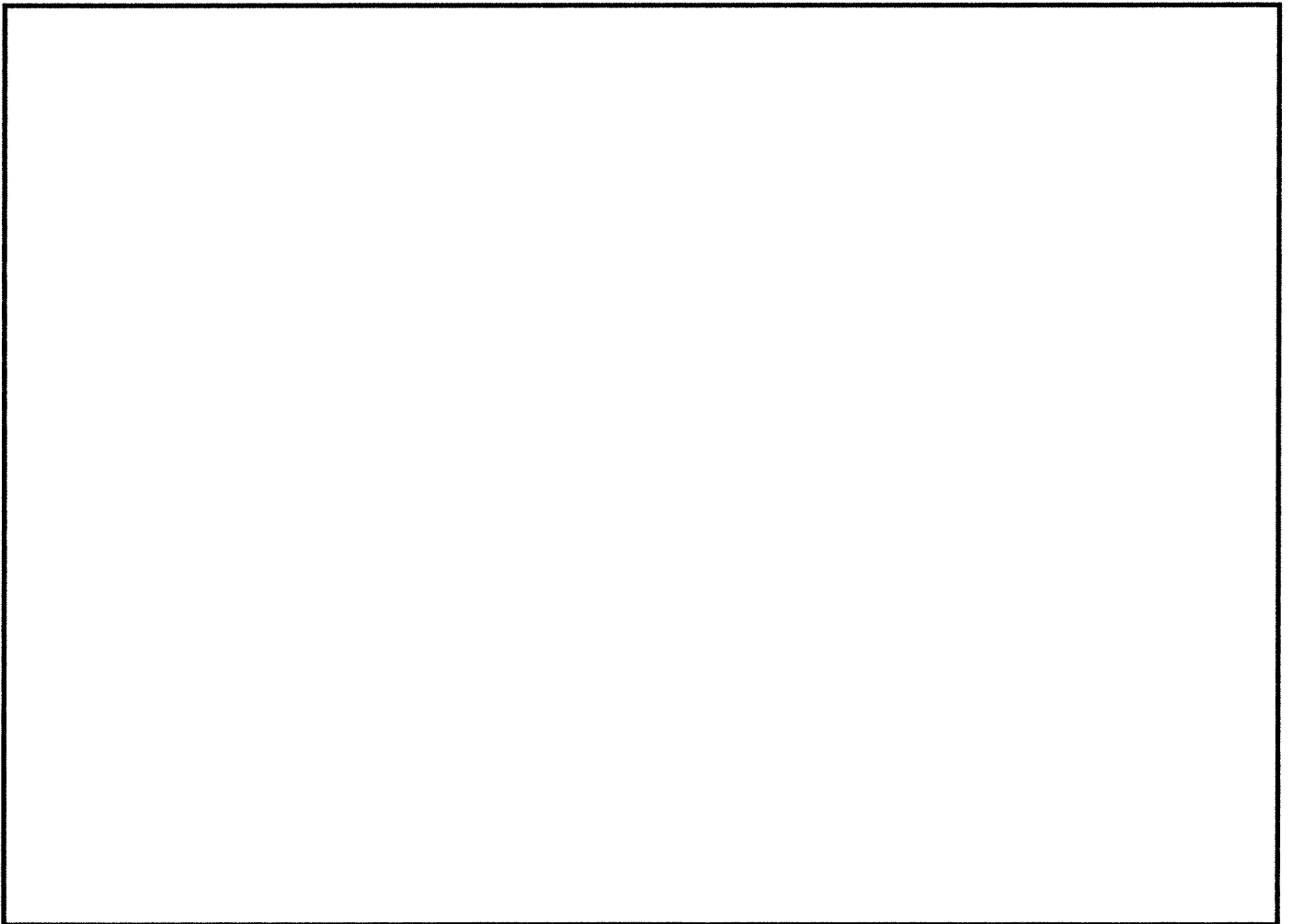
Whether you are a beach comber, dog walker you can contribute by observing the shoreline while walking, and if you see something of concern, please report it to Stephen McDevitt at geronimo6930@gmail.com

Volunteering for these projects is interesting, exciting, and personally rewarding. If you would like to join in the fun, please contact Steve at 347-607-1094.

Future Projects include:

The annual Beach Berm repair and maintenance work party,

Retrieval of derelict crab pots, and Mapping Bull Kelp Beds in Discovery Bay.



Marina Committee Meeting Minutes February 6, 2024

Call to order at 11 AM by Committee Chair Craig Muma

Approval of last month's minutes. Brief description.

Old Business

1. Registration review - "Additional Insured" protects the CGCC vs. "Additional Interest"
-Protects a financial interest in the boat. Discussion.
 - 1.1. Language in policy fine print can adjust meanings of above quoted language.
2. Changes for next year - Exploring simple renewal form plus registration and insurance forms.
 - 2.1. Harbormaster solicited ideas to streamline the process.
 - 2.1.1. One idea is to have a registration renewal form with a statement from the member to the effect that no information on the original registration form has changed, to keep the signature line acknowledging CGCC Marina rules.
3. Question was brought up "Is there any traction for converting the process to have a "data base" to make it easier?
 - 3.1. Marnie replied that the committee can change if they like, but the office will do what they've been doing with the SS.
4. Waterborne bottom cleaning – Is allowed if you have "hard" bottom paint. If you have soft or ablative bottom paint it is not legal to clean your boat's bottom in the water.
 - 4.1. New tech - vinyl skin good 10-15 years.
 - 4.2. Bottom work needs special boatyard requirements that we do not have at this point.
 - 4.2.1. It is not onerous to qualify for clean marina bottom painting.
 - 4.2.1.1. Ground covers or enclosures, vacuum sanders, and paint disposal.

New Business

HM Report for January -

1. Bob Tilley, Craig Muma and Jim Bodkin applied heat tape for freeze protection on non-return valve and drained system. A new drain valve was installed for the N. end. In the future routine will be to shut off and drain when cold wx forecast.
2. Fish and Wildlife and Dept. of Ecology launched at our ramp studying water quality around kelp beds at North Beach.
 - 2.1. They are interested in outreach. Will address a group at CGCC.
3. Rule changes - We need a list of qualified visitors that do not need supervision. Government, education, also repair and maintenance technicians.
 - 3.1. – Would need CGCC to be named as additionally insured, to filter out uninsured, unlicensed contractors.

- 3.2. – Contractor would need to be clear their access is to perform work, not marina access.
- 3.3. Marnie reviewed CGCC policy.
 - 3.3.1. Additionally insured policy.
 - 3.3.2. Should be one check in for a job, if more than one day.
 - 3.3.3. \$1M Certificate of insurance for each vendor.
 - 3.3.4. Marnie to check on vendor req. for Cape George.
 - 3.3.5. Marnie said they would put this out.
- 4. Marina Reserve Working Copy Review - Nancy Charpentier CG BOT Treasurer
 - 1.1. Marnie brought up the point that marina committee doesn't have the authority to "open this up for this year."
 - 1.2. Craig brought up that we wouldn't vote on anything, or approve anything. Nancy has asked for help to verify existing reserve schedule.
 - 1.3. Major study in 2023, done every three years. Done last year.
 - 1.3.1. Last year, strategy was replacing dock structure with aluminum over next 15-17 years \$5.1 million is not realistic.
 - 1.3.2. The strategy now is changed to wood dock preservation and replace decking with open grid fiberglass like that on the walk ramps looks to be within reserve budget potential starting in 2026 and finishing in 2032 in three phases. This change in Reserve targets may not be adopted "officially" until the next Reserve study. Nancy said changes made recently are not a fate accompli, the board will be meeting next week.
 - 1.3.3. Craig made the point that we can defer projects on the reserve schedule based on our needs.
 - 1.3.4. \$34K for ramp walkway has been approved by the membership in a vote in 2023. Money is available for use in 2024.
 - 1.4. The idea of using marina reserves for the general reserve fund was proposed.
 - 1.4.1. The marina would never get the funds back.
 - 1.4.2. We are trying to build funds. There are many marina reserve projects on the horizon that will need funding.

Paul Happel brought up the need for asphalt on road to South lot.

Greg Mika said Lakeside gave a bid three years ago to asphalt South road to include roll, subbase and asphalt for approximately \$11K. We will seek a fresh estimate for that.

Jim Bodkin brought up piling repairs, said it's been kicked down the road for several years. If pilings have 50 year life, why do repairs now? Last professional inspector said 50 years unless woodboring shipworms attack us, which is unlikely. Fiberglass jackets will extend life if we see them show up. FG jacket will also reduce potential creosote leaching into the water.

Net cash left over from OP's budget in 2023 rolls into reserves, about \$18K

MSP for January - 245 hours in January

Sublease vs. Guest Moorage (item pushed to next month)

Request for Board Member candidates was promoted by Ross Anderson via Craig and Mike Heckinger.

Coast Guard Aux inspections Sat Feb 24 at 11 am. - Penny Jensen performing inspections. Sign up with her for future inspections.

Meeting adjourned at 12:05

Pool Committee Meeting Minutes
3/5/2024

Meeting called to order at 3:00

Committee members present - Kriss Edwards, Patty Dunmire, Michael Volkman, John Galm, Robin Scherting, Denise Dowd, and Cape George Manager Marnie Levy
Absent- Sandi Gulin and Board Liaison Ray Pierson

Financial Report - As of Feb. 29, 2024, the pool has \$15,255.86 in its account.

We received an updated quote for the resurfacing of the pool deck from Concrete Restoration, \$37,125.64. Their quote the previous year was \$26,290.92. We will need to be sure to update the cost on next year's reserves.

The pool room has no drainage. We need to look into a drainage system prior to resurfacing the pool deck.

We are reviewing the pool rules and hope to have an update at the April meeting.

Our heat pump is currently still not working. Michael Volkman is working on this. Michael and Donnie have completed repiping the electrical room, which was the first step towards getting the heat pump up and running.

Patty Dunmire has ordered a bulletin board for inside the pool. It will be used for updates on the pool, emergency phone numbers, etc.

Patty Dunmire will search for a new, larger cabinet to replace the existing cabinet that is currently in the pool room.

Meeting adjourned at 4:05.

Next Meeting is Tuesday, April 2nd at 3:00 in the clubhouse.

Meeting Note_ 2-5-24_CG Strategic Planning Committee

Present: Judy Caruso (chair), Marnie Levy (CG Manager)

Betsy Coddington, Susi Feller, Linda Mollino, Mary Larson (secretary), Marty Gilmore excused absence

We are creating a comprehensive living strategic plan for Cape George Colony Club with our focus on community resilience over the next 30 years.

COMMITTEE WORKINGS

Meetings notes from January 29, 2024 were approved as written.

A whiteboard was started in zoom to capture ideas and decisions made by the committee. These will be available for reference at each zoom meeting. (Note: additional information is captured in the Sharepoint file created for this committee).

PROPERTY & FACILITIES

A question was raised about the earthquake readiness of our community buildings. We are not aware that this has been established.

Insurance question was answered by Marnie. The barn is not insured. She is looking into whether the firehouse is insured by Cape George.

Barn Questions

1. Is it safe for occupancy? Current understanding is that the original sections may be, especially if posts were secured, but the third section probably is not and the committee will recommend that it be torn down.
2. We look forward to an evaluation by a structural engineer who has recently moved to Cape George.
3. Alternate locations for storage (snowplow, Granny's Attic, Marina Sale), include looking into whether it is possible to add a storage building at the water facility.

Firehouse Questions (committee members have reviewed the lease)

1. Have maintenance and improvements been made by the Fire District?
2. What was the outcome of an August 2018 Board decision to review the lease?
3. Is the septic system adequate? Functioning? Being used at all?
4. The zoning of that property seems to be governmental services; does this limit what else Cape George might be able to do with the property?
5. Key and access is unclear (Note: doors on both levels have key pads, so a key is not needed).
6. A tour for committee members will be scheduled for February 26.

Water Facility: Tentatively, a tour for committee members will be scheduled for March 18.

Facilities in general: The committee may want to recommend a schedule for structural review of community buildings. Starting with the barn and firehouse so as to determine if they are suitable for new uses. Concerns were raised about discovering things which would make it unsanctioned to continue to use facilities, which is troubling both the current safety and because of lack of immediate options. There is also a possibility that changing state laws will soon require a regular (annual? Biennial?) structural review of assets in the reserve study process.

Meeting Note_ 2-5-24_CG Strategic Planning Committee

COMMUNICATIONS

Email Contact Information: Can we legally require members to provide renter's contact info? Marnie will ask legal about this for the February 26 meeting.

Email Database: Will be maintained in the office with limited access but necessary access, such as by the chairs of Water and Emergency Preparedness. A suggestion was made for email data collection when members move in to Cape George, with opt-in for various types of emails.

Newsletter: Goes out to entire email list; includes non-members. Is this a problem in terms of the type of information sent out (financial info, meeting zoom info).

Website: Marnie reported that the committee is about to solicit 3 bids. The proposal will include a member portal and other work. Marnie welcomes suggestions for desirable website features.

Escalation Path: Committees report to their board liaison who takes things to the board as needed. Proposed changes are sent out in the newsletter for one month to solicit member comment. Member complaints are handed in accordance with Rules and Regulations.

Archives: Perhaps a committee could be formed to collect documents and information from former board members. Mary will draft a recommendation about this.

Volunteers: A question was raised about the supply of volunteers available for expanded committees or other suggestions we may make. Discussion ensued about volunteers in general at Cape George. Comments included noting that there is a lot of interest in emergency preparedness at this time. Suggestions included starting a volunteer appreciation committee to acknowledge both chairs and members. This might help increase our bench strength, especially for a succession of committee chairs.

COMMITTEE WORK RESULTS

We intend to prepare our report for the Board to discuss at a study session (June 25?). We are aware that the Board and members will be deeply involved with discussions about the Reserves throughout the spring.

Notes submitted by Mary Larson

Meeting Note_ 2-28-24_CG Strategic Planning Committee

Present: Judy Caruso (chair), Marnie Levy (CG Manager)

Betsy Coddington, Susi Feller, Linda Mollino, Mary Larson (secretary), Marty Gilmore absent

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COMMITTEE WORKINGS – not discussed

PROPERTY & FACILITIES

FIREHOUSE: Committee had a physical tour of the Firehouse on 2-26-24, including Susi, Betsy, Mary, Linda, Marnie, and also Richard Vandermark, Tom Warren, and Fire Chief Black.

A plan needs to be developed for evaluating the structural integrity of the building, especially the cinder-block section (the garage bays). Limitations due to zoning need to be researched. Insurance will need to be set up and the Firehouse will have maintenance and improvement needs which will need to be added to the Operations Reserve Assessment list. Discussions can begin at any time to determine options for use of the space.

BARN: The committee arranged for an informal assessment by a structural engineer. We will develop a recommendation to the board as part of the strategic plan being developed for June.

WATER FACILITY: Tentatively, a tour for committee members will be scheduled for March 18.

IN GENERAL: The committee wants to develop a list of all common property and its current zoning and use and its potential use. Perhaps the Building and Roads Committee already has such a list or a start of one. Mary will pursue this list.

COMMUNICATIONS – not discussed

EMERGENCY PREPAREDNESS – not discussed

Next Meeting: Meeting was changed from March 4 to March 11, so that it takes place after the March 5 study session on the board’s proposal about the reserves. March 11 agenda will focus on understanding the intersection of strategic planning and the reserves.

Notes submitted by Mary Larson

Meeting Note_ 3-11-24_CG Strategic Planning Committee

Present: Judy Caruso (chair), Marnie Levy (CG Manager)

Betsy Coddington, Susi Feller, Marty Gilmore, Linda Mollino, Mary Larson (secretary)

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COMMITTEE WORKINGS

Meetings notes from February 5, 2024 and February 28, 2024 were approved as revised.

Archives Committee: Mary is developing a proposal for possible formation of such a committee.

RESERVE STUDIES & FUNDING

Committee discussed strategic perspective on funding CG reserves. A question was raised about what equivalent lots means and it is understood to mean that all lots contribute an equivalent amount for the support and maintenance of common facilities. The committee discussed possible ways to connect the forthcoming strategic plan to the long-term planning that has been done for each reserve study.

PROPERTY & FACILITIES

Barn: The manager reported she has asked the maintenance crew to begin to remove items from the barn will begin to restrict access to the barn.

Firehouse: Review of current understanding of the firehouse.

Water Facility: Confirmed a tour for committee members on March 18.

Other Common Properties: Mary will begin work on developing a list of all Cape George properties held in common to identify or confirm options for future use.

COMMUNICATIONS

Review of timeline for preparing and communicating components of a strategic plan.

EMERGENCY PREPAREDNESS

Committee will discuss a revised draft charter on March 18.

Susi noted a Fire Prevention talk is being scheduled for June 5.

Next Meeting: March 18, beginning with tour of water facility, then convening in the upper office.

Notes submitted by Mary Larson