

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
 January 20, 2020
 2:00 PM @ Cape George Office Conference Room

Vice President Richard Hilfer called the meeting to order at 2:00 p.m.

Welcome

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

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

Action on Minutes: Joel Janetski moved and Lad Burgin seconded to approve the minutes of the Special Board Meeting dated December 11, 2019. Passed -5/0

Membership Report: Joel Janetski

Lisa Widner purchased 580 Saddle Dr from Stephen Long
 Suzanne DeVall purchased 403 Victoria Loop from James Ramirez Jr
 REVX-SADDLE, LLC purchased 561 Saddle Dr from Phil & Beth Spooner
 Laura Hamilton & Linda Mollino purchased lot 8-2 S Palmer from Dorothy Lynn Trust
 Revive Realty LLC purchased 220 Colman on foreclosure
 Roger & Barbara Maynard purchased 190 S Palmer from Warren & Carol Maynard
 Kurt & Todd Maegerle were gifted 210 Dennis Blvd from Beth Maegerle
 Suzanne Duscha purchased 141 Ridge Dr from Dorothy Major Estate

Treasurer's Report: George Martin

TREASURER'S REPORT						
As of November 30, 2019						
<i>Balance Sheet as of November 30, 2019</i>						
Assets	2019	2018		Liabilities and Fund Balances	2019	2018
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 146,388	\$ 168,257		Accounts Payable & Other Liabilities	\$ 16,960	\$ 15,513
Operating Investment-Savings	99,334	82,264		Unearned Income General/Water/Etc.	5,249	4,984
Petty Cash (2 accounts)	300	600		Unearned Income Reserve Assment		499
Reserves - General, Water & Marina	1,007,438	786,018		Unearned Income Marina Wait List	1,900	1,850
Routine Reserve Assessment	78,785	124,763		Total Current Liabilities	24,110	22,846
Total Cash & Equivalents	\$ 1,332,244	1,161,902				
Net Accounts Receivable	\$ 8,641	2,507		FUND BALANCES:		
Total Net Fixed Assets	1,804,075	1,890,285		Fund Balances (Combined)	2,899,229	2,761,054
Total Prepaid & Other Assets	29,768	27,328		Modified Cash Basis Income	251,390	298,132
TOTAL ASSETS	\$ 3,174,728	\$3,082,022		TOTAL LIABILITIES & FUND BALANCE	\$3,174,728	\$ 3,082,032

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

January 20, 2020

2:00 PM @ Cape George Office Conference Room

Summary Revenue and Expense Statements for the periods ended November 30, 2019 and 2018 (Modified Cash Basis)									
	2019 Year to Date					COMPARATIVE			
	Actual	Budget	Variance	%		2019 YTD	2018 YTD	Variance	%
General					General				
General Assessment	\$ 306,836	\$ 307,168	(332)	0%	General Assessment	\$ 306,836	\$ 296,576	10,260	3%
Revenue - All Other Sources	21,692	11,475.00	10,217	89%	Revenue - All Other Sources	21,692	29,816	(8,124)	-27%
Total General Revenue	328,528	318,643.00	9,885		Total General Revenue	328,528	326,392	2,136	1%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	138,601	154,830.39	16,229	10%	Salaries, Benefits, PR Tax	138,601	130,876	7,725	6%
Repairs & Maintenance	8,286	16,654.13	8,368	50%	Repairs & Maintenance	8,286	19,153	(10,867)	-57%
Contracted Services	62,994	34,752.63	(28,241)	-81%	Contracted Services	62,994	36,911	26,083	71%
Insurance	18,287	19,552.50	1,265	6%	Insurance	18,287	18,425	(138)	-1%
Pool Expense+pool utilities	25,218	0.00	-	N/A	Pool Expense, pool utilities	25,218	28,451	(3,233)	-11%
Utilities	14,206	10,899.24	(3,307)	-30%	Utilities	14,206	9,109	5,097	56%
Other Expenses (incl taxes)	31,268	23,076.48	(8,191)	-35%	Other Expenses (incl taxes)	31,268	15,928	15,340	96%
Total General Expenses	298,861	259,766.37	(13,878)		Total General Expenses	298,861	258,853	40,008	15%
General Net Income	\$ 29,667	\$ 58,877	\$ (29,210)	-50%	General Net Income	\$ 29,667	\$ 67,539	(37,872)	-56%
Water					Water				
Revenue - Water Use Fees	\$190,630	\$ 188,640	\$ 1,990	0%	Revenue - Water Use Fees	\$ 190,630	\$ 188,715	1,915	1%
Revenue - All Other Sources	8,105	2,500	5,605	224%	Revenue - All Other Sources	8,105	8,268	4	-2%
Total Water Revenue	198,735	191,140	7,595		Total Water Revenue	198,735	196,983	1,752	1%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	67,715	65,812	(1,903)	-3%	Salaries, Benefits, PR Tax	67,715	58,145	9,570	16%
Repairs & Maintenance	5,319	5,823	504	9%	Repairs & Maintenance	5,319	1,927	3,392	176%
Contracted Services	15,742	14,181	(1,562)	-11%	Contracted Services	15,742	16,350	(608)	-4%
Insurance	11,625	8,529	(3,096)	-36%	Insurance	11,625	9,275	2,350	25%
Utilities	9,524	10,792	1,268	12%	Utilities	9,524	11,928	(2,404)	-20%
Other Expenses (incl taxes)	18,205	27,319	9,114	33%	Other Expenses (incl taxes)	18,205	22,498	(4,293)	-19%
Total Water Expenses	128,131	132,457	4,326		Total Water Expenses	128,131	120,123	8,008	6%
Water Net Income	\$ 70,603	\$ 58,683	\$ 11,920	20%	Water Net Income	\$ 70,603	\$ 76,860	\$ (6,257)	-8%
Marina					Marina				
Revenue - Moorage/Parking	\$ 63,159	\$ 57,727	\$ 5,432	9%	Revenue - Moorage/Parking	\$ 63,159	\$ 56,986	6,173	11%
Revenue - All Other Sources	15,390	12,235	\$ 3,155	26%	Revenue - All Other Sources	15,390	14,453	937	6%
Total Marina Revenue	78,549	69,962	8,587		Total Marina Revenue	78,549	71,439	7,110	10%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	\$19,318.84	18,399	(920)	-5%	Salaries, Benefits, PR Tax	19,319	14,109	5,210	37%
Repairs & Maintenance	\$13,170.82	20,019	6,848	34%	Repairs & Maintenance	13,171	12,727	444	3%
Contracted Services	\$7,228.58	3,682	(3,547)	-96%	Contracted Services	7,229	1,977	5,252	266%
Insurance	\$7,161.95	5,669	(1,493)	-26%	Insurance	7,162	6,544	618	9%
Utilities	\$6,458.11	7,150	692	10%	Utilities	6,458	5,006	1,452	29%
Other Expenses (incl taxes)	\$4,737.29	4,975	238	5%	Other Expenses (incl taxes)	4,737	4,390	347	8%
Total Marina Expenses	58,076	59,894	1,819		Total Marina Expenses	58,076	44,753	13,323	30%
Marina Net Income	\$ 20,473	\$ 10,068	\$ 10,406	103%	Marina Net Income	\$ 20,473	\$ 26,686	\$ (6,213)	-23%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	128,575	128,575	0	0%	Routine Reserve Revenue	128,575	124,456	4,119	3%
Bad Debts, Recoveries, Misc.	(133)	-	(133)	0%	Bad Debts, Recoveries, Misc.	(133)	-	(133)	N/A
Reserve Interest - all	2,203	384	1,819	474%	Reserve Interest - all	2,203	2,591	(388)	-15%
Net Reserve Income	\$ 130,646	\$ 128,959	\$ 1,687	-	Net Reserve Income	\$ 130,646	\$ 127,047	\$ 3,599	3%
Cmbnd Net Income/(Loss)	\$ 251,390	\$ 256,586	\$ (5,198)	-2%	Cmbnd Net Income/(Loss)	\$ 251,390	\$ 298,132	\$ (46,742)	-16%

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2020
2:00 PM @ Cape George Office Conference Room

Manager's Report: Pat Rooney

Happy New Year to all Owners and Residents! Let's keep our fingers crossed that we will not get a lot of snow over the next month. I did see flurries yesterday in Town. It appears everyone had a great time during the holidays. I know I did. 2019 was a very productive year with many changes in how Cape George operates. As Manager I took the staff out to lunch to celebrate the accomplishments for the year and the holidays. I look forward to working with the Trustees, employees and community in 2020!

Administration

1. 1st Quarter Assessment Statements were mailed mid-December.
2. Boat Moorage and other Marina fees have been coming in and being processed.
3. Our office continued to collect Water Hook-up Questionnaires from members that were sent the Questionnaire. About one third of the community gets the questionnaire annually.
4. Excess water usage has been invoiced to owners that it applies to.
5. The Board did not hold a Board meeting or Study Session in December. A brief special Board meeting was held to approve some minor business and an Executive Session on a legal matter.

Maintenance

1. New toilet seats have been installed at the bathrooms in the pool and clubhouse. They are self-closing lids so do not worry about slamming the seat.
2. We established recycling service at the office for office use in 2020.
3. The pool dehumidification system was fixed in late November and worked well until this week. It is working at the moment but needs adjustments to reduce the humidity.
4. Upgrades for the pump to Well 6 at the tank farm and a new controller for the main tank to maintain a certain minimum amount of water in the tank has been installed.
5. Two dangerous trees were cut down near the tank farm to minimize a fire hazard.
6. The dumpster at the Marina was repaired by the Garbage Company.

Complaints & Reports

1. A complaint about pool use was received.
2. A complaint about a pet was received. A violation notice was sent.
3. A violation regarding a tree branch was sent.
4. A complaint about the poor appearance of a roof was received and the owner was notified to repair.
5. Complaint about the accounting Company was received. The owners' questions were answered.
6. A no-member boat had engine trouble and was allowed by the Harbormaster to moor overnight in the Marina. The owner came back the next day and fixed his boat then left.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2020
2:00 PM @ Cape George Office Conference Room

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental x 2, Marina, and Water x 2. The reports are attached to these minutes and incorporated by reference.

Information Items: None

Member participation: None

New Business Action Items:

Motion 1: George Martin moved and Joel Janetski seconded to approve the six (6) due date adjustment requests as presented. Passed – 5/0

Motion 2: Lad Burgin moved and Ray Pierson seconded to approve the refund of two clubhouse deposits. Passed – 5/0

Motion 3: Lad Burgin moved and George Martin seconded to accept the proposal by Precision Tree Care of \$3161.00, to remove a dead tree on Johnson Ave. Passed - 5/0

Motion 4: Richard Hilfer moved and Ray Pierson seconded to accept the bid by Reserve Consultants LLC of \$4800. for a level 2 Reserve Study, with site visit. Passed – 5/0

Motion 5: George Martin moved and Lad Burgin seconded to approve the Quality Heating Service 3 year contract for the pool dehumidifier/air handler/boiler/heat pumps, maintenance, in the amount of \$3,132.66, as presented.
Passed – 5/0

Motion 6: Ray Graves moved and Lad Burgin seconded to approve the purchase of a new desk and file cabinet for the manager's office. Passed – 5/0

Motion 7: Lad Burgin moved and George Martin seconded to accept the quote by Hadlock Computers for two new computer systems for the office. Passed – 5/0

Motion 8: Lad Burgin moved and Joel Janetski seconded to approve Carl Berger as a member of the Water Advisory Committee. Passed – 5/0

Motion 9: Ray Graves moved and Lad Burgin seconded to purchase 25 meter registers with Orion endpoints.
Passed – 5/0

Open Board Discussion:

The Board discussed the proposed changes to CP03 Rules and Regulations as addressed by the Marina Committee. A draft is expected next month.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2020
2:00 PM @ Cape George Office Conference Room

Announcements:

- Study Session – February 11, 2020 at 3:00 PM
- Board Meeting – February 13, 2020 at 3:30 PM

Adjournment: Lad Burgin moved and Rich Hilfer seconded to adjourn the Regular Board Meeting and move to Executive Session at 2:46 pm. Passed - 5/0

Rich Hilfer moved and Lad Burgin seconded to adjourn the Executive Session and return to the Regular Session at 3:30 pm. Passed – 5/0

Board instructed the manager to draft a letter to the respective parties regarding confrontations at the pool.

Lad Burgin moved and George Martin seconded to adjourn the Regular Session at 3:31 pm. Passed – 5/0

Submitted by:

Approved by:

Joel Janetski, Secretary

Richard Hilfer, Vice President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2020
2:00 PM @ Cape George Office Conference Room

Committee reports:

**ENVIRONMENTAL COMMITTEE MINUTES
CAPE GEORGE CLUBHOUSE**

Monday, December 9, 2019, 9:15 am

ATTENDANCE: Eileen Branscome, Patty Dunmire, Katie Habegger, Marta Krissoovich, Pat Rooney, Ruth Ross, Kitty Rucker, Fayla Schwartz, Robin Scherting, Elaine Sullivan, Terry Thearle, Gina Webber

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

II. APPROVAL OF MINUTES: Minutes from November 2019 were approved unanimously.

III. FISCAL REPORT: Current balance is \$2650.00, (*These are not funds that belong to Cape George Colony Club, Inc.*) Robin moved and Fayla seconded that the fiscal report be accepted, and it was unanimously approved.

IV. OLD BUSINESS

- A. **Memorial Park Plaque:** Fayla moved that we leave the garden as is with the one existing plaque and Robin seconded. The motion was approved unanimously.
- B. **Quimper Old Growth:** We will try to get Hillary Franz to come speak to the community about this issue. Ruth reminded people to please send letters expressing support for preserving the QLW and surrounding forestland of DNR's Cape George parcel to Washington State Department of Natural Resources and Jefferson County Commissioners, ccing Steve Grace at Steve@TidesAndTrails.org.

V. NEW BUSINESS

- A. **Rain Garden Update:** Marta reported that the deadline to apply for a grant from Master Gardeners is mid-May (we could apply for up to \$750). Ruth volunteered to work on the grant with Marta. Marta will check to see if we could apply early since the best time to plant according to Bob Simmons would be March. Bob will do a training on design and maintenance of rain gardens for Cape George members before we start the project. Marta moved and Elaine seconded the motion, which was unanimously approved, that we contact Bob to find out what he has in mind in more detail. We will obtain the plant list from Bob so that Fayla can review and we will see what plants are available from the Conservation District plant sale in February.
- B. **Tom Jay Plaque:** Kitty suggested that we consider putting a plaque by the salmon bell at the clubhouse saying it was created by Tom Jay. The bell was made in memory of Bob Carter's father and Bob asked the community to house it because it was being defaced in its former location. Fayla moved and Patty seconded that we pursue this idea and the motion was approved unanimously. The committee discussed what might be included on such a plaque, such as the title of the piece, the artist's name, the material, and the quotation that appears on the bell. Kitty will contact Bob Carter to get more information.
- C. **Film Night in January:** Darrell and Lorna will not do a film in December because so much is going on but would be interested in doing a film in January. Marta moved, Gina seconded, and the committee approved the motion to do a film in January. [*Addendum: a film on hummingbirds will be shown at 7 pm on Tuesday, January 7 at the clubhouse.*]
- D. **New Chair for Committee:** Kitty's resignation as chair of the committee has been accepted by the board. Elaine Sullivan and Patty Dunmire volunteered to serve as co-chairs for the committee going forward. Robin moved, and Eileen seconded that the committee approve these officers and the motion was unanimously approved. Elaine, Patty, and Ruth (who will continue to act as secretary) will meet with Kitty before the next meeting for orientation. The committee will meet next on Monday January 13 at 9:15 at the clubhouse. The members voted not to have a meeting in February.
- E. **Time of Meetings:** The Aerobics group meets at the clubhouse on Mondays at 10:30. The committee agreed that we will try to be finished by no later than 10:30 if at all possible.

The meeting was adjourned at 9:55 a.m.

Respectfully submitted by Ruth Ross

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2020
2:00 PM @ Cape George Office Conference Room

**ENVIRONMENTAL COMMITTEE MINUTES
CAPE GEORGE CLUBHOUSE**

Monday, January 13, 2020, 9:15 am

ATTENDANCE: Kyanne Anderson, Eileen Branscome, Varn Brooks, Patty Dunmire, Pat Gulick, Marta Krissoovich, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz, Elaine Sullivan, Gina Webber

I. CALL TO ORDER: Patty Dunmire called the meeting to order at 9:25 am.

II. APPROVAL OF MINUTES: Elaine moved and Kitty seconded that the minutes from December 2019 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Current balance is \$2700.00, which includes a \$50 donation for the rain garden. *(These are not funds that belong to Cape George Colony Club, Inc.)* Members were reminded that donation checks to the Environmental Committee should be made out to the Cape George Social Club, with environmental committee noted in the subject line, and given to Cassie Reeves who will endorse them.

IV. OLD BUSINESS

- C. Rain Garden:** Marta presented a report on the project. Gina moved and Pat Gulick seconded that the report be included in the February newsletter along with Eileen Branscome's article on rain gardens separately from the minutes to increase the number of people who see it. Pat Rooney was asked if Donnie will be available to work on the site in April, when we plan to begin. Some work is planned on the tractor this spring and Pat will check the schedule to be sure it is available then. Five to 6 yards of wood chips will be needed, which are available behind the barn. Pat confirmed we can use them but suggested they be set aside for the project and will check on this. Bob Simmons, rain garden expert at Jefferson County WSU Extension Service, is arranging for Eric Guttman of the Thurston County WSU Extension to give an information/training talk at the clubhouse for interested members, especially those planning to work on the project, and student volunteers and landscape professionals who will be volunteering. Marta will work with Bob to select a good date. Non-residents will need parking passes. Marta collected names for a subcommittee to work on plans going forward, including ordering of plants.
- D. Quimper Old Growth Forest:** Progress continues to be made on efforts to preserve the forest. It was hoped we could have Hilary Franz, Washington State Commissioner of Public Lands, give a talk to the community on this and other environmental issues but it doesn't look like this will be possible at this time.
- E. Tom Jay Plaque:** Kitty Rucker consulted with Bob Carter about the committee's interest in placing a plaque next to the bell at the clubhouse, which was crafted by the Tom Jay for Bob's father. Bob suggested the following wording:

In memoriam

Tom Jay, sculptor (1943-2019)

Dr. H. Kenneth Carter, benefactor (1921-2005)

Bob also noted that the new clapper for the bell sounds better than the old one. Kitty moved and Varn seconded that we obtain a plaque to be placed at the bell and the motion was approved unanimously. Kitty will investigate options.

- F. February meeting:** The committee had considered not holding a meeting in February since Kitty will be gone then, but since the new co-chairs, Elaine and Patty, will be here, Patty moved and Kitty seconded and the motion passed unanimously that we meet on February 10 at the clubhouse.
- G. New Co-chairs:** Patty Dunmire and Elaine Sullivan discussed how they have been working together with Kitty and Ruth to learn about their new roles as co-chairs.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2020
2:00 PM @ Cape George Office Conference Room

V. NEW BUSINESS

- F. **Film Night February:** Varn reported that Darrell and Lorna Smith are very busy and he volunteered to give a slide talk on the Ecology of the Sage Brush Steppe. This will be held at the clubhouse Thursday Feb 6 at 7 pm. Varn will submit an article to the newsletter about it. As usual, popcorn will be provided.
- G. **Clean Up, Cape George Road:** This adopt-a-road program periodically picks up trash on Cape George Rd from the firehouse to Discovery Road. It was formerly headed by Bernie Del Valle and the committee is seeking a new volunteer lead. Pat Rooney told us that Donnie can pick up the gathered trash at a number of points on Cape George Rd and take it to the landfill, so the lead does not have to have a truck. Patty will contact Bernie to get more information about how we get the sacks and vests, etc. We hope to have the first 2020 road clean up in the late spring and will put a notice in a later newsletter asking for volunteers.
- H. **New Printing Service** for Olympic Mountain Peaks poster and Protection Island book. Bob Sullivan requested an estimate from Star Copy and Media Center and Elaine will let us know what he finds out.
- I. **April Meeting:** We can't meet in the clubhouse on April 13 because of preparations for the Granny's Attic Sale. We agreed to meet April 13 in the room above the office, which has been reserved.

The meeting was adjourned at 10:15 a.m.

Respectfully submitted by Ruth Ross

MARINA COMMITTEE MEETING - JANUARY 7, 2020

THE DECEMBER 3 MARINA COMMITTEE MEETING IS CANCELLED BECAUSE OF THE LACK OF MEMBERS AT THAT TIME.

The Marina Committee meeting was called to order by Harbor Master Ben Fellows at 11:00am. Attending were the following: Cape George Manager Pat Rooney, Marina Committee Chairperson: Marty Bluewater. Committee members: Paul Happel, Tom Cary, Frank Kiefer, Mike Hinojos, Greg Mila, Brian Ritchie, Jack Scherting, Geoff McMichael, Don Webber, Lad Burgin, Jim Barr, Thad Bickling, Dave Drewry, Terri Torson, Stew Pugh, Bill Hamilton, Paul Serafin, Bernt Erikson, Roger Maynard, Stanley Kropf, Mike Heckinger, Archie Bickling and Ross Anderson.

The 2020 budget for the marina approved \$30,000 to purchase a portable dredge unit for the marina. The marina will purchase the dredge and equipment in early 2020 at a cost of about \$23,000. They will construct a small 12' X 12' floating platform for the dredge unit to sit on. The slurry dredge material will be pumped through a 4 inch pipeline to the south side of the boat parking lot and dumped at the shore line where the yearly dredge material is placed. The marina entrance will be closed to boat traffic on Tuesday and Wednesday each week starting July 1st until sometime in September.

Marina Volunteers will start dredging on about July 1 as approved in the marina permit. The areas to be dredged are in the water way south of D dock and North of H dock. Over the past 30 years sediment has filled in the bottom and caused the area to become shallow. The dredging action is to estimate that about 400 to 500 cubic yards of sediment have filled in this area. There is also a shallow area in the south part of the marina that

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2020
2:00 PM @ Cape George Office Conference Room

will be worked on next season. The harbor master contacted dredging companies in the state and found that it would be cost prohibitive because of the type of equipment they would have to bring in to do the job. If you would like to see videos of the dredge in action, look up www.ParanaDredge.com.

Cape George Board Member George Martin asked the marina to look at the sub leasing policy for the marina. The proposal in the marina committee meeting agenda was as follows: "How the sublease revenue should be allocated. A. the entire sub lease would go to the marina. B. There would be a 50/50 split where the marina would get 50% and the slip holder get 50%. C. All the sublease would go to the slip holder. On an average yearly basis the marina receives approximately \$600-\$700 per year from subleasing. Cape George Manager Patrick Rooney stated that there in other areas he has worked in there is an administration fee to accomplish the paperwork in the office. He suggested that a fee of \$25.00 to \$30.00 is customary.

A motion was made by Lad Burgin and seconded by Jim Barr that all the sub leasing fees be returned to the slip holder and a \$25.00 administrative fee be paid to the office. The motion failed with 5 for the motion and 12 against the motion.

A second motion by Brian Ritchie seconded by Ben Fellows stated that the policy should stand as it is with a 50%50% split on the subleasing fees and an administrative fee of \$25.00 paid to the office. The motion passed with 19 marina committee members voting for the motion.

A rule change has been suggested that clarify insurance requirement for non-motorized boats. The suggestion is to eliminate the insurance requirement for non-motorized crafts. The motion was made by Harbor Master Ben Fellows and seconded by Brian Ritchie. The motion passed by a wide margin.

Brian Ritchie suggested that insurance should not be required on boat trailers as stated in the paperwork from the office.

Meeting adjourned at 12:23 pm.

**Cape George Water Advisory Committee
Meeting Report- November 5 2019**

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

The booster pump replacement project has been defined. The Reserve fund includes \$8690 for booster pump replacement in 2020, and the 2019 budget includes approximately \$8000 for pump controller replacement. The current plan is to combine these two projects, and to replace the existing three pumps with two new pumps driven by variable speed motors, and to eliminate the problematic clay valves (CLA-valves). Because

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2020
2:00 PM @ Cape George Office Conference Room

some of the funding comes from Reserve funds, the project is dependent on the member vote in November. If the Reserve project is approved, work will be done in early 2020.

Contracts for adding soft start to well pump 6 and for replacing the tank level controls have been signed and the work is required to be completed by the end of November. The contract for dead tree removal at the tank farm has been signed and the work is scheduled for November 7.

The Reserve funds include money to replace the John Deere tractor in 2020 but the tractor does not actually need to be replaced at this time. It is recommended that the 2020 Reserve funds be instead used for replacement parts for the existing tractor. The Reserve budget and the schedule for tractor replacement should be reviewed and updated next year when the Reserve Level 2 study is performed. It is also recommended that a formal maintenance plan be put into place for the tractor.

The switch by Cape George to a Small Water System plan would remove the need for a full update of the existing plan and would save the cost of the engineering work required to update a full plan. This change has been recommended to the Board. Communications with Fern, the Regional Planner for the WA DOH Office of Drinking Water, have confirmed this option is allowed. A change to a Small Water System plan would not affect the number of water connections currently allowed.

The cross-connection update effort is underway. 220 questionnaires have been sent to residents of the Colony to identify system changes. Responses are due by the end of the month.

September leak report showed 20 leaks. 94 connections showed less than 30 GPD usage. Average usage was 99 GPD.

It was noted that the water fee has not been recently been raised, the committee recommends an increased water fee of \$12 per year.

The \$1100 fee for installing new meters is too low to cover costs, and is much less than the fee charged by other water systems in the area. We are developing a recommendation for a meter installation fee that better reflects the actual cost.

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

**Cape George Water Advisory Committee
Meeting Report -January 7 2020**

The meeting was held at 4 PM in the office. Attendees: Patrick Rooney (CG Manager), Richard Hilfer (Board liaison), Stewart Pugh, Thad Bickling, and Chair Marty Gilmore. Prospective new committee member Carl Berger also attended.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
January 20, 2020
2:00 PM @ Cape George Office Conference Room

The Highlands booster pump replacement project has been defined, and members approved use of reserve funds. Two new pumps will be purchased, pump and piping installation will be done by Cape George staff, and electrical work will be contracted out. Quotes for pump purchase will be reviewed at the February 4 committee meeting. Work will be completed in early 2020.

Replacement of the tank level control system is complete and final testing and programming is underway. Removal of two dead trees outside the tank farm fence has been completed; this work was performed for fire protection.

The water meter endpoints (black discs on individual meters that transmit to the meter reader) are being upgraded by the vendor to a model that our current meter reader will not be able to read. The committee recommends purchase of 25 CE endpoints before supply runs out. This should gain us several more years of use from our current meter reader.

The Department of Health has been officially notified that Cape George is switching to a Small Water System Plan. We are waiting for the official acceptance from DOH.

We have 545 water connections. There were 20 leaks in December, none serious. 141 connections used less than 30 gallons per day. Average December water use was 71 gallons per day per connection.

Karen Krug has resigned as a member of the committee. The committee interviewed prospective member Carl Berger and recommends adding him to the committee.

The next meeting will be Tuesday February 4 2020 at 4 PM in the office.

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
February 3, 2020
2:00 PM
Cape George Office Meeting Room

President Katie Habegger called the meeting to order at 1:55 p.m.

Welcome

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

New Business Action Items:

Motion 1: Joel Janetski moved and Rich Hilfer seconded to move to Executive Session at 2 pm. Passed 5/0

Motion 2: Lad Burgin moved and Rich Hilfer seconded to adjourn Executive Session at 2:46 pm. Passed 5/0

Motion 3: Rich Hilfer moved for the Board to send a letter to the complaining party regarding the violation of the hedge rule and a second letter to the owner of the hedge that is in violation. George Martin seconded. Passed 5/0

Adjournment: George Martin moved and Lad Burgin seconded to adjourn regular session at 2:48 pm. Passed 5/0

Announcements:

- Study Session – February 11, 2020 at 3:00 PM
- Board Meeting –February 13, 2020 at 3:30 PM

Submitted by:

Approved by:

Joel Janetski, Secretary

Katie Habegger, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 13, 2020
3:30 PM

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

Welcome

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

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

Action on Minutes: Joel Janetski moved and Ray Pierson seconded to approve the minutes of the Regular Board Meeting dated January 20, 2020. Passed -5/0

Joel Janetski moved and Ray Pierson seconded to approve the minutes of the Special Board Meeting dated February 3, 2020. Passed – 5/0

Membership Report: Joel Janetski

Denise Steinkerchner purchased 450 S Palmer from the Furstenau Family Trust
Kristina Whipple & Mark Farley purchased 450 Saddle from Joseph & Dawn Reis

Treasurer's Report: George Martin

TREASURER'S REPORT

As of December 31, 2019

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

COMMENTS:

There is an adjustment to the Reserves of \$11.48 to correct a balance carryover issue from last June.

PAST COMENTS:

*Working with coding issues to resolve overage to insurance charged to Water.

*Per Board discussions, the Treasurer's Report will now be received in the following month due to time lags in gathering essential data.

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

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

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 13, 2020
3:30 PM

2019 BALANCE SHEET COMMENTS

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

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

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

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

2019 REVENUE AND EXPENSE COMMENTS

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

OTHER COMMENTS

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

TREASURER'S REPORT						
As of December 31, 2019						
		Balance Sheet as of December 31, 2019				
Assets	2019	2018		Liabilities and Fund Balances	2019	2018
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 175,967	\$ 127,410		Accounts Payable & Other Liabilities	\$ 29,805	\$ 20,522
Operating Investment-Savings	99,338	82,299		Unearned Income General/Water/Etc.	67,860	77,884
Petty Cash (2 accounts)	391	*Cmbnd w/Checking		Unearned Income Reserve Assmt		14,774
Reserves - General, Water & Marina	1,007,453	990,400		Unearned Income Marina Wait List	1,900	2,200
Routine Reserve Assessment	79,931	15,930		Total Current Liabilities	99,565	115,380
Total Cash & Equivalents	\$ 1,363,081	1,216,039				
Net Accounts Receivable	\$ 2,133	284		FUND BALANCES:		
Total Net Fixed Assets	1,804,075	1,779,253		Fund Balances (Combined)	2,899,229	2,761,054
Total Prepaid & Other Assets	28,934	27,328		Modified Cash Basis Income	199,429	140,321
TOTAL ASSETS	\$ 3,198,223	\$3,022,904		TOTAL LIABILITIES & FUND BALANCE	\$3,198,223	\$ 3,016,755

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 13, 2020
3:30 PM

Summary Revenue and Expense Statements for the periods ended November 30, 2019 and 2018 (Modified Cash Basis)									
2019 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2019 YTD	2018 YTD	Variance	%
General					General				
General Assessment	\$ 304,851	\$ 307,168	(2,317)	-1%	General Assessment	\$ 304,851	\$ 296,576	8,275	3%
Revenue - All Other Sources	22,227	18,550.00	3,677	20%	Revenue - All Other Sources	22,227	36,097	(13,870)	-38%
Total General Revenue	327,077	325,718.00	1,359		Total General Revenue	327,077	332,673	(5,596)	-2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	149,392	168,906	19,515	12%	Salaries, Benefits, PR Tax	149,392	144,568	4,824	3%
Repairs & Maintenance	9,455	17,350	7,895	46%	Repairs & Maintenance	9,455	20,594	(11,139)	-54%
Contracted Services	68,596	36,636	(31,960)	-87%	Contracted Services	68,596	40,056	28,540	71%
Insurance	20,169	21,330	1,161	5%	Insurance	20,169	20,201	(32)	0%
Pool Expense+pool utilitie	27,190	0	-	N/A	Pool Expense, pool utilitie	27,190	31,932	(4,742)	-15%
Utilities	15,446	11,890	(3,556)	-30%	Utilities	15,446	9,910	5,536	56%
Other Expenses (incl taxes	33,120	25,636	(7,484)	-29%	Other Expenses (incl taxes	33,120	18,212	14,908	82%
Total General Expenses	323,368	281,749	(14,430)		Total General Expenses	323,368	285,473	37,895	13%
General Net Income	\$ 3,709	\$ 43,969	\$ (40,260)	-92%	General Net Income	\$ 3,709	\$ 47,200	(43,491)	-92%
Water					Water				
Revenue - Water Use Fees	\$ 190,650	\$ 188,640	\$ 2,010	0%	Revenue - Water Use Fees	\$ 190,650	\$ 188,715	1,935	1%
Revenue - All Other Sources	8,105	2,500	5,605	224%	Revenue - All Other Sources	8,105	8,268	4	-2%
Total Water Revenue	198,755	191,140	7,615		Total Water Revenue	198,755	196,983	1,772	1%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	73,951	71,795	(2,156)	-3%	Salaries, Benefits, PR Tax	73,951	63,797	10,154	16%
Repairs & Maintenance	8,560	6,988	(1,572)	-22%	Repairs & Maintenance	8,560	2,138	6,422	300%
Contracted Services	17,788	16,657	(1,131)	-7%	Contracted Services	17,788	18,666	(878)	-5%
Insurance	12,549	10,235	(2,314)	-23%	Insurance	12,549	10,146	2,403	24%
Utilities	10,350	12,950	2,600	20%	Utilities	10,350	12,671	(2,321)	-18%
Other Expenses (incl taxes	26,949	30,155	3,206	11%	Other Expenses (incl taxes)	26,949	23,476	3,473	15%
Total Water Expenses	150,147	148,780	(1,367)		Total Water Expenses	150,147	130,894		
Water Net Income	\$ 48,608	\$ 42,360	\$ 6,248	15%	Water Net Income	\$ 48,608	\$ 66,089	\$ (17,481)	-26%
Marina					Marina				
Revenue - Moorage/Parking	\$ 63,159	\$ 57,727	\$ 5,432	9%	Revenue - Moorage/Parking	\$ 63,159	\$ 57,067	6,092	11%
Revenue - All Other Sources	15,672	12,360	3,312	27%	Revenue - All Other Sources	15,672	14,642	1,030	7%
Total Marina Revenue	78,832	70,087	8,745		Total Marina Revenue	78,832	71,709	7,123	10%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	21,101	20,072	(1,029)	-5%	Salaries, Benefits, PR Tax	21,101	15,294	5,807	38%
Repairs & Maintenance	13,171	20,166	6,995	35%	Repairs & Maintenance	13,171	13,290	(119)	-1%
Contracted Services	7,358	3,962	(3,396)	-86%	Contracted Services	7,358	2,308	5,050	219%
Insurance	7,832	6,803	(1,029)	-15%	Insurance	7,832	7,179	653	9%
Utilities	7,020	7,800	780	10%	Utilities	7,020	5,944	1,076	18%
Other Expenses (incl taxes	5,869	5,650	(219)	-4%	Other Expenses (incl taxes)	5,869	5,001	868	17%
Total Marina Expenses	62,350	64,453	2,103		Total Marina Expenses	62,350	49,016	13,334	27%
Marina Net Income	\$ 16,481	\$ 5,634	\$ 10,847	193%	Marina Net Income	\$ 16,481	\$ 22,693	\$ (6,212)	-27%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	128,555	128,575	(20)	0%	Routine Reserve Revenue	128,555	124,456	4,099	3%
Bad Debts, Recoveries, Misc	(144)	-	(144)	0%	Bad Debts, Recoveries, Misc	(144)	378	(522)	N/A
Reserve Interest - all	2,219	384	1,835	478%	Reserve Interest - all	2,219	2,390	(171)	-7%
Net Reserve Income	\$ 130,631	\$ 128,959	\$ 1,672	-	Net Reserve Income	\$ 130,631	\$ 127,224	\$ 3,407	3%
Cmbnd Net Income/(Loss)	\$ 199,429	\$ 220,921	\$ (21,473)	-10%	Cmbnd Net Income/(Loss)	\$ 199,429	\$ 263,206	\$ (63,777)	-24%

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 13, 2020
3:30 PM

Manager's Report: Pat Rooney

We survived the snow fall in January. It caught many owners and residents by surprise when it started snowing mid-morning. Unfortunately we had to assist owners get clear from spin-outs and traction problems. Two wheel drive vehicles with summer tires do not do well in snow and ice conditions. This delayed getting the roads plowed. It is a good time to remind owners, renters and guests that it takes many hours to plow the roads and start to get sand or ice melt down. You are encouraged to read policy CP18 regarding snow plowing.

Administration

1. Marina Registrations have been completed.
2. All Tops Accounting Software ownership updates have been corrected.
3. Members that have signed up for credit card payments of assessments or ACH in 2019 are reminded they need to change the amount withdrawn whenever there is a change to the assessment amount. This cannot be done by the association or service provider.

Maintenance

1. The pool dehumidification system went down again but has been fixed. A thermal expansion valve regulator was replaced. Freon was added to the system.
2. One of the two pool heat pumps has broken down and will require replacement due to age.
3. A hot water tank for the pool showers tripped a circuit and needed to be reset and adjusted.
4. New clubhouse kitchen faucets have been installed and new sinks and faucets will be installed in the ladies bathroom at the clubhouse on Friday February 7th.
5. A new directional sign related to Victoria Loop was installed
6. New parts for the John Deere Tractor have arrived. New front tires, grill, hood, fender, backhoe seat, and front loader bucket will be replaced.
7. All backflow testing for 2019 is now complete.

Complaints & Reports

1. A complaint about porch lighting was received.
2. An owner was sent a violation notice regarding completion of the exterior of their home.
3. A complaint was received about the fitness center.
4. An owner reported a drainage issue coming from their neighbor.
5. A complaint was received about parking on the right of way area in front of a home leaving deep tire tracks.
6. An owner has been sent a violation notice regarding a hedge.
7. A complaint about snow at mailboxes was received.
8. A complaint about a roof with a tarp on it was received. A violation notice will be sent.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 13, 2020
3:30 PM

9. A report about the ladies pool shower drains backing up was received.

Committee Reports: The following committee report was submitted to the Board of Trustees: Water. The report is attached to these minutes and incorporated by reference.

Member participation: None

New Business Action Items:

Motion 1: Richard Hilfer moved and Ray Pierson seconded to approve the proposal from Air Flo Heating for the emergency purchase and installation of a new pool heat pump with payment coming from the appropriate reserve fund. Passed – 5/0

Motion 2: George Martin moved and Joel Janetski seconded to accept the donation of the cluster mailboxes from the Postal Service and approve their installation in the Colony, Village and Highlands. Passed – 5/0

Motion 3: Joel Janetski moved and Ray Graves seconded to approve sending two accounts to collections. Passed – 5/0

Motion 4: George Martin moved and Rich Hilfer seconded to approve the transfer of operating funds to reserve funds in the following amounts. Water Operations, \$6247.52 Marina Operations \$10,847.47. Passed – 5/0

Motion 5: George Martin moved and Ray Pierson seconded to approve CP18 as amended. Passed – 5/0

Motion 6: Rich Hilfer moved and Joel Janetski seconded to approve the purchase of Highlands Water Booster Pumps with variable speed controllers with payment coming from the appropriate reserve fund. Passed – 5/0

Motion 7: Ray Graves moved and Ray Pierson seconded to approve the New Charter for Roads and Building Committee. Passed – 5/0

Motion 8: George Martin moved and Joel Janetski seconded to approve the Manager's request for \$2080 for the CAI Annual Conference in June 10 – 13, 2020. Passed – 4/1

Open Board Discussion:

A few members have volunteered to assist the staff in cleaning out old records according to our document retention policy.

George Martin recommended Cape George sponsor a document-shredding event this summer that could be open to our members and coinciding with our office records clean up.

Announcements:

- Study Session – March 10, 2020 at 3:00 PM
- Board Meeting – March 12, 2020 at 3:30 PM

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 13, 2020
3:30 PM

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

Ray Pierson moved and George Martin seconded to adjourn Executive Session back to Regular Session at 4:10 pm. Passed- 5/0.

Rich Hilfer moved and Joel Janetski seconded to adjourn meeting at 4:11 pm. Passed- 5/0.

Submitted by:

Approved by:

Joel Janetski, Secretary

Katie Habegger, President

Committee reports:

**Cape George Water Advisory Committee
Meeting Report February 4 2020**

The meeting was held at 4 PM in the office. Attendees: Patrick Rooney (CG Manager), Richard Hilfer (Board liaison), Jose Escalera (Water Manager), Stewart Pugh, Thad Bickling, Carl Berger, and Chair Marty Gilmore.

The new Highlands booster pumps are recommended for purchase and the Board will discuss next week. Two new pumps will be purchased, pump and piping installation will be done by Cape George staff, and electrical work will be contracted out. Work will be completed in early 2020.

Replacement and testing of the new tank level control system is complete.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
February 13, 2020
3:30 PM

Twenty-five CE water meter endpoints (black discs on individual meters that transmit to the meter reader) have been purchased before supplies run out. This should gain us several more years of use from our current meter reader.

The Department of Health has been officially notified that Cape George is switching to a Small Water System Plan. We are expecting official acceptance from DOH this month.

Work has started in support of this year's Level 2 Reserve Study. The most urgent item is to determine whether the Atek filter media needs replacement as scheduled for 2021 in the most recent Reserve Study. Jose will contact the vendor to have them test the media.

Work has started on the water efficiency report.

The next meeting will be Tuesday March 3 2020 at 4 PM in the office.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

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

Welcome

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

Action on Minutes: Joel Janetski moved and Lad Burgin seconded to approve the minutes of the Special Board Meeting Minutes dated February 3, 2020. Passed -5/0

Joel Janetski moved and George Martin seconded to approve the Regular Board Meeting Minutes dated February 13, 2020. Passed - 5/0

Membership Report: Joel Janetski

Robert & Debbie Paulson purchased lot 40 Hemlock Dr from RDRC Properties LLC
John & Carol Jardine purchased 61 Saddle Dr from Chris & Satomi Mackay
Joshua & Darbie Beadle purchased 150 Maxwell & lot 32 Maxwell from Grant Spicer
Thomas Rice purchased lot 29-4 S Palmer from Maurice & Judith Sheridan
Sam & Marilyn Melton purchased 411 Ridge Dr from Joel & Janet Gough
Sandra Kish purchased 161 Colman Dr from Christine Mousel

Treasurer's Report: George Martin

As of January 31, 2019

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

COMMENTS:

PAST COMENTS:

* There was an adjustment to the Reserves of \$11.48 in December to correct a balance carryover issue from June 2019.

2020 BALANCE SHEET COMMENTS:

None at this time.

2020 REVENUE AND EXPENSE COMMENTS:

None at this time

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

TREASURER'S REPORT						
As of January 31, 2020						
		Balance Sheet as of January 31, 20120				
Assets	2020	2019		Liabilities and Fund Balances	2020	2019
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 346,820	\$ 127,410		Accounts Payable & Other Liabilities	\$ 28,429	\$ 20,522
Operating Investment-Savings	99,338	82,299		Unearned Income General/Water/Etc.	82,380	77,884
Petty Cash (2 accounts)	391	*Cmbnd w/Checking		Unearned Income Reserve Assment		14,774
Reserves - General, Water & Marina	1,007,506	990,400		Unearned Income Marina Wait List	1,900	2,200
Routine Reserve Assessment	83,114	15,930		Total Current Liabilities	112,709	115,380
Total Cash & Equivalents	\$ 1,537,169	1,216,039				
Net Accounts Receivable	\$ 22,078	284		FUND BALANCES:		
Total Net Fixed Assets	1,804,075	1,779,253		Fund Balances (Combined)	3,098,658	2,761,054
Total Prepaid & Other Assets	25,850	27,328		Modified Cash Basis Income	177,806	140,321
TOTAL ASSETS	\$ 3,389,173	\$3,022,904		TOTAL LIABILITIES & FUND BALANCE	\$3,389,173	\$ 3,016,755

Summary Revenue and Expense Statements for the periods ended January 31, 2020 and 2019 (Modified Cash Basis)									
2020 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2020 YTD	2019 YTD	Variance	%
General					General				
General Assessment	\$ 79,944	\$ 26,621	53,322	200%	General Assessment	\$ 79,944	\$ 76,792	3,152	4%
Revenue - All Other Sources	887	883.36	4	0%	Revenue - All Other Sources	887	2,137	(1,250)	-58%
Total General Revenue	80,831	27,504.61	53,326		Total General Revenue	80,831	78,929	1,902	2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	14,055	14,094	39	0%	Salaries, Benefits, PR Tax	14,055	12,708	1,347	11%
Repairs & Maintenance	313	1,108	796	72%	Repairs & Maintenance	313	22	291	1322%
Contracted Services	4,981	4,303	(678)	-16%	Contracted Services	4,981	1,648	3,333	202%
Insurance	1,882	1,750	(132)	-8%	Insurance	1,882	1,775	107	6%
Pool Expense+pool utilities	3,590	2,250	-	N/A	Pool Expense, pool utilities	3,590	2,424	1,166	48%
Utilities	1,281	1,038	(244)	-23%	Utilities	1,281	1,325	(44)	-3%
Other Expenses (incl taxes)	8,706	2,292	(6,414)	-280%	Other Expenses (incl taxes)	8,706	838	7,868	939%
Total General Expenses	34,807	26,835	(6,633)		Total General Expenses	34,807	20,740	14,067	68%
General Net Income	\$ 46,024	\$ 669	\$ 45,354	6778%	General Net Income	\$ 46,024	\$ 58,189	(12,165)	-21%
Water					Water				
Revenue - Water Use Fees	\$49,566	\$ 16,461	\$ 33,105	0%	Revenue - Water Use Fees	\$ 49,566	\$ 47,340	2,226	5%
Revenue - All Other Sources	2,669	2,992	(323)	-11%	Revenue - All Other Sources	2,669	2,497	4	7%
Total Water Revenue	52,235	19,453	32,782		Total Water Revenue	52,235	49,837	2,398	5%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	4,629	5,884	1,255	21%	Salaries, Benefits, PR Tax	4,629	4,691	(62)	-1%
Repairs & Maintenance	54	717	663	93%	Repairs & Maintenance	54	102	(48)	-47%
Contracted Services	1,543	2,339	797	34%	Contracted Services	1,543	2,057	(514)	-25%
Insurance	924	900	(24)	-3%	Insurance	924	871	53	6%
Utilities	1,936	1,008	(928)	-92%	Utilities	1,936	1,127	809	72%
Other Expenses (incl taxes)	7,597	2,037	(5,560)	-273%	Other Expenses (incl taxes)	7,597	1,567	6,030	385%
Total Water Expenses	16,682	12,885	(3,797)		Total Water Expenses	16,682	10,415	6,267	
Water Net Income	\$ 35,553	\$ 6,567	\$ 28,985	441%	Water Net Income	\$ 35,553	\$ 39,422	\$ (3,869)	-10%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

Marina					Marina				
Revenue - Moorage/Parking	\$ 57,117	\$ 55,000	\$ 2,117	4%	Revenue - Moorage/Parking	\$ 57,117	\$ 51,690	5,427	10%
Revenue - All Other Sources	10,765	10,900	\$ (135)	-1%	Revenue - All Other Sources	10,765	10,090	675	7%
Total Marina Revenue	67,882	65,900	1,982		Total Marina Revenue	67,882	61,780	6,102	10%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	1,339	1,608	269	17%	Salaries, Benefits, PR Tax	1,339	1,312	27	2%
Repairs & Maintenance	293	156	(137)	-88%	Repairs & Maintenance	293	641	(348)	-54%
Contracted Services	460	598	139	23%	Contracted Services	460	465	(5)	-1%
Insurance	670	600	(70)	-12%	Insurance	670	635	35	6%
Utilities	1,092	750	(342)	-46%	Utilities	1,092	341	751	220%
Other Expenses (incl taxes)	340	1,163	824	71%	Other Expenses (incl taxes)	340	127	213	167%
Total Marina Expenses	4,194	4,876	682		Total Marina Expenses	4,194	3,521	673	19%
Marina Net Income	\$ 63,688	\$ 61,024	\$ 2,664	4%	Marina Net Income	\$ 63,688	\$ 58,259	\$ 5,429	9%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	32,486	10,684	21,803	204%	Routine Reserve Revenue	32,486	31,776	710	2%
Bad Debts, Recoveries, Misc.	-	-	-		Bad Debts, Recoveries, Misc.	-	-	-	N/A
Reserve Interest - all	56	-	56		Reserve Interest - all	56	239	(183)	-77%
Net Reserve Income	\$ 32,542	\$ 10,684	\$ 21,858		Net Reserve Income	\$ 32,542	\$ 32,015	\$ 527	2%
Cmbnd Net Income/(Loss)	\$ 177,806	\$ 78,943	\$ 77,059	125%	Cmbnd Net Income/(Loss)	\$ 177,806	\$ 187,885	\$ (10,079)	-5%

Manager's Report: Pat Rooney

March 2020

I wanted to take this opportunity to remind all members about the speed limit. It is **20 MPH**. Now that spring is almost here, it signals greater acceleration for some members and residents in the community. *Watch out for pedestrians and our furry friends*. About our furry friends, a reminder to pick up your pet's poo!

I also wanted to commend those brave souls that drop the top on their convertibles when the temperature is under 50 degrees and threatening rain. That's true spring spirit!

Another reminder is about signage. Business advertising signage is not permitted. Please read Policy PP06.

It's time for owners to work on removal of noxious weeds from your lots. This includes scotch broom and poison hemlock. *Do not cut them!* They must be removed including the root.

Administration

1. We are preparing authorization letters to be mailed to members for the lot mowing program.
2. We have installed two new computers at the office with battery backups systems.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

3. Members that have signed up for credit card payments of assessments or ACH in 2019 are reminded they need to change the amount withdrawn whenever there is a change to the assessment amount. This cannot be done by the association or service provider.
4. The Board of Trustees is evaluating the possibility of selling a lot it received in 2005 by quit claim deed.

Maintenance

1. Our dehumidification system continues to be an ongoing problem. It works intermittently. We are in contact with the manufacturer and working through their process to get assistance on this problem. In the meantime we are using portable dehumidifiers in conjunction with the main system to make sure no damage takes place to the building.
2. The replacement heat pump for the pool is on order and should arrive in a couple of weeks from the manufacturer in Florida.
3. A new sign indicating "NO Turnaround" has been installed at the entrance to Huckleberry.
4. All our new tractor parts have been installed. Good job Donnie!
5. Aimee Garrett, our seasonal assistant grounds employee has started. She will be working a total of 800 hours this year.

Complaints & Reports

1. An owner complained about receiving a private email invitation to an event for a political candidate.
2. Violation Notices have been sent to owners with business advertising signage on their property
3. Several owners engaged in an argument over lighting in the fitness room
4. A hedge violation was remedied in the Village.
5. A complaint by phone was received by the manager from a lot owner about another owner's conduct when their agent was showing the lot.

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

Information Items: An educational memo from our attorney was distributed to the trustees regarding how a Board "Works Remotely"

Member participation:

Robin Scherting spoke up for fitness room users who do yoga and floor exercise. Their comfort should also be considered in any changes to the environment of the fitness room.

Ben Fellows asked about the new entrance signs. He recommended the lettering be reflective so it could be seen easily at night.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

New Business Action Items:

Motion 1: Ray Pierson moved and George Martin seconded to approve the refund of two clubhouse damage deposits. Passed - 5/0

Motion 2: George Martin moved and Ray Graves seconded to appoint an ad hoc committee to explore the feasibility, including costs, for replacing current mailboxes (in the Colony, Village and Highlands) with CBU units received by the Postal Service. Ray Graves and George Martin will represent the Board. Passed - 5/0

Motion 3: Lad Burgin moved and Joel Janetski seconded to approve the changes to FIN01 and FIN17 as submitted. Passed – 5/0

Motion 4: Ray Graves moved and Lad Burgin seconded to accept a \$2500. donation from the Social Club for the new entry signage. Passed – 5/0

Motion 5: George Martin moved and Joel Janetski seconded to approve the CP03 Marina Usage and CP03b Marina Slip Sublease Agreement Form as revised, having been submitted for public comment and receiving none. Passed – 5/0

Motion 6: Joel Janetski moved and Lad Burgin seconded to approve the changes to CP18 Snow & Ice Policy. Passed – 5/0

Motion 7: Lad Burgin moved and Ray Pierson seconded to approve the purchase of dredging equipment for the amount of \$15,759.44 plus tax. Passed – 5/0

Motion 8: George Martin moved and Lad Burgin seconded to add a rule on Environmental Controls to CP05 with the approval of the Fitness Committee Chair. The language states what has been common practice but not previously part of the rule. Passed – 5/0

Open Board Discussion:

The Trustees will be recruiting members in the absence of a Nominating Committee, for the three upcoming open board seats. They discussed ways to approach the community and engage volunteers to step forward.

George Martin has organized a shredding event, tentatively scheduled for July 25th at the Fire Station. More details to come.

The Board instructed the manager not to pick up the remaining CBU's donated by the Postal Service until we have recommendations from the newly formed ad hoc committee.

Announcements:

- Study Session - April 14, 2020 at 3:00 PM
- Board Meeting –April 16, 2020 at 3:30 PM

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

Adjournment: Lad Burgin moved and Joel Janetski seconded to adjourn the Regular Board Meeting at 4:35 pm. Passed - 5/0

Submitted by:

Approved by:

Joel Janetski, Secretary

Katie Habegger, President

**ENVIRONMENTAL COMMITTEE MINUTES
CAPE GEORGE CLUBHOUSE
Monday, February 10, 2020, 9:15 am**

ATTENDANCE: Varn Brooks, Lori Cameron, Patty Dunmire, Pat Gulick, Katie Habegger, Marta Krissoovich, Norma Lupkes, Dennis McDaniel, Patrick Rooney, Ruth Ross, Robin Scherting, Carol Schlecht, Bob Sullivan, Elaine Sullivan, Gina Webber

I. CALL TO ORDER: Patty Dunmire called the meeting to order at 9:17 am.

II. APPROVAL OF MINUTES: Marta moved and Pat seconded that the minutes from January 2020 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Current balance is \$2720.00, which includes \$50 for the rain garden. (*These are not funds that belong to Cape George Colony Club, Inc.*) Members were reminded that donation checks to the Environmental Committee should be made out to the Cape George Social Club, with environmental committee noted in the subject line, and given to one of the **co-chairs** to deliver to Cassie Reeves who will endorse them.

IV. OLD BUSINESS

- A. Rain Garden Update.** Marta, who is heading up the Cape George Rain Garden (CGRG) Team, met with Bridget Gregg, Master Gardener Coordinator, to discuss questions. A workshop will be held on two consecutive Tuesdays (March 24th & March 31st, from 9 am–4:30 pm) at the CG Clubhouse. It will be open to all CG residents and to local landscape professionals (limit of 40 participants) and will be taught by Erica Guttman, an expert on the topic. Tuition for the workshops is a commitment to give 10 hours volunteer work in local rain gardens, especially the CGRG. March 24 will be a full day of training at the clubhouse, with the morning an introduction to rain gardens and the afternoon focused on how to design a rain garden. The second workshop day will focus on planting the CGRG. For more information and to sign up for the workshop, see attached report from Marta Krissoovich. Marta, Ruth, and Pat Gulick will go to the Jefferson County Conservation District Native Plant Sale Feb 29 to buy plants. Ruth will also donate some of the plants she has ordered. Dennis McDaniel volunteered his van to help transport plants. After the plant list is finalized, we will be asking the community in March for donations of plants or money to help with the project. The environmental committee will also request a Social Club grant to help with plant costs. The committee thanked Marta for all her hard work on the project.
- B. Clean Up of Cape George Road:** Patty contacted Bernie Del Valle, who would like to continue to head up this project. Pat Rooney told us that Donnie can pick up the gathered trash at a number of points on Cape George Rd

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

and take it to the landfill. We hope to have the first 2020 road clean up in the late spring and will put a notice in a later newsletter asking for volunteers.

- C. ***New Printing Service for Peaks Poster and Protection Island Book.*** Bob Sullivan reported that Printery Communications quoted \$290 plus tax for 50 copies of the book and 40 posters. Bob will check next with Coho Printing which has recently opened. Quote from UPS was very high (\$1240)
- D. ***April Meeting:*** The committee is reminded that the meeting on April 13 will be held in the room above the office because of the Granny's Attic Sale.

V. NEW BUSINESS

- A. ***Film Night for March:*** The co-chairs will check with Varn to see if Darrell and Lorna Smith could do a film for March.
- B. ***Native Plant Courses.*** Fayla Schwartz, PhD, a retired college instructor in botany and biology in our community, will be offering her Native Plant ID Class again this spring. The class will be co-sponsored by the Native Plant Society and the Port Townsend Marine Science Center (PTMSC) and will be held at PTMSC (cost \$125). Two one day workshops sponsored by the Native Plant Society (Introduction to Plant Families May 9 taught by Fayla Schwartz [\$20], and Know Your Grasses, taught by Clay Antieau July 17 [\$50]) will also be offered in Port Hadlock. For more information and to register, email Olympic@wnps.org. Registration is also available on Eventbrite.
- C. ***Future Presentations:*** Michael Pilarski, a local expert on permaculture and earth repair, has opened a new public reference library at 10644 Rhody Drive in Port Hadlock in the Ness' Corner Building, containing old and new books covering a wide range of topics: from herbal medicine to climate change, permaculture design to mushroom foraging, native plants to tropical species. The books are available to read inside the building, not for checking out, and the library is open Wednesdays from noon to 8 p.m. and Saturdays from 10 a.m. to 5 p.m. For more information about the library and Pilarski's upcoming workshops, visit friendsofthetrees.net. The committee discussed inviting Michael to give a presentation for us here in CG on permaculture

The meeting was adjourned at 10:15 a.m.

Respectfully submitted by Ruth Ross

Supplemental Report: Cape George Rain Garden (CGRG) 2/10/2020 by Marta Krissovich

RG Site: a 28-32-foot area near street at bottom of Ravine Trail, across from Memorial Beach

WSU RG Team:

Primary Workshop Presenter. Erica Guttman, Rain Garden Expert & Author. She holds a MA in Ecological Restoration with a focus on the Puget Sound Nearshore

From Jefferson County WSU Extension:

Bridget Gregg, Master Gardener Coordinator

Bob Simmons, Assoc. Professor – Water Resources

Cape George Rain Garden Team

Liaison between WSU & Cape George Community: Marta Krissovich, WSU Master Gardener & CG Resident.

Water & Hose:

- March, April, & May rains will hopefully reduce watering needs at first
- Water access is available at street above Memorial Beach and an existing drainpipe runs under the street between the Ravine Trail & the top of Memorial Beach
- Gina & Dow Webber to follow up with Donnie & Pat to see if we can connect to this water access, run a hose through the drainpipe, and what type of hose might be appropriate.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

Mulch: 8.4 cu yards arborist wood chips. Marta notified Donnie. Varn Brooks will F/U.

Excavation: Bob Simmons will guide Donnie, Bob checking with Pat Rooney & Donnie re possible 3-27 excavation. Bob requests a few members of RG Team to attend to take photos.

CGRG Workshop & Planting: 2 Tuesdays, March 24th & March 31st, from 9 am–4:30 pm

- March 24th – held in the Cape George Clubhouse, with a visit to our rain garden site.
 - Morning – The What and Why of Rain Gardens
 - Afternoon – How to Locate & Design Rain Gardens
- March 31st held mostly at the Cape George Rain Garden. Focus: planting our rain garden
 - Starts & ends in the Cape George Clubhouse
 - The rest will be at the Cape George Rain Garden site
- Participants (max 40): open to CG residents and to local landscape professionals.
- Tuition: commitment of 10 hours working in local Rain Gardens, especially the CGRG
- Signup Genius Link: <https://www.signupgenius.com/go/5080e48aca72da1f49-rain>
 - Session Title: **Rain Garden 2-day Advanced Training Workshop 3/24 & 3/31**

1/31/20 members of CGRGn Team met with Bridget Gregg at site. Site likely gets ~6 hrs of sun/day except in winter. Team set following priorities for RG plant selection:

1. Facilitates rain garden's function
2. Relatively low cost
3. Native to our area
4. Low maintenance, *especially after the first 2 years.*

Also important to consider: deer resistant, *especially after first 2 years*, aesthetically pleasing, wildlife friendly (except destructive ones such as deer).

Questions given to Bridget during the meeting with answers from Bridget, Bob & Erica:

Q: What type of soils will we need - native soil from excavation, Screened Sand, Compost, or...?

A: Bob to arrange delivery of appropriate soil and supervise excavation and soil mixing. He too soil sample and found good drainage.

Q: Is the compost from the County Facility appropriate from rain gardens?

A: Bob prefers organic compost and has sourced from Shold in the past but will check prices.

Q: How best to transport soil/sand/compost from sellers?

A: Bob prefers soil and/or compost be delivered by supplier--more efficient and does not cost very much due to the volume he purchases.

Q: How many plants are needed?

A: Bob sent sample plant lists from other local rain gardens: Flemming Garden, (a similar-sized garden), and the Chetzamoka Garden (about 2/3 size of CGRG)

Row Labels	Chetzamoka	Flemming
4"	70	240
1-gal	95	153
Quart	2	53
2-gal	1	9
1-gal		13
5-gal		3
3-gal	8	1
Plug	200	
(blank)	3	
Grand Total	379	472

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

Q: What type of assistance can WSU provide with plant selection & garden design?

A: Erica Guttman will visit site & give plant recommendations and help with design. We will also start pricing plants now to get realistic idea of what we can afford

Ideas so far on how & where to obtain plants per the WSU and the CG RG Teams

- **Bridget Gregg to pursue local plant brokerage business to see if we can buy plants wholesale.** They primarily carry ornamentals but have a small line of native plants.
- **Ask CG residents in next newsletter to donate plants or cash for plants.** RG Team could help **with** digging up or dividing plants.
- **Order from the Kitsap County Conservation District Native Plant Sale ASAP Last Day to Order Feb 29th, 2020** - stock will be limited and perhaps sold out. **Plant pick-up dates:** Friday, March 13, 2020: 1 pm to 6 pm and Saturday, March 14, 2020: 9 am to 1 pm Kitsap County Fairgrounds, Sheep Barn. Dennis McDaniel may be able to help w/ his van

March 3, 2020

Marina Committee Meeting

Meeting came to order at 11:10 in the clubhouse. Marty Bluewater, Ben Fellows, Lad Burgin, Paul Serafin, Brian Ritchie, Richard Keller, Tom Cawrse, Stewart Pugh were present.

Ben reported that good progress is being made on dock maintenance. Deteriorated deck board and defective bolts have been replaced on the north docks. Similar work on the south docks is well underway.

The Social Club has purchased 10 PVC clad picnic tables with separate benches and requested our help in assembly. We got started on these this morning.

The estate of Dean Shinn has donated a sailboat in need of serious cleaning to the marina. It has been accepted for the purpose of selling it at the April 27 marina sale. Marty made a good start on pressure washing this morning.

Ben reviewed recommendations to the Marian Reserves Plan which is to be included in a March 2020 update. A motion was made, seconded and unanimously passed to recommend the attached revisions for Board consideration.

Plans for the Partial Marina Dredging with a Piranha Dredge were briefly discussed. The tub floats for a new work raft have been delivered and the Piranha Dredge system will be ordered soon. Our current permits allow actual in-water work to begin June 10.

Meeting adjourned at 11:55.

Attachments Marina reserve recommendation spreadsheet

Word document with supporting information

Ben Fellows

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

Marina reserve update recommendation

March 4, 2020

2.6.1 Concrete launch ramp is presently in good condition. No realistic life estimates. In-water concrete work no longer permitted. Most likely will have to install precast slab positioned by crane.

2.6.3 Re-graveling of roadway is not cost effective. Asphalt paving is recommended.

3.9.1-3 Existing creosoted piling are judged to be in serviceable condition. Jacketing to exclude oxygen to stop marine borers is advised as the best way to prolong useful life. The degree to which the pile life might be extended has not been quantified.

3.9.4-6 The current docks of CCA treated wood were built in the early to mid 1990s and will soon be 30+ years old. By the mid 2020s, the expense and labor to maintain them will exceed our volunteer efforts. Aluminum frame docks with grated decks are recommended. Commercial installed cost is estimated at \$75/sqft or \$750,000. If commercial aluminum framing were completed and installed by CG volunteers the cost is estimated to be about \$500-550,000. Aluminum frame dock life is estimated at greater than 50 years. ACZA treated dock would cost about 10-15% less and might last 35 years. Grated decks will be required in either case. The above costs are based on verbal and written budgetary information from a variety of suppliers.

BTF

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

#	COMPONENT NAME 3/2/2020 btf	Proj \$	MAIN T. CYCLE	NEXT MAINT	2019	2020
2.6.1	Concrete Boat Ramp - Replace		30	2030		
2.6.2	Gravel - Replace	\$25,000	5	2025		
3.9.1	wood pile jacketing, phase 1, 5 jackets	\$12,000	30	2022	pending permit	
3.9.2	wood pile jacketing, phase 2 10 jackets	\$23,000		2023		
3.9.3	wood pile jacketing phase 3 15 jackets	\$29,000		2024		
3.9.4	Dock replacement, phase 1	\$750,000	40	2026	new permit	
3.9.5A	Dock replacement, phase 2			2027		
3.9.5B	Dock replacement, phase 3			2028		
3.9.6	Dock replacement, phase 4			2029		
3.10.1	Wood Pilings - Replace/Major Repairs	\$155,000	30	2050	new piling/cont ractor	
3.10.2	North Gangway - Replace		35	2030		
3.10.3	South Gangway - Replace		35	2035		
3.10.4	Helix Mooring Buoy anchors	\$2,000	10	2025		
3.10.5	Helix Mooring Buoy anchor	\$2,000	10	2025		
3.11.1	Basin - Complete Dredging	\$91,000	?	2045		
3.11.2	Basin - Partial Dredging	\$30,000	20	2020-21		\$30,000
3.11.3	North Sea Wall - Replace		50	46		
3.11.4	South Sea Wall - Replace		50	46		
6.1.1	Cleaning Station - Replace		25	20		
6.1.2	Wood Deck elevated, north and south	\$6,000	20	2025		
16.3.1	Electrical System - Contingency	\$20,000	20	20380		
15.5.1	Marina Water Supply System - Contingency	\$3,000	20	2039		
	Comments					
2.6.1	Currently in good shape. Replacement will require precast slabs, no action date or cost estimated					
2.6.2	recommend asphalt paving of roadway					
3.9.1-3	Pile jacketing recommended for prolonged life					
3.9.4-6	new aluminum frame docks w/frp grate, reuse existing tub floats					

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
March 12, 2020
3:30 PM

Cape George Water Advisory Committee Meeting Report - March 3, 2020

The meeting was held at 4 PM at the office. Present: CG Manager Patrick Rooney, Richard Hilfer, Water Manager Jose Escalera, Stewart Pugh, Thad Bickling and Carl Berger.

The Highland new booster pumps have been ordered and should be delivered in about two weeks. The electrician will be contacted to coordinate the work after pump delivery. The Water Manager anticipates one existing pump would be disconnected and replaced by April. Following the completion of that work, the second pump would be replaced. (After the meeting, it was learned the pumps may not arrive until April).

The Committee reviewed some upcoming projects in preparation for the 2020 reserve study. In the current reserve study, the water filter system media is scheduled for replacement in 2021 at a cost of \$13,970. It was decided that work should be moved back to 2025. Pump #6 is scheduled for replacement in 2023 at a cost of \$18,610. The Committee questioned whether the cost was likely to be higher. Further research into this cost will be done.

The Committee then discussed whether all the reserve components in the existing study should be reviewed to determine whether the projected costs are realistic and whether any components should be added for the 2020 study. This review should be completed in the next 45 days. Carl Berger and the Water Manager will do some research into these issues.

The Washington Department of Health has confirmed the acceptance of our conversion to a small non-expanding water system. This will result in a substantial cost saving for Cape George.

The Water Manager will be reviewing the monthly data for the water efficiency study.

Water reading for February indicated 21 leaks (about normal), 149 users less than 30 gal/day, 545 connections and average usage 73 gal/day.

The next meeting will be Tuesday, April 7 at 4 PM at the office.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
 April 16, 2020
 3:30 PM via Zoom

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

Welcome

Thank you to Lad Burgin for setting up our virtual meetings this month.

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

Action on Minutes: Joel Janetski moved and Lad Burgin seconded to approve the minutes of the Regular Board Meeting dated March 12, 2020. Passed -6/0

Membership Report: Joel Janetski

Richard Peel & Moira Dossi purchased 192 Victoria Loop from James Birdsall

Blair Pruitt & Amanda Jones purchased 141 Victoria Loop from Chuck & Joan Hommel

Drue Hartwell purchased 114 Colman Dr from Christine Mousel

Harold & Jane Hayward purchased lot 11-3 S Rhododendron from Mike & Patricia Caldwell

Treasurer's Report: George Martin

As of February 29, 2019

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

COMMENTS: Total expenses are listed for General, Water, Marina and Reserves as the subcategory amounts were not available to be included, as denoted by the *. The Bank of America Visa will be attached to the Community Financials Report as another bank account.

PAST COMENTS: There was an adjustment to the Reserves of \$11.48 in December to correct a balance carryover issue from June 2019.

TREASURER'S REPORT						
As of February 29, 2020						
		Balance Sheet as of February 29, 20120				
Assets	2020	2019		Liabilities and Fund Balances	2020	2019
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 326,403	\$ 249,073		Accounts Payable & Other Liabilities	\$ 25,086	\$ 9,754
Operating Investment-Savings	99,338	82,365		Unearned Income General/Water/Etc.	88,929	76,516
Petty Cash	391	300		Unearned Income Reserve Assment		19,032
Reserves - General, Water & Marina	1,007,522	983,112		Unearned Income Marina Wait List	1,900	2,200
Routine Reserve Assessment	85,484	51,702		Total Current Liabilities	115,915	107,502
Total Cash & Equivalents	\$ 1,519,139	1,366,552				
Net Accounts Receivable	\$ 4,308	2,757		FUND BALANCES:		
Total Net Fixed Assets	1,809,934	1,780,523		Fund Balances (Combined)	3,098,658	2,900,649
Total Prepaid & Other Assets	22,793	16,524		Modified Cash Basis Income	141,601	158,204
TOTAL ASSETS	\$ 3,356,173	\$3,166,356		TOTAL LIABILITIES & FUND BALANCE	\$3,356,173	\$ 3,166,355

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
 April 16, 2020
 3:30 PM via Zoom

Summary Revenue and Expense Statements for the periods ended February 29, 2020 and 2019 (Modified Cash Basis)									
	2020 Year to Date					COMPARATIVE			
	Actual	Budget	Variance	%		2020 YTD	2019 YTD	Variance	%
General					General				
General Assessment	\$ 79,944	\$ 53,243	26,701	50%	General Assessment	\$ 79,944	\$ 76,792	3,152	4%
Revenue - All Other Sources	2,403	1,766.72	636	36%	Revenue - All Other Sources	2,403	2,793	(390)	-14%
Total General Revenue	82,347	55,009.22	27,337		Total General Revenue	82,347	79,585	2,762	3%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	25,993	28,188	2,195	8%	Salaries, Benefits, PR Tax	25,993	*	* Data Not Available	
Repairs & Maintenance	935	2,217	1,281	58%	Repairs & Maintenance	935	*		
Contracted Services	9,736	8,606	(1,130)	-13%	Contracted Services	9,736	*		
Insurance	3,764	3,500	(264)	-8%	Insurance	3,764	*		
Pool Expense+pool utilities	6,337	4,500	-	N/A	Pool Expense, pool utilities	6,337	*		
Utilities	2,477	2,075	(402)	-19%	Utilities	2,477	*		
Other Expenses (incl taxes)	10,941	4,583	(6,357)	-139%	Other Expenses (incl taxes)	10,941	*		
Total General Expenses	60,182	53,670	(4,677)		Total General Expenses	60,182	42,073	18,109	43%
General Net Income	\$ 22,164	\$ 1,339	\$ 20,825	1555%	General Net Income	\$ 22,164	\$ 37,512	(15,348)	-41%
Water					Water				
Revenue - Water Use Fees	\$49,566	\$ 32,922	\$ 16,644	0%	Revenue - Water Use Fees	\$ 49,566	\$ 47,340	2,226	5%
Revenue - All Other Sources	2,669	3,483	(814)	-23%	Revenue - All Other Sources	2,669	5,905	4	-55%
Total Water Revenue	52,235	36,405	15,830		Total Water Revenue	52,235	53,245	(1,010)	-2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	10,707	11,768	1,060	9%	Salaries, Benefits, PR Tax	10,707	*	* Data Not Available	
Repairs & Maintenance	470	1,433	964	67%	Repairs & Maintenance	470	*		
Contracted Services	4,927	4,678	(248)	-5%	Contracted Services	4,927	*		
Insurance	1,848	1,800	(48)	-3%	Insurance	1,848	*		
Utilities	2,795	2,017	(778)	-39%	Utilities	2,795	*		
Other Expenses (incl taxes)	4,417	4,975	558	11%	Other Expenses (incl taxes)	4,417	*		
Total Water Expenses	25,163	26,671	1,508		Total Water Expenses	25,163	24,429	734	
Water Net Income	\$ 27,072	\$ 9,735	\$ 17,337	178%	Water Net Income	\$ 27,072	\$ 28,816	\$ (1,744)	-6%
Marina					Marina				
Revenue - Moorage/Parking	\$ 58,811	\$ 55,000	\$ 3,811	7%	Revenue - Moorage/Parking	\$ 58,811	\$ 56,810	2,001	4%
Revenue - All Other Sources	11,037	10,900	\$ 137	1%	Revenue - All Other Sources	11,037	11,294	(257)	-2%
Total Marina Revenue	69,848	65,900	3,948		Total Marina Revenue	69,848	68,104	1,744	3%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	3,046	1,608	(1,437)	-89%	Salaries, Benefits, PR Tax	3,046	*	* Data Not Available	
Repairs & Maintenance	804	156	(648)	-416%	Repairs & Maintenance	804	*		
Contracted Services	1,275	598	(676)	-113%	Contracted Services	1,275	*		
Insurance	1,340	600	(740)	-123%	Insurance	1,340	*		
Utilities	1,960	750	(1,210)	-161%	Utilities	1,960	*		
Other Expenses (incl taxes)	1,619	1,163	(456)	-39%	Other Expenses (incl taxes)	1,619	*		
Total Marina Expenses	10,043	4,876	(5,167)		Total Marina Expenses	10,043	8,525	1,518	18%
Marina Net Income	\$ 59,805	\$ 61,024	\$ (1,219)	-2%	Marina Net Income	\$ 59,805	\$ 59,579	\$ 226	0%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	32,486	21,367	11,119	52%	Routine Reserve Revenue	32,486	*	* Data Not Available	
Bad Debts, Recoveries, Misc.	-	-	-		Bad Debts, Recoveries, Misc.	-	*		
Reserve Interest - all	73	-	73		Reserve Interest - all	73	*		
Net Reserve Income	\$ 32,559	\$ 21,367	\$ 11,192		Net Reserve Income	\$ 32,559	\$ 32,297	\$ 262	1%
Cmbnd Net Income/(Loss)	\$ 141,601	\$ 93,464	\$ 37,016	52%	Cmbnd Net Income/(Loss)	\$ 141,601	\$ 158,204	\$ (16,603)	-10%

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 16, 2020
3:30 PM via Zoom

Manager's Report: Pat Rooney April 2020

It is clear and obvious to all of us the world seemed to change almost overnight. We had to start thinking in totally different ways. By the Governor's order we had to shut down amenities at Cape George. That was just the beginning. The Board will for the first time do meetings via Zoom (a platform that allows internet audio/visual connection like Skype) to comply with social distancing and no group requirements. We do the overwhelming amount of work via our computers.

Overall, we are doing a great job of keeping good distance and staying home as much as possible. We appreciate owners respecting the fact we had to close the office to visitors. We are available by phone and internet.

Administration

1. Quarterly statements for owners with zero balances prior to April 1, 2020 were left out of the statement run and had to be sent after the issue was discovered. All owners should have their statements by now.
2. The Board of Trustees approved waiver of late fees and interest on any owner accounts that are delinquent during April and May.

Maintenance

1. One of two pool heaters was replaced and ready to go into service after the Governor and Board of Trustees lifts the mandatory pool closures in the State.
2. New signage related to the west end of Ridge Drive and Huckleberry concerning no turnarounds have been added.
3. The pool dehumidifier still needs repair, but it cannot be done at this time due to State restrictions on non-essential work.
4. There is a delay in the bid administration of some reserve projects while vendors are idle due to the Covid – 19 regulations. Delays may cause some projects to be deferred to 2021.
5. AS rats nest caused a horrific smell under the manager's office requiring the floor insulation to be removed. New insulation cannot be installed until after the State Covid-19 regulations are lifted. A hard foam will be the replacement insulation.

Complaints & Reports

1. An owner complained about livestock in the Colony
2. An owner has requested the approval to install a chicken coop in the Village
3. An owner complained about a tree being removed by a neighbor
4. A complaint about a car driving late at night in the Colony was reported. It was determined to be a newspaper delivery service.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental, Rain Garden and Mailbox committees. The reports are attached to these minutes and incorporated by reference.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 16, 2020
3:30 PM via Zoom

Information Items: None

Member participation: Diane Tamblyn asked if we could hold a blood drive at the clubhouse. Board members encouraged her to pursue information on how to organize this for our community.

New Business Action Items:

Motion 1: George Martin moved and Lad Burgin seconded to approve the disconnecting of the water service to Lot 62-3 Ridge Drive in the Village per the owner's request thus terminating the water assessment for that lot until such time as the water service is restored. Passed-6/0

Motion 2: Rich Hilfer moved and Ray Pierson seconded to authorize the Manager to issue Clubhouse refunds for cancellations during the Governor's pandemic proclamation. Passed-6/0

Motion 3: Lad Burgin moved and George Martin seconded to approve three Adjustment Due Date letters as submitted at the Study Session dated April 14, 2020. Passed-6/0

Motion 4 Rich Hilfer moved and Lad Burgin seconded to approve transfer of funds Resolution 20-002 from Reserves to Operating Account in the amount of \$29,040.10. Passed-6/0

Motion 5: Ray Graves moved and George Martin seconded to approve the transfer of funds Resolution 20-003 from Reserves to Operating Account in the amount of \$17,631.50. Passed-6/0

Motion 6: Joel Janetski moved and Ray Pierson seconded that the Board of Trustees ratify Resolution #20-001 regarding Board actions taken in response to the COVID-19 pandemic, as detailed in the April 14th Study Session packet. Passed 6/0

Motion 7: Ray Graves moved and Lad Burgin seconded to approve the changes to FIN11. Passed-6/0

Motion 8: Ray Graves moved and Lad Burgin seconded to approve the changes to MIS01. Passed-6/0

Motion 9: George Martin moved and Lad Burgin seconded to approve the modification to CP05 (17. Environmental Controls) as submitted by the Fitness Committee with the following changes: Passed-6/0

17. Environmental Controls -*In order to change lighting or ventilation, a user must first ask all other users present if they agree to the change. With affirmation from a majority of users, the user may make the change.*

Motion 10: Ray Graves moved and George Martin seconded to approve the contract with the Real Estate Broker to list and sell lot 5-3 on Vancouver Dr for \$45,000. Passed-6/0

Motion 11: George Martin moved and Lad Burgin seconded to approve the closure of the Bank of America credit card and authorize a new Chase credit card through our JP Morgan Chase Account. The credit limit would be raised to \$5000 and three cards issued with the following limits, Manager - \$3000, Office Administrator - \$1000 and Maintenance Lead - \$1000. Passed-6/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 16, 2020
3:30 PM via Zoom

Open Board Discussion:

Ray Pierson asked about the status of the older Earthworks and Building permits still showing on the website. Follow-up is needed.

Announcements:

- Study Session – May 12, 2020 at 3:00 PM
- Board Meeting – May 14, 2020 at 3:30 PM

Adjournment: Lad Burgin moved and George Martin seconded to adjourn the Regular Board Meeting at 4:11 pm.
Passed - 6/0

Submitted by:

Approved by:

Joel Janetski, Secretary

Katie Habegger, President

Committee reports:

**ENVIRONMENTAL COMMITTEE MINUTES
CAPE GEORGE CLUBHOUSE
Monday, March 9, 2020, 9:15 am**

ATTENDANCE: Elaine Branscome, Varn Brooks, Patty Dunmire, Sue Dunning, Sue Gee, Katie Habegger, Marta Krissoich, Dennis McDaniel, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz, Bob Sullivan, Elaine Sullivan

I. CALL TO ORDER: Patty Dunmire called the meeting to order at 9:20 am.

II. APPROVAL OF MINUTES: Varn moved and Robin seconded that the minutes from February 2020 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Current balance is \$2720.00. (*These are not funds that belong to Cape George Colony Club, Inc.*)

IV. OLD BUSINESS

- A. Rain Garden Update.** Marta presented a report updating the committee. The workshop to train community members and local landscape gardeners is scheduled for March 24 and March 31. Tuition is a commitment to spend 10 hours working in local rain gardens, especially the Cape George rain garden. Excavation by Donnie is scheduled for March 27-28 with planting to occur on March 31 during the second day of the workshop. Donnie met with Bob to discuss channeling water from Coleman to the rain garden, since that is a particular area of

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

April 16, 2020
3:30 PM via Zoom

concern for run-off. Bob is purchasing rock and compost from the grant. Fencing has been donated by Eileen Branscome and Ted Mills. Need to confirm pipe cutter available in shop. Cardboard is needed. Post office has clean cardboard available. Dennis McDaniel with follow-up with the post office, and Steve McDevitt will store the cardboard. Wood chips are available at the barn. Will need hose, drip line, timer, etc. Ruth reminded Marta that we will need parking passes for the outside attendees. Kitty has some and we may need to request more depending on the numbers. *[Addendum: The workshop to train community members and local landscape gardeners has been rescheduled for Tuesdays, June 23 and June 30. Tuition is a commitment to spend 10 hours working in local rain gardens, especially the Cape George rain garden. Excavation by Donnie is scheduled for June 24 & 25 with planting to occur on June 30 during the second day of the workshop. Report from Marta is attached for information. Arrangements are being made to hold the purchased plants in pots until they can be put in.]*

- B. New Printing Service for Peaks Poster and Protection Island Book.** Bob Sullivan reported quotes from 3 printers. The best quote came from Printery Communications (\$178 for 50 books and \$112 for 40 posters for a total of \$290 + tax). Elaine moved and Kitty seconded that we go with Printery Communications, and the motion passed unanimously. The committee thanked Bob for investigating. He will make the order and Cassie will be asked to provide a check. We have about 10 of each available currently.
- C. Film Nights:** March 24 film on owls with Lorna Smith had been planned. Kitty moved we cancel due to COVID-19 and Marta seconded. The motion passed unanimously.
- D. Tom Jay Plaque.** Kitty has obtained a price for a 6 x 4 plaque that would fit on the post on the bell stand. The plaque is vinyl, UV stable and weather protected with the information printed on 3 lines. Cost \$20 + tax. Kitty moved and Eileen seconded that Kitty order the plaque and the motion was approved unanimously.
- E. April Meeting:** The committee is reminded that the meeting on April 13 will be held in the room above the office because of the Granny's Attic Sale. *[Addendum: The Granny's Attic Sale has been cancelled and the committee is cancelling the April meeting in accordance with guidelines not to hold meetings with more than 10 people.]*

V. NEW BUSINESS

- A. Tree-cutting information from PUD:** Pat Rooney reported that the county commissioners are making a change in policy concerning PUD cutting of trees in their rights of way. They will no longer top trees but will completely remove small trees (8 in diameter and smaller) that will interfere with power transmission lines. Pat will put a notice with the highlights in the newsletter. The full notice will be available to community members in the office.
- B. Recognizing Community Members Who Help with a Shout Out.** Patty suggested we recognize Donnie and Amy for the work they do for the CG environment. She also suggested that the committee consider recognizing people who do environmental work in the community in some way, which the committee will consider.
- C. Wildflowers in the community.** A photo/article will be placed in the newsletter asking members not to pick wildflowers in the public areas.
- D. Spring work party.** The committee will discuss need for work party at the clubhouse later in the spring.
[Addendum: because of COVID-19, large gatherings of all kinds are being put on hold]

The meeting was adjourned at 10:15 a.m.

Respectfully submitted by Ruth Ross

Cape George Rain Garden (CGRG) Update, submitted by Marta Krissovich on 3/19/2020

Rain Garden (RG) Team – related names are in **red** in text below, **bolded** denotes ongoing task responsibility:
Primary Workshop Presenter: Erica Guttman, Rain Garden Expert, Author, MA Ecological Restoration - Puget Sound Nearshore focus
From Jefferson County WSU Extension: Bridget Gregg, Master Gardener Coordinator & Bob Simmons, Assoc. Prof.- Water Resources
Liaison between WSU & Cape George Community: Marta Krissovich, WSU Master Gardener & CG Resident.
Cape George Rain Garden Team: Eileen Branscome, Varn Brooks, Lori Cameron, Patty Dunmire, Pat Gulick, Steve McDevitt, Dennis McDaniel, Ruth Ross, Fayla Schwartz, Elaine & Bob Sullivan, & Gina (& Dow) Webber

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 16, 2020
3:30 PM via Zoom

Main Project Goals: 1. Reduce stormwater to Discovery Bay. 2. Build local rain garden design & installation capacity.

Location: CG Colony, across from Memorial Beach, area near street between lower ravine trail & blackberry filled gully

Size: 25 x 25ft w/ a 3 ft wide berm around 3 sides and a 1.5 ft. wide, wood-chip-covered path outside the berm.

Plants – RG Designed by Erica Guttman. Plant list constructed by Erica & Bridget in consultation with the CGRG Team. Donations were requested from community in the CG Newsletter & Flyers posted on CG bulletin boards:

Acquired so far – all temporarily potted or hilled by Ruth, Patty & Marta. Being cared for by Marta:

Purchased by Ruth Ross CGC w/ personal funds – all bare root: 2 Ocean Spray, 10 Mock Orange, 10 Tall Oregon Grape, 4 Red Flowering Currant. Also 5 Oregon Grape Nervosa that may not be used in RG.

Donation from Lee Davis CG Highlands: 5 bare root Mock Orange.

Offered so far: Varn &/or Fayla and, if indicated, Erica will check these plants for appropriateness and notify owners.

From Virginia Jennings CG Village – Oregon Grape plus other natives

Eileen B.: can donate a plant, likely a sedge.

Other Plants: to be purchased wholesale by Bridget & Erica with \$1200 Environmental Committee Grant.

Vendor(s) will deliver plants to Erica for care. Delivery covered by a \$400 Marine Resource Committee grant.

Excavation – scheduled for June 24 & 25, 2020. To be done by Donnie under guidance of Bob Simmons. Includes:

- 1). Digging native soil out of RG site
- 2). Removing grass under berm & pathway
- 3). Altering directing hill so more stormwater runs from lower Colman Dr. to the RG site.
- 4). May also include placing cardboard under berm & pathway areas, building berm & laying wood chips on path.

- Bob plans to use 1/2 of the excavated native soil in our RG & berm then dispose of the rest in the gully behind the RG. Per Varn, gully was left when lower Ravine Trail was filled in so OK to add soil to it. Blackberry problem not addressed.

- A few CGRG Team volunteers should attend to learn about & document process w/ photos and to place cardboard.

OTHER NEEDS

2" Drain Rock to line bottom of RG: No donations offered. Bob S. may be able to purchase from Jefferson MRC grant.

Compost will be mixed with native soil at RG (50% native & 50% compost). Bob S. will purchase with CG Board grant.

Cardboard - 75' long x 4.5' wide (under berm & path around 3 sides of RG) x 2-3 layers = ~ 500 sq ft., mostly acquired.

Other sources: Post Office, Yesterday's Tractors on Sims & Cnty. Recycle Station. Steve M. is storing. Dennis will F/U.

Mulch: 7.0 cu. yd. of Arborist Wood Chips (6.0 for RG & 1.0 for Path). Varn Brooks & Donnie to ensure 6/25 availability.

Water to RG – NOTE: The move to a late June planting will require more garden monitoring more watering.

Report from Gina & Dow Webber - Drainpipe from RG to upper Memorial Park (uMP) appears open & water from MP:

- Grate over pipe on RG side of road lifts off. They put a call into Donnie for help with grate at other side.
- The pipe under road is 10-12 inch diam.. They believe its open enough to run a hose or tubing through.
- The water pipe at uMP is a 2-inch fire pipe so they suggest we use the water faucet down the hill toward MP. They will ask Donnie to turn water on to that faucet when we are ready for water to the RG.
- They are donating black plastic tubing & connections (cheaper than hose) to run up from faucet, under road to RG.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 16, 2020
3:30 PM via Zoom

- They collected info. on a drip line and timer that might work for RG & want to pass that task on. [Any Volunteers?](#)

Concrete Edging: No donations so far. Erica suggests wood chips (above) on path & consider replacing w/ stone later.

Deer & Small Animal Fencing – 100' of 6-8 ft. tall plus 20 posts needed for at-least 1-2 years to protect young plants.:

Offer by **Eileen Branscome** CGC: ~50' of 7' high plastic deer fence & several 20 ft. long heavy duty black metal poles

Offer from **Ted Mills** CGC: 100' of 10' high plastic deer fence plus 5-6 black metal poles.

Decisions: We will use all of Eileen's and part of Ted's fence (cut to 7'). **Eileen** will work with **Varn** to cut her posts.

Rain Garden 2-day Advanced Training Workshop - 2 Tuesdays. Moved to June 23rd & June 30th, from 9 am – 4:30 pm
May need to be rescheduled or restructured if required to prevent spread of COVID-19 safety. [Here's the current plan:](#)

- June 23rd –in the Cape George Clubhouse, with a visit to our rain garden site.
Morning – The What & Why of Rain Gardens. Afternoon – How to Locate & Design Rain Gardens
- June 30th - mostly at the Cape George Rain Garden. Focus will be hands on learning and planting our rain garden
 - Beginning & end of day &, perhaps, lunch will be in the Cape George Clubhouse
 - The rest of the day will be at the Cape George Rain Garden site
- Participants (max 40): Open to Cape George Residents (at least 11 interested) and to local landscape professionals.
- Tuition: a commitment to spend 10 hours working in local Rain Gardens, especially the Cape George Rain Garden.
- A Brown Paper Ticket Link will be arranged by **Bridget** & distributed by **Marta** closer to the event.
- Parking passes will be needed for guests. **Kitty** has 8 parking passes. **Marta** will request more for non-CG guests.

If corrections or questions, please contact Marta Krissovich at 360-316-6306 or krissovich@aol.com

MINUTES OF MAILBOX COMMITTEE- April 9, 2020

Introduction: On April 9, 2020 at about 2pm Ray Graves called the Mailbox committee meeting to order. Because of the coronavirus concerns, the meeting was held via SKYPE. Penny Jensen, Mary Rothschild, Brian Ritchie, George Martin, Barbara

Barnhart and Ray Graves were online. Ann Candioto was unable to link in. The presenting issues for the committee, eventually revealed during a lively discussion were:

1. Advise the board on what to do with the fiberglass mailbox banks retrieved by the Manager.
2. Advise the board on a response, if necessary, to the Post Office concerning: {1) lack of organization of the Village and Colony mailboxes- this causes delay to the mail carriers; and (2) the burden to the mail carriers of delivering packages to members' homes.

In addition to those issues, the committee discussed the need to assess the soundness of the Village and Colony mail box structures, the desire to involve Cape George members in the assessment of those structures, the need for expansion of the structures to accommodate build out and the desirability of reminding Members that Cape George continues to be willing to accommodate additional metal banks of multiple mailboxes that members of adjoining same street properties might like to purchase to replace their single mailboxes. Huckleberry's mailbox unit and structure is new and appears to need nothing further. Although not discussed, the needs of Highland members, with their more individualized service, should be assessed.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 16, 2020
3:30 PM via Zoom

In light of the discussion of the foregoing issues, the Committee agreed to make the following recommendations to the Trustees:

1. The retrieved fiberglass mailbox units should not be used or offered to Members for use as mailboxes in the Cape George community. The units should either be returned, or if that is not possible, then the Board should authorize the donation of the units, on a first come, first served basis, to Members for their personal use such as for storage, garden boxes, etc.. If no one wants them, they will need to be disposed of.
2. The specific concerns of the Post Office cannot be addressed until a systematic professional assessment is made of the Colony and Village structures to determine whether the structures may be reasonably repaired or whether they need to be replaced. Committee members and others (see #4, below) will make a cursory review to see if the board might need to authorize hiring a professional carpenter. Any repair or replacement would include the arrangement of the mailboxes to address the needs of the Post Office.
3. Any new construction or a remodel of the structures should allow a reasonable uniform space for each Cape George lot.
4. A notice should be placed in the Newsletter, and repeated for the next few months, seeking volunteers with carpentry skills to assist in the assessment of all existing structures and with any future remodeling or construction of structures.
5. A notice should be placed in the Newsletter, and repeated for the next several months, reminding Members that they may organize same street adjacent neighbors who wish to personally purchase a metal bank of mailboxes. Such purchases should be delayed until the actual dimensions of the available space have been determined by the Committee in connection with the remodeling or reconstruction of the Colony and Village structures and the needs of the Highlands.

The Committee adjourned at about 3:10pm with plans to meet again in a month. Barnhart to prepare Minutes.

¹ Several documents had previously been submitted to the Committee by Barnhart including a survey of existing mailboxes; an estimate of the additional requirements to build out (about 15% more for both the Village and the Colony; Highlands not yet determined); an excerpt from the January and May 2005 Newsletters concerning mailboxes as personal property; and a notation that the mailboxes (note: i.e. structures) are not on the General Reserve Schedule with repair/replacement expense to be paid for from General operations as a maintenance item..

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
May 14, 2020
3:30 PM via Zoom online meeting service

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

Welcome

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

We have received five nominations for three open Board of Trustees positions.

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

Action on Minutes: Joel Janetski moved and Ray Pierson seconded to approve the minutes of the Regular Board Meeting dated April 16, 2020. Passed -6/0

Membership Report: Joel Janetski

Colleen Johnson purchased lot 30 S Rhododendron from Hutchinson Living Trust

Michael Bair & Julie Lanza purchased 230 Ridge from Amos & Melva Pickrell

Treasurer's Report: George Martin

As of March 31, 2019

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

COMMENTS:

At this point Covid-19 does not appear to be affecting our financial situation other than refunds on clubhouse rentals. That may change when next quarter assessments become due.

PAST COMENTS:

* There was an adjustment to the Reserves of \$11.48 in December to correct a balance carryover issue from June 2019. The Bank of America Visa will be attached to the Community Financials Report as another bank account.

2020 BALANCE SHEET COMMENTS:

None at this time.

2020 REVENUE AND EXPENSE COMMENTS:

None at this time.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
May 14, 2020
3:30 PM via Zoom online meeting service

TREASURER'S REPORT
As of March 31, 2020

Balance Sheet as of March 31, 20120					
Assets	2020	2019	Liabilities and Fund Balances	2020	2019
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 268,291	\$ 173,640	Accounts Payable & Other Liabilities	\$ 15,343	\$ 12,686
Operating Investment-Savings	79,349	105,309	Unearned Income General/Water/Etc.	103,518	120,751
Petty Cash	561	300	Unearned Income Reserve Assment		24,072
Reserves - General, Water & Marina	1,024,628	1,019,964	Unearned Income Marina Wait List	1,900	2,050
Routine Reserve Assessment	86,206	55,887	Total Current Liabilities	120,761	159,559
Total Cash & Equivalents	\$ 1,459,035	1,355,100			
Net Accounts Receivable	\$ 2,576	1,196	FUND BALANCES:		
Total Net Fixed Assets	1,845,146	1,784,471	Fund Balances (Combined)	3,098,658	2,899,229
Total Prepaid & Other Assets	19,735	13,221	Modified Cash Basis Income	107,072	119,272
TOTAL ASSETS	\$ 3,326,491	\$ 3,153,988 *	TOTAL LIABILITIES & FUND BALANCE	\$ 3,326,491	\$ 3,178,060 *

* 4/31/19 Treasurer Report

Summary Revenue and Expense Statements for the periods ended March 31, 2020 and 2019 (Modified Cash Basis)

2020 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2020 YTD	2019 YTD	Variance	%
General					General				
General Assessment	\$ 79,944	\$ 79,864	80	0%	General Assessment	\$ 79,944	\$ 76,792	3,152	4%
Revenue - All Other Sources	5,762	2,650	3,112	117%	Revenue - All Other Sources	5,762	4,909	853	17%
Total General Revenue	85,706	82,514	3,192		Total General Revenue	85,706	81,701	4,005	5%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	39,222	42,281	3,059	7%	Salaries, Benefits, PR Tax	39,222	37,731	1,491	4%
Repairs & Maintenance	1,071	3,325	2,254	68%	Repairs & Maintenance	1,071	1,351	(280)	-21%
Contracted Services	13,806	12,909	(896)	-7%	Contracted Services	13,806	7,915	5,891	74%
Insurance	5,646	5,250	(396)	-8%	Insurance	5,646	5,326	320	6%
Pool Expense+pool utilities	7,745	6,750	-	N/A	Pool Expense, pool utilities	7,745	8,495	(750)	-9%
Utilities	3,313	3,113	(200)	-6%	Utilities	3,313	3,484	(171)	-5%
Other Expenses (incl taxes)	15,794	6,875	(8,919)	-130%	Other Expenses (incl taxes)	15,794	4,370	11,424	261%
Total General Expenses	86,596	80,504	(5,098)		Total General Expenses	86,596	68,672	17,924	26%
General Net Income	\$ (891)	\$ 2,010	\$ (2,900)	-144%	General Net Income	\$ (891)	\$ 13,029	(13,920)	-107%

Water					Water				
Revenue - Water Use Fees	\$49,566	\$ 49,383	(183)	0%	Revenue - Water Use Fees	\$ 49,566	\$ 47,370	2,196	5%
Revenue - All Other Sources	4,869	3,975	(894)	22%	Revenue - All Other Sources	4,869	5,905	4	-18%
Total Water Revenue	54,435	53,358	(1,077)		Total Water Revenue	54,435	53,275	1,160	2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	17,107	17,651	545	3%	Salaries, Benefits, PR Tax	17,107	16,493	614	4%
Repairs & Maintenance	2,548	2,150	(398)	-19%	Repairs & Maintenance	2,548	119	2,429	2042%
Contracted Services	6,583	7,018	434	6%	Contracted Services	6,583	6,161	422	7%
Insurance	2,772	2,700	(72)	-3%	Insurance	2,772	2,614	158	6%
Utilities	2,624	3,025	401	13%	Utilities	2,624	2,765	(141)	-5%
Other Expenses (incl taxes)	4,927	7,075	2,148	30%	Other Expenses(incl taxes)	4,927	7,134	(2,208)	-31%
Total Water Expenses	36,560	39,619	3,059		Total Water Expenses	36,560	35,286	1,274	
Water Net Income	\$ 17,875	\$ 13,739	\$ 4,136	30%	Water Net Income	\$ 17,875	\$ 17,989	\$ (114)	-1%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
May 14, 2020
3:30 PM via Zoom online meeting service

Marina					Marina				
Revenue - Moorage/Parking	\$ 60,511	\$ 65,411	\$ (4,900)	-7%	Revenue - Moorage/Parking	\$ 60,511	\$ 57,019	3,492	6%
Revenue - All Other Sources	11,132	13,225	\$ (2,093)	-16%	Revenue - All Other Sources	11,132	11,612	(480)	-4%
Total Marina Revenue	71,643	78,636	(6,993)		Total Marina Revenue	71,643	68,631	3,012	4%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	4,692	4,825	133	3%	Salaries, Benefits, PR Tax	4,692	4,684	8	0%
Repairs & Maintenance	1,139	468	(672)	-144%	Repairs & Maintenance	1,139	1,010	129	13%
Contracted Services	1,402	1,795	393	22%	Contracted Services	1,402	2,371	(969)	-41%
Insurance	2,010	1,800	(210)	-12%	Insurance	2,010	1,906	104	5%
Utilities	2,570	2,250	(320)	-14%	Utilities	2,570	1,967	603	31%
Other Expenses (incl taxes)	2,313	2,940	627	21%	Other Expenses (incl taxes)	2,313	961	1,352	141%
Total Marina Expenses	14,126	14,078	(48)		Total Marina Expenses	14,126	12,919	1,207	9%
Marina Net Income	\$ 57,517	\$ 64,558	\$ (7,041)	-11%	Marina Net Income	\$ 57,517	\$ 55,712	\$ 1,805	3%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	32,486	32,051	435	1%	Routine Reserve Revenue	32,486	31,776	710	2%
Bad Debts, Recoveries, Misc.	-	-	-		Bad Debts, Recoveries, Misc.	-	55	(55)	-100%
Reserve Interest - all	85	-	85		Reserve Interest - all	85	711	(626)	-88%
Net Reserve Income	\$ 32,571	\$ 32,051	\$ 520		Net Reserve Income	\$ 32,571	\$ 32,542	\$ 29	0%
Cmbnd Net Income/(Loss)	\$ 107,072	\$ 112,357	\$ (5,721)	-5%	Cmbnd Net Income/(Loss)	\$ 107,072	\$ 119,272	\$ (12,200)	-10%

Manager's Report: Pat Rooney

Governor Inslee has put in place a 4-phase plan for reopening businesses. What does this mean for Cape George? Phase 1 starts today May 5, 2020 and goes for three weeks. Each of the 4 Phases is for a period of three weeks. Phase 1 has little impact on Cape George. You may be happy to hear car wash facilities will be allowed to open and pet walkers can resume their jobs in Phase 1. Fishing & Hunting is now permitted, and parks are open. Phase 2 starts May 27th and will allow the Sports-court to open with no more than five players at a time. Various vendors can start working. Hair salons will be allowed to open. A valve on the pool dehumidifier needs replacement and be re-programmed before the pool can open during Phase 3. Phase 3 starts on or about June 16th. The Fitness Center and pool can open, restaurants will be able to open with limited capacity. The Board, committees, and groups of 50 or less can meet in-person at the clubhouse. Phase 4 starts about July 7th. This final phase is mostly a green light for business as usual for all of us.

Jefferson County is one of 10 Counties permitted by the Governor to request acceleration of the 4-phase plan due to a very low number of cases and deaths from Covid-19 in comparison to many other Counties in Washington. Assuming the County makes their request, this could expedite the 4-phase plan.

Social distancing, masks, and use of sanitizer and hand washing with greater frequency will be the new norm for all of us. We plan on opening the office for visitors in Phase 2 right after Memorial Day with some restrictions.

Administration

1. The office remains closed to visitors. Please contact us by telephone or Internet. You can drop off documents at the drop box located near the steps to the office.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
May 14, 2020
3:30 PM via Zoom online meeting service

2. The Board of Trustees approved waiver of late fees and interest on any owner accounts that are delinquent during April and May. The Board will discuss an extension at the next Board meeting

Maintenance

1. A proposal for new insulation under the office is needed due to damaged insulation from rodent activity.
2. There is a delay in the bid administration of some reserve projects while vendors are idle due to the Covid – 19 regulations. Delays may cause some projects to be deferred to 2021.
3. A buried backflow preventer valve near Memorial Park will need to be dug up and replaced.
4. Old fluorescent lighting is being replaced in the office, Pool bathrooms and foyer to new LED bulbs
5. New water pumps for the Highlands will likely be installed sometime in June. This will have little to no impact on service.

Complaints & Reports

1. The office received a lighting complaint, a signage complaint, and a lot mowing complaint.
2. A complaint was received regarding livestock in the Colony.
3. A complaint regarding debris left in the right of way was received.
4. Two owners were found in violation of Building Regulations requiring a Cape George Building Permit.

REMINDER: Before you build anything – Get a CGCC Building permit!

Committee Reports: The following committee reports were submitted to the Board of Trustees: None

Information Items: A member letter submitted at Tuesday's Study Session was forwarded to the Environmental Committee co-chairs for consideration.

Member participation: Janet Thearle inquired about the lot for sale on Vancouver owned by Cape George and inquired about converting it to community property, like Cedar Park in the Village. Further investigation will need to be done on the possibilities.

New Business Action Items:

Motion 1: Ray Pierson moved and George Martin seconded to approve the donation of an adult swing set to be installed on club property in the area of the existing swing set. Installation is to include the posts being set in concrete. Passed – 6/0

Motion 2: George Martin moved and Lad Burgin seconded to approve the amended PP01 Livestock and Pet Policy as presented at the Study Session and to take effect 30 calendar days after publication to the community. Passed – 6/0

Motion 3: George Martin moved and Rich Hilfer seconded to approve the amended FIN03 and FIN03b as presented at the Study Session to take effect Jan 1, 2021, after publication to the community. Passed- 5/1

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
May 14, 2020
3:30 PM via Zoom online meeting service

Motion 4: Lad Burgin moved and Joel Janetski seconded to approve the amended FIN06 as presented in the Study Session Packet. Passed – 6/0

Motion 5: Rich Hilfer moved and Ray Pierson seconded to approve the proposed changes to PP06 Sign & Flag Policy. Passed – 6/0

Motion 6: George Martin moved and Ray Pierson seconded to approve the Business Insurance Policy with the current deductibles. Passed – 6/0

Motion 7: George Martin moved and Ray Pierson seconded to approve a member's request for refund of rampage and storage fees, as they will not be returning to Cape George due to the current Covid-19 situation. Passed – 6/0

Open Board Discussion: Katie Habegger presented a member request to borrow a piece of equipment from the fitness room to strengthen up before surgery. The Fitness Committee Chair has not yet given an opinion. More information is requested before answering.

Announcements:

- Study Session -June 9, 2020 at 3:00 PM
- Board Meeting –June 11, 2020 at 3:30 PM

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

Rich Hilfer moved and Lad Burgin seconded to adjourn Executive Session and move to Regular Board Meeting at 4:49 pm. Passed - 6/0

Adjournment: Lad Burgin moved and George Martin seconded to adjourn Regular Board Meeting at 4:50 pm. Passed - 6/0.

Submitted by:

Approved by:

Joel Janetski, Secretary

Katie Habegger, President

Committee reports: None submitted

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2020
3:30 PM via Zoom Online Meeting Service

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

Welcome

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

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

Action on Minutes: Joel Janetski moved and Lad Burgin seconded to approve the minutes of the Regular Board Meeting dated May 14, 2020. Passed -5/0

Membership Report: Joel Janetski

Rialto Aransas Realty Inc purchased 51 Maple Dr from Dean Shinn Estate

Elizabeth Srere purchased 220 Colman from Revive Realty LLC

Andrea Feight purchased 120 Maple Dr from Lorrene Huselton

Treasurer's Report: George Martin

As of April 30, 2019

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next

page. Detailed statements are available on the Cape George website.

COMMENTS:

At this point waiting to see how the current Covid-19 situation will affect next quarter assessment payments.

PAST COMENTS:

*At this point Covid-19 does not appear to be affecting our financial situation other than refunds on clubhouse rentals. That may change when next quarter assessments become due.

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

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2020
3:30 PM via Zoom Online Meeting Service

Summary Revenue and Expense Statements for the periods ended April 30, 2020 and 2019 (Modified Cash Basis)									
2020 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2020 YTD	2019 YTD	Variance	%
General					General				
General Assessment	\$ 159,807	\$ 106,485	53,322	50%	General Assessment	\$ 159,807	\$ 153,584	6,223	4%
Revenue - All Other Sources	8,063	7,367	696	9%	Revenue - All Other Sources	8,063	5,920	2,143	36%
Total General Revenue	167,870	113,852	54,019		Total General Revenue	167,870	159,504	8,366	5%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	51,769	56,375	4,606	8%	Salaries, Benefits, PR Tax	51,769	50,434	1,335	3%
Repairs & Maintenance	2,555	4,433	1,878	42%	Repairs & Maintenance	2,555	1,617	938	58%
Contracted Services	18,508	17,212	(1,295)	-8%	Contracted Services	18,508	11,003	7,505	68%
Insurance	7,528	7,000	(528)	-8%	Insurance	7,528	7,101	427	6%
Pool Expense+pool utilities	10,614	9,000	-	N/A	Pool Expense, pool utilities	10,614	10,383	231	2%
Utilities	4,717	4,150	(567)	-14%	Utilities	4,717	4,665	52	1%
Other Expenses (incl taxes)	16,082	9,517	(6,565)	-69%	Other Expenses (incl taxes)	16,082	4,916	11,166	227%
Total General Expenses	111,772	107,689	(2,470)		Total General Expenses	111,772	90,119	21,653	24%
General Net Income	\$ 56,098	\$ 6,163	\$ 49,935	810%	General Net Income	\$ 56,098	\$ 69,385	(13,287)	-19%
Water					Water				
Revenue - Water Use Fees	\$98,856	\$ 65,844	\$33,012	50%	Revenue - Water Use Fees	\$ 98,856	\$ 94,980	3,876	4%
Revenue - All Other Sources	4,869	4,467	(402)	9%	Revenue - All Other Sources	4,869	7,005	4	-30%
Total Water Revenue	103,725	70,311	32,610		Total Water Revenue	103,725	101,985	1,740	2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	23,699	23,535	(164)	-1%	Salaries, Benefits, PR Tax	23,699	22,879	820	4%
Repairs & Maintenance	2,594	2,867	273	10%	Repairs & Maintenance	2,594	172	2,422	1408%
Contracted Services	9,225	9,357	131	1%	Contracted Services	9,225	7,228	1,997	28%
Insurance	3,696	3,600	(96)	-3%	Insurance	3,696	3,486	210	6%
Utilities	3,470	4,033	563	14%	Utilities	3,470	3,805	(335)	-9%
Other Expenses (incl taxes)	6,619	10,112	3,494	35%	Other Expenses (incl taxes)	6,619	10,462	(3,843)	-37%
Total Water Expenses	49,303	53,504	4,201		Total Water Expenses	49,303	48,032	1,271	
Water Net Income	\$ 54,422	\$ 16,807	\$ 37,615	224%	Water Net Income	\$ 54,422	\$ 53,953	\$ 469	1%
Marina					Marina				
Revenue - Moorage/Parking	\$ 60,511	\$ 65,411	\$ (4,900)	-7%	Revenue - Moorage/Parking	\$ 60,511	\$ 59,679	832	1%
Revenue - All Other Sources	11,235	13,325	\$ (2,090)	-16%	Revenue - All Other Sources	11,235	12,460	(1,225)	-10%
Total Marina Revenue	71,746	78,736	(6,990)		Total Marina Revenue	71,746	72,139	(393)	-1%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	7,861	6,434	(1,427)	-22%	Salaries, Benefits, PR Tax	7,861	6,509	1,352	21%
Repairs & Maintenance	1,189	2,623	1,434	55%	Repairs & Maintenance	1,189	1,044	145	14%
Contracted Services	1,638	2,394	756	32%	Contracted Services	1,638	2,528	(890)	-35%
Insurance	2,681	2,400	(281)	-12%	Insurance	2,681	2,541	140	5%
Utilities	3,314	3,000	(314)	-10%	Utilities	3,314	2,803	511	18%
Other Expenses (incl taxes)	2,313	3,353	1,040	31%	Other Expenses (incl taxes)	2,313	1,015	1,298	128%
Total Marina Expenses	18,996	20,204	1,209		Total Marina Expenses	18,996	16,440	2,556	16%
Marina Net Income	\$ 52,751	\$ 58,532	\$ (5,781)	-10%	Marina Net Income	\$ 52,751	\$ 55,699	\$ (2,948)	-5%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	65,057	42,735	22,322	52%	Routine Reserve Revenue	65,057	63,552	1,505	2%
Bad Debts, Recoveries, Misc.	-	-	-	-	Bad Debts, Recoveries, Misc.	-	55	(55)	-100%
Reserve Interest - all	1,439	-	1,439		Reserve Interest - all	1,439	904	535	59%
Net Reserve Income	\$ 66,496	\$ 42,735	\$ 23,762	-	Net Reserve Income	\$ 66,496	\$ 64,511	\$ 1,985	3%
Cmbnd Net Income/(Loss)	\$ 229,767	\$ 124,235	\$ 83,208	85%	Cmbnd Net Income/(Loss)	\$ 229,767	\$ 243,548	\$ (13,781)	-6%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2020
3:30 PM via Zoom Online Meeting Service

Manager's Report: Pat Rooney

June 2020

As Jefferson County enters Phase 2 of its business re-opening plan, our office is now open. Our hours are 9:00 AM to 2:00 PM Monday thru Friday except Holidays. You are required to wear a mask and no more than two visitors can be in the office at any time.

The Sport court is now open also. Reservations must be made in advance for use. You can make a reservation at - <https://teamup.com/ksz6gdzb1edwn6wwg5>. There are restrictions on use that must be followed.

The Jefferson County Health Dept. has not issued an operating permit for any pools this year. They are waiting on guidance to be developed for pool openings in phase 3. The Fitness Committee is reviewing the requirements to open the fitness center. The strict regulation may mean the Fitness Center will have to open later when some of the restrictions are lifted. We are looking at the regulations for groups to start using the Clubhouse in phase 3. As these amenities open, we will inform the community.

Administration

1. The Board of Trustees approved waiver of late fees and interest on any owner accounts that are delinquent is extended by the Governor's Proclamation 20-51 to June 17th. Any imposed fines will not be posted to member accounts until after June 17th.
2. Ballots for election of Trustees has been mailed to the membership. There are four nominees and three positions to be filled.
3. A new telephone directory will be available at the end of July. If you would like to be added or have changes to your information, please submit to the office.

Maintenance

1. The first mow of vacant lots that are part of the lot mow program has taken place. The next mow will happen at the end of this month. Lot mowing does not include any weed trimming or edging. Any obstacles in a lot means mowing will go around the obstacle.
2. There is a delay in the bid administration of some reserve projects while vendors are idle due to the Covid – 19 regulations. Delays may cause some projects to be deferred to 2021.
3. New water pumps for the Highlands will be installed sometime in June or July. This will have little to no impact on service.
4. The Board of Trustee approved rain garden across from Memorial Park will be worked on later this month.

Complaints & Reports

1. A complaint was received regarding livestock in the Village.
2. A complaint was received about a member using and parking an RV illegally.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2020
3:30 PM via Zoom Online Meeting Service

3. A complaint about a lot needing mowing was received.
4. A complaint about noxious weeds on a vacant lot was received.
5. A complaint was received about a possible illegal addition to a home.

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

Information Items:

Member participation:

New Business Action Items:

Motion 1: Ray Graves moved and George Martin seconded to approve the appointment of Rich Hilfer to fulfill the remainder of Ray Pierson term as trustee. Passed - 4/0 with 1 abstention

Motion 2: George Martin moved and Lad Burgin seconded to approve the amended PP02 Maintenance of Property presented at the Study Session, to become effective 30 calendar days after publication to the community. Passed – 5/0

Motion 3: Lad Burgin moved and Ray Graves seconded to approve the renewal of D & O and Umbrella Insurance for 2020 with the premium amounts of \$3,299.00 and \$3606.00. Passed – 5/0

Motion 4: Joel Janetski moved and George Martin seconded to approve the job description and title of the position of "manager" for Cape George Colony Club be changed to "General Manager" to be consistent with HOA Community Association Management standards and with similar positions at local HOAs. Passed – 5/0

Motion 5: George Martin moved to approve the amended PP01 Livestock and Pet Policy presented at the Study Session. To become effective 30 calendar days after publication to the community. Motion is postponed allowing for publication and community comment.

Motion 6: Ray Graves moved and George Martin seconded to approve the mail carrier safety lanes for the Colony and Village as recommended by the Mailbox Ad-Hoc Committee. Passed – 5/0

Motion 7: Rich Hilfer moved and George Martin seconded to authorize the owners of 420 Dennis to rebuild using the existing foundation constructed in 1980 pursuant to Jefferson County and Cape George building permits (which foundation extends approximately 33 inches into the Cape George right-of-way for Dennis Blvd.) without obtaining a Cape George variance, provided the new residence otherwise complies with the Cape George Building and Property Regulations. Passed - 4/1

Open Board Discussion:

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2020
3:30 PM via Zoom Online Meeting Service

Several members have asked if future meetings of the Board could continue with an online format even after the gathering restrictions have lifted for Covid-19. The manager and trustees are exploring options on how to make that happen either by live broadcast or recording.

George Martin is organizing a shredding event for Cape George in late July. Event details on how to participate will be in the next newsletter.

Announcements:

- Study Session – July 14, 2020– 3:00 pm
- Board Meeting & Hearing – July 16, 2020 – 3:15 pm
- Annual Meeting – July 18, 2020 at 2:00 pm

Adjournment: Lad Burgin moved and George Martin seconded to adjourn the Regular Board Meeting and move to Executive Session at 4:13 pm. Passed - 5/0

Lad Burgin moved and George Martin seconded to adjourn Executive Session and return to Regular Session at 4:45 pm. Passed - 5/0.

Adjournment: Lad Burgin moved and Rich Hilfer seconded to adjourn Regular Session at 4:46 pm. Passed - 5/0.

Submitted by:

Approved by:

Joel Janetski, Secretary

Katie Habegger, President

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2020
3:30 PM via Zoom Online Meeting Service

Committee reports:

MINUTES: MAILBOX COMMITTEE 6/8/20

Discussion of disposal of institutional mailboxes purchased in error. George Martin volunteered to get facts on: Return to Post Office? Cost to transport? Will the Dump take them? At what cost? Offer them to Cape George residents to be refurbished as mailboxes or for other, private uses. How to structure the giveaway?

Discussion of the number and condition of mailbox structures in the Highlands. Do residents there want to refurbish? Mary Rothschild volunteered to question people she knows in the Highlands.

Suggestion by Ann Candioto that our next meeting be held at the actual site (sites) of the mailboxes. Ray Graves suggested members who have thought the existing structure is repairable be invited.

The idea, discussed in an informal way by members of the committee and our carriers, that we have safety concerns. We would like to see the entire lane adjacent to the mailbox structure be striped, somewhat like a crosswalk, and a permanent sign crafted and installed saying "Striped Lane Closed During Mail Delivery".

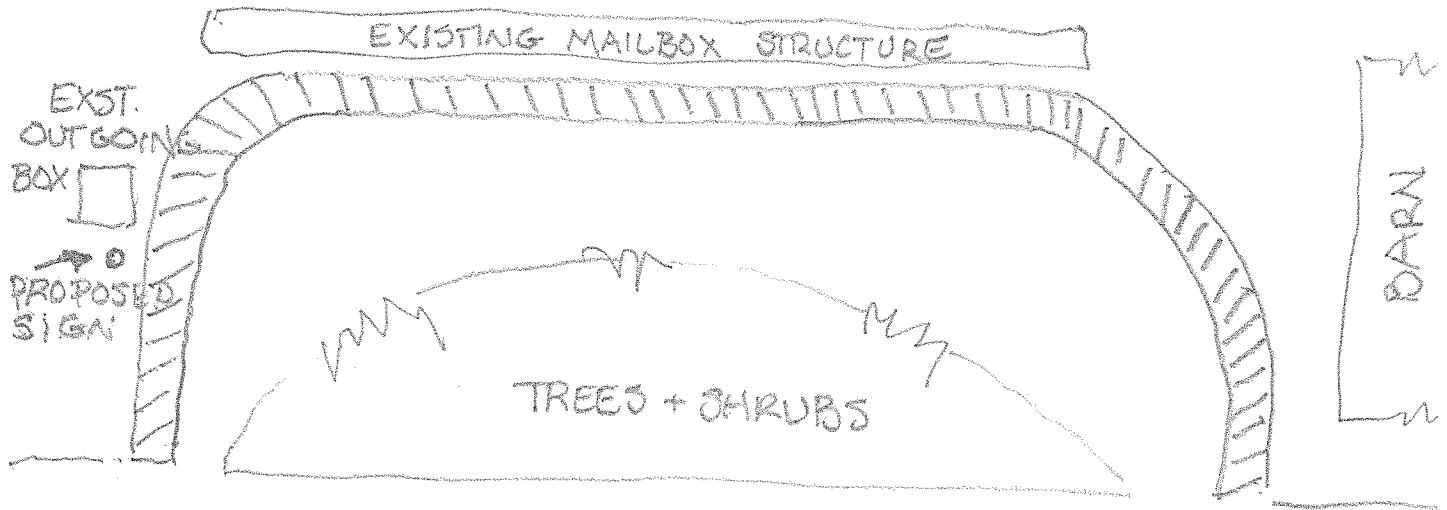
We agreed that we can ask the Board to work toward these safety measures right away. Ray will include this in his report.

Ongoing concerns for the assessment of and the repair or replacement of existing mailbox structures will be taken up when we can meet in person and request the thoughts and advice of volunteer former contractors.

Ann Candioto

Concept for striped safety lane. I believe it would best be done on the diagonal, in white, so as to resemble a cross walk, which it in fact is, when multiple cars and people are present.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2020
3:30 PM via Zoom Online Meeting Service



Mailbox Committee Notes-
6/8/2020

Discussion:

1. How to dispose of the mailboxes picked up by our Manager. We had agreed at our last meeting, that we would dispose of the mailboxes and that they were not available for members to use as mailboxes. Discussion was that members should have the opportunity to decide if a street would like to get together to utilize the boxes. George will check with the USPS to see if they will take them back.
2. Mary will check with Karen Krug re: Huckleberry post box needs. She will also survey residents in the Highlands re: their post box needs.
3. We reported that our Mail delivery people had 3 issues with our current situation:
 - A. Safety...residents should not drive into delivery area nor behind the delivery people.
 - B. Rain...the roof over the boxes need replacing. Mail gets wet. (Penny submitted pics on how Blue Sky residents have a roof over their boxes.)
 - C. Some boxes are out of sequence.
 - D. Postmaster? How to manage large packages
4. Committee recommends that we draw yellow road stripes in front of the mailboxes to keep members out of the way until mail delivered. We should also put up a sign saying please don't cross this line until mail delivered. This is a safety issue and a liability issue for Cape George.
5. One of the next steps is coming up with a design for what we want to do. It's recommended that we get some bids to proceed. We also need to identify a volunteer work force to do the work.

Submitted by Penny Jensen

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2020
3:30 PM via Zoom Online Meeting Service

Minutes, June 2, 2020 Marina Committee meeting

Meeting was held outdoors at the flagpole gazebo and masks were wore. The meeting was called to order by the Harbormaster. The following signed the attendance roster.

Tom Cawrse	Paul Serafin
Brian Ritchie	Gary Nelson
Mike Lapointe	Lad Burgin
Marty Bluewater	Dick Poole
Mike Heckinger	Dow Webber
Bob Tilley	Bill Dunning
Stanley Kropf	Geoff McMichael
Chuck Hommel	Don Reese
Jim Bodkin	Ross Anderson

The list of projects needing attention was reviewed.

Complete dredge raft, Begin Piranha Dredge assembly. Continue needed dock repairs, Weed whack, Shop and storage area clean up, Pressure wash donated sailboat. Update Kayak racks consolidate trailers in south parking lot and Paint Crab Shack and propane enclosure.

Dredging operation plans were discussed. Brian Ritchie has volunteered to supply gasoline for the Tuesday and Wednesday dredge work parties. A flag will be displayed to warn incoming boaters that the entrance channel is blocked by the dredge barge and signs will be posted at the gates advising that dredging is planned for each Tuesday and Wednesday form June 16 to October 1. Dredging will be targeted for 9 am to 1 pm but the time may be adjusted to suit the tides.

Outside channel excavation is scheduled for June 22-24.

The zinc anodes welded to the steel sea walls will the replace the hanging aluminum anodes. This is not expected to influence protective zinc on boats in the marina.

Not motions were made at the meeting. Adjourned at 12 noon.

Ben Fellows, Harbormaster

**Cape George Water Advisory Committee
Meeting Report June 2, 2020**

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
June 11, 2020
3:30 PM via Zoom Online Meeting Service

The meeting was held at 4 PM on Zoom. Present: Board Liaison Richard Hilfer, Water Manager Jose Escalera, Thad Bickling, Carl Berger, and Chair Marty Gilmore.

The Highland booster pump replacement project has been delayed by the coronavirus lock-down. Now that we are in Phase 2 of the reopening, work can resume. Pumps have been delivered. American Electric will be contacted this week to schedule electrical work. Jose is working with Hadlock Building Supply to obtain threaded pipe. Installation schedule will be finalized soon.

The chlorine pump failed and was replaced by the spare, and a new spare pump was ordered. It is important to Cape George water quality that we have a spare chlorine pump available for quick replacement.

An agitator was purchased for the permanganate barrel to provide more efficient mixing. Once it is installed and working, a similar agitator will be ordered to improve chlorine mixing.

The Committee continues to review upcoming projects in preparation for the 2020 reserve study. In the current reserve study, the water filter system media is scheduled for replacement in 2021. After discussion with the vendor, we recommend that work be moved to 2025. Pump #6 is scheduled for replacement in 2023 at a cost of \$18,610; this is likely too low and we are obtaining an updated estimate. Carl Berger developed a detailed estimate for tank replacement to be used in the Reserve study. The on-site visit of the Reserve Study group has not yet been re-scheduled.

The Water Manager has resumed work on the water efficiency study and expects it to be completed this month

The next meeting will be Tuesday, July 7 at 4 PM, location to be determined.

CAPE GEORGE COLONY CLUB
HEARING AND BOARD OF TRUSTEES MEETING MINUTES
July 16, 2020
3:15 PM via Zoom Online Meeting Service

President Katie Habegger called the hearing to order at 3:15 p.m.

A member filed an appeal regarding fines imposed for constructing a shed without a building permit, continued building after issuance of a stop work order, installing chickens after the prior request to the Board to have the chickens was denied and failure to remove those chickens by June 16th as instructed by the General Manager.

Rich Hilfer moved and George Martin seconded to deny the appeal to waive the imposed fines. Passed - 5/0

President Katie Habegger called the regular meeting to order at 3:37 p.m.

Welcome

An Executive Session will be held following this meeting.

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

Action on Minutes: Joel Janetski moved and Lad Burgin seconded to approve the minutes of the Regular Board Meeting dated June 11, 2020. Passed -5/0

Membership Report: Joel Janetski

Mark & Diane Kochendorfer purchased 191 S Palmer from Bonnie Blossom & Leta Ford
Diana Luckevich purchased 161 S Palmer Dr from Dwayne Blondin
Lyndsay Fluharty & Tache Bentley purchased 23 Magnolia from the Spear Trust
Christopher Beall & Helen Fanucci purchased 181 Huckleberry Pl from Linda Mackie
Peter & Mary Jean Ewing purchased 431 Sunset Blvd from Robert & Julie Kalar
Steve King purchased lot 9-1 Victoria Loop from Lisa Stoutmoose

Treasurer's Report: George Martin

As of May 31 , 2020						
<i>Balance Sheet as of May 31, 20120</i>						
Assets	2020	2019		Liabilities and Fund Balances	2020	2019
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 343,201	\$ 190,046		Accounts Payable & Other Liabilities	\$ 15,117	\$ 16,200
Operating Investment-Savings	79,352	105,369		Unearned Income General/Water/Etc.	62,176	53,179
Petty Cash	561	299		Unearned Income Reserve Assment	-	13,119
Reserves - General, Water & Marina	981,282	1,003,217		Unearned Income Marina Wait List	1,900	1,850
Routine Reserve Assessment	95,979	64,967		Total Current Liabilities	79,193	84,348
Total Cash & Equivalents	\$ 1,500,374	1,363,898				
Net Accounts Receivable	\$ 7,267	10,448		FUND BALANCES:		
Total Net Fixed Assets	1,845,168	1,796,202		Fund Balances (Combined)	3,098,658	2,899,229
Total Prepaid & Other Assets	15,720	10,516		Modified Cash Basis Income	190,678	200,486
TOTAL ASSETS	\$ 3,368,528	\$3,181,063		TOTAL LIABILITIES & FUND BALANCE	\$3,368,528	\$ 3,184,063

CAPE GEORGE COLONY CLUB
HEARING AND BOARD OF TRUSTEES MEETING MINUTES
July 16, 2020
3:15 PM via Zoom Online Meeting Service

Summary Revenue and Expense Statements for the periods ended May 31, 2020 and 2019 (Modified Cash Basis)									
2020 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2020 YTD	2019 YTD	Variance	%
General					General				
General Assessment	\$ 159,951	\$ 133,106	26,845	20%	General Assessment	\$ 159,951	\$ 153,584	6,367	4%
Revenue - All Other Sources	12,184	12,083	101	1%	Revenue - All Other Sources	12,184	9,845	2,339	24%
Total General Revenue	172,135	145,190	26,946		Total General Revenue	172,135	163,429	8,706	5%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	67,768	70,469	2,701	4%	Salaries, Benefits, PR Tax	67,768	64,440	3,328	5%
Repairs & Maintenance	2,925	5,542	2,617	47%	Repairs & Maintenance	2,925	2,597	328	13%
Contracted Services	25,775	21,515	(4,259)	-20%	Contracted Services	25,775	16,432	9,343	57%
Insurance	9,410	8,750	(660)	-8%	Insurance	9,410	7,101	2,309	33%
Pool Expense+pool utilities	12,306	11,250	-	N/A	Pool Expense, pool utilities	12,306	8,695	3,611	42%
Utilities	5,393	5,188	(205)	-4%	Utilities	5,393	5,871	(478)	-8%
Other Expenses (incl taxes)	16,976	11,808	(5,168)	-44%	Other Expenses (incl taxes)	16,976	13,052	3,924	30%
Total General Expenses	140,552	134,523	(4,974)		Total General Expenses	140,552	118,188	22,364	19%
General Net Income	\$ 31,583	\$ 10,667	\$ 20,917	196%	General Net Income	\$ 31,583	\$ 45,241	(13,658)	-30%
Water					Water				
Revenue - Water Use Fees	\$98,856	\$ 82,305	\$16,551	20%	Revenue - Water Use Fees	\$ 98,856	\$ 94,980	3,876	4%
Revenue - All Other Sources	4,869	4,958	89	-2%	Revenue - All Other Sources	4,869	7,575	4	-36%
Total Water Revenue	103,725	87,263	16,460		Total Water Revenue	103,725	102,555	1,170	1%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	29,322	29,419	97	0%	Salaries, Benefits, PR Tax	29,322	29,007	315	1%
Repairs & Maintenance	2,679	3,583	904	25%	Repairs & Maintenance	2,679	932	1,747	187%
Contracted Services	11,438	11,696	258	2%	Contracted Services	11,438	8,626	2,812	33%
Insurance	4,620	4,500	(120)	-3%	Insurance	4,620	6,133	(1,513)	-25%
Utilities	4,494	5,042	548	11%	Utilities	4,494	4,714	(220)	-5%
Other Expenses (incl taxes)	8,800	12,150	3,350	28%	Other Expenses (incl taxes)	8,800	10,836	(2,036)	-19%
Total Water Expenses	61,353	66,390	5,037		Total Water Expenses	61,353	60,248	1,105	
Water Net Income	\$ 42,372	\$ 20,874	\$ 21,499	103%	Water Net Income	\$ 42,372	\$ 42,307	\$ 65	0%
Marina					Marina				
Revenue - Moorage/Parking	\$ 61,805	\$ 65,411	\$ (3,606)	-6%	Revenue - Moorage/Parking	\$ 61,805	\$ 59,679	2,126	4%
Revenue - All Other Sources	11,571	13,525	\$ (1,954)	-14%	Revenue - All Other Sources	11,571	12,492	(921)	-7%
Total Marina Revenue	73,376	78,936	(5,560)		Total Marina Revenue	73,376	72,171	1,205	2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	9,467	8,042	(1,424)	-18%	Salaries, Benefits, PR Tax	9,467	8,259	1,208	15%
Repairs & Maintenance	1,559	4,779	3,221	67%	Repairs & Maintenance	1,559	1,044	515	49%
Contracted Services	2,446	2,992	546	18%	Contracted Services	2,446	2,708	(262)	-10%
Insurance	3,489	3,000	(489)	-16%	Insurance	3,489	3,176	313	10%
Utilities	3,886	3,750	(136)	-4%	Utilities	3,886	3,346	540	16%
Other Expenses (incl taxes)	2,313	3,767	1,454	39%	Other Expenses (incl taxes)	2,313	1,234	1,079	87%
Total Marina Expenses	23,159	26,330	3,171		Total Marina Expenses	23,159	19,767	3,392	17%
Marina Net Income	\$ 50,217	\$ 52,606	\$ (2,388)	-5%	Marina Net Income	\$ 50,217	\$ 52,404	\$ (2,187)	-4%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	65,057	53,418	11,638	22%	Routine Reserve Revenue	65,057	63,552	1,505	2%
Bad Debts, Recoveries, Misc.	-	-	-		Bad Debts, Recoveries, Misc.	-	(188)	188	-100%
Reserve Interest - all	1,448	-	1,448		Reserve Interest - all	1,448	88	1,360	1545%
Net Reserve Income	\$ 66,505	\$ 53,418	\$ 13,086	-	Net Reserve Income	\$ 66,505	\$ 63,452	\$ 3,053	5%
Cmbnd Net Income/(Loss)	\$ 190,678	\$ 137,564	\$ 41,475	39%	Cmbnd Net Income/(Loss)	\$ 190,678	\$ 203,404	\$ (12,726)	-6%
Cmbnd Net Income/(Loss)	\$ -	\$ (1)	\$ 26,173	-100%	Cmbnd Net Income/(Loss)	\$ -	\$ -	\$ -	#DIV/0!

CAPE GEORGE COLONY CLUB
HEARING AND BOARD OF TRUSTEES MEETING MINUTES
July 16, 2020
3:15 PM via Zoom Online Meeting Service

Manager's Report: Pat Rooney

As previously reported, the community has learned it has two known coronavirus cases. This event is a strong reminder of the importance of social distancing and the use of masks. The Governor has delayed counties from entering phase 3 since there is an increase in Covid 19 cases in the State. Both the State and Jefferson County Dept. of Public Health strongly recommend persons age 65 and over to stay home as much as possible.

By the Governor's Proclamation, all businesses must require you to wear a mask in order for you to receive service. That includes the Cape George office. We appreciate the vast majority of members and visitors having their masks on.

Decisions with respect to the community must be made both in compliance with requirements and for the long haul. Dr. Locke, the Director of Jefferson County Public Health anticipates the County will be in phase 3 for a long time once the Governor grants authority for the County to do so. Our mindset needs to morph from temporary inconvenience to a new way of life for the foreseeable future. It is about individual responsibility. There is only one new fashion design for 2020. Masks! Masks! Masks!

Administration

1. The July Study Session, Board Meeting and Annual Meeting will be held online via Zoom Meetings. You will be notified how you can participate by phone.
2. Ballots are being counted on July 9th to determine the new Trustees. The results will be announced at the Annual Meeting.
3. A new telephone directory will be available at the end of July. If you would like to be added or have changes to your information, please submit to the office.

Maintenance

1. The 2nd mow of vacant lots that are part of the lot mow program has taken place.
2. A leak underground at the south end of the Marina was repaired. The Water Manager supervised the work.
3. The Board of Trustee approved rain garden across from Memorial Park has been installed across from Memorial park.
4. Lighting in the office has been converted to LED.
5. There continues to be a problem with the pool dehumidification system. It shuts down when the pool temperature is above 80 degrees. We are coordinating a visit by a factory representative from Wisconsin.
6. The fitness room and office carpets have been cleaned.
7. Re-surfacing of the sports court is tentatively scheduled for August.

Complaints & Reports

1. A complaint was received regarding a mold smell coming from a lot
2. A complaint was received about a burn pile
3. A complaint regarding making cash payments at the office was made.
4. A complaint about amenities not being open was made by three members.

CAPE GEORGE COLONY CLUB
HEARING AND BOARD OF TRUSTEES MEETING MINUTES
July 16, 2020
3:15 PM via Zoom Online Meeting Service

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

Information Items: The manager was directed to follow up on the real estate offer of an amenity only lot.

Member participation: None

New Business Action Items:

Motion 1: Lad Burgin moved and Ray Graves seconded to accept the towing contract from All City Towing and authorize the annual payment of \$140.00. Passed - 5/0

Motion 2: Lad Burgin moved and George Martin seconded that the list of persons with authority to issue parking violations be updated to include only Board Members, the General Manager, and the Harbormaster. Passed - 5/0

Motion 3: George Martin moved and Lad Burgin seconded to approve the amended PP03 Burning Permit Form as discussed at the Study Session and presented, to include notification of developed adjacent lot owners, and the office 24 hours prior to the burn. Passed - 5/0

Motion 4: Lad Burgin moved and Ray Graves seconded approve the volunteer dredging plan submitted by the Harbormaster and authorize the resumption of dredging. Passed - 5/0

Motion 5: George Martin moved and Lad Burgin seconded approve the financial audit report for the year ending December 2019, by Newman Certified Public Accountant, PC as presented to the Board at the July 14 Study Session. Passed - 5/0

Motion 6: Rich Hilfer postponed the motion on changes to signage policy PP06 until published in the newsletter for community comment.

Motion 7: Lad Burgin moved and George Martin seconded to ratify the Covid-19 Board Letter to the community dated June 25, 2020. Passed - 5/0

Motion 8: George Martin moved and Ray Graves seconded to approve the Pet & Livestock rule PP01 after receiving no additional community comment. Passed - 5/0

Open Board Discussion: The trustee have asked the volunteers working on the dredging project to use a daily sign-in sheet and take temperatures before starting work.

George Martin reminded everyone the shredding event for Cape George is July 25th. Volunteers to direct traffic are still needed.

Announcements:

- Study Session – August - to be determined
- Board Meeting - August - to be determined

CAPE GEORGE COLONY CLUB
HEARING AND BOARD OF TRUSTEES MEETING MINUTES
July 16, 2020
3:15 PM via Zoom Online Meeting Service

Adjournment: Joel Janetski moved and George Martin seconded to adjourn the Regular Board Meeting and move to Executive Session at 3:49 pm. Passed - 5/0

Adjournment: Lad Burgin moved and George Martin seconded to adjourn the Executive Session and move to Regular Board Meeting at 4:22 pm. Passed – 5/0

Motion 9: Lad Burgin moved and George Martin seconded to instruct the General Manager to write two letters:

- 1) To a member to remove yard waste from a hillside on his property to reduce a fire hazard.
- 2) Instructing our attorney to send a letter to a member who is in violation of section 4.2 of the Building and Property Regulations and PP01 Livestock and Pets. Passed – 5/0

Adjournment: Lad Burgin moved and Ray Graves seconded to adjourn the Regular Board Meeting at 4:24 pm. Passed 5/0

Submitted by:

Approved by:

Joel Janetski, Secretary

Katie Habegger, President

Committee reports:

**ENVIRONMENTAL COMMITTEE MINUTES
ZOOM ONLINE MEETING**

Monday, June 8, 2020, 9:15 am

ATTENDANCE: Lori Cameron, Patty Dunmire, Pat Gulick, Katie Habegger, Marta Krissovic, Patrick Rooney, Ruth Ross, Robin Scherting, Elaine Sullivan, Gina Webber, Anne Jimenez, Fayla Schwartz, Eileen Branscome, Sue Dunning, Jo Blair, Janet Thearle

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

II. APPROVAL OF MINUTES: Fayla moved and Gina seconded that the minutes from January 2020 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Prior balance \$2,720.00. Current balance \$2,572.00 reflecting expenditure in April of \$27.74 for Tom Jay Plaque and \$319.52 for reprinting Mountain Map and Protection Island booklet for fundraising, and \$200 donation to the Rain Garden. *(These are not funds that belong to Cape George Colony Club, Inc.)*

IV. OLD BUSINESS

- A. **Rain Garden Update.** Online courses on rain garden design and maintenance will be held June 9 and 16. Excavation will take place June 17-18 and planting on June 22-23, Ordered plants will be delivered to Marta's house. Team members who have been babysitting plants that were potted earlier will deliver them on June 22. Marta will submit an article on the rain garden installation to the newsletter *[See July newsletter]* Follow-up report from Marta attached to these minutes.

B. **V. NEW BUSINESS**

CAPE GEORGE COLONY CLUB
HEARING AND BOARD OF TRUSTEES MEETING MINUTES
July 16, 2020
3:15 PM via Zoom Online Meeting Service

- A. **Plaque at Memorial Park:** Patty reported that polishing doesn't work anymore and that it needs to be treated. Jack Schwartz and Varn Brooks will take the plaque in for work and then set it up again. Cost will be approximately \$170 plus tax. Patty moved and Ruth seconded that the committee cover the cost and the motion passed unanimously
- B. **Approval of Annual Report.** Robin moved and Fayla seconded that we accept the report as prepared, which was approved unanimously. It will be submitted to our manager.
- C. **Secretary.** Robin moved and Gina seconded that the committee note that Ruth Ross serves as our recording secretary and the motion was unanimously approved.
- D. **Lot for sale on Vancouver Dr.** The committee discussed the lot owned by the Cape George community and member requests that it not be sold but converted to part of the CB common area. Katie reported that the board is seriously considering this.
- E. **Invasive plants.** The committee discussed the need to try to control invasive plants in the community, especially in the common areas. Plants of particular concern are poison hemlock and English ivy. The committee will do further research to identify options that could be undertaken by the community or done by hired professionals and will also look into potential grant support for such efforts. Sue Dunning noted that the English Ivy should be professionally removed and noted that the Northwest Straits Foundation may have mini-grants available to help with shoreline restoration projects.
- F. **Board elections.** Robin encouraged everyone to vote in the board election.
- G. **Support for student scholarships.** Janet Thearle asked if the environmental committee could become a 501C nonprofit and offer a student scholarship. Manager Pat Rooney noted that the committee would then become a separate stand-alone foundation which might lead to inherent conflicts of interest. Jo Blair suggested that the committee consider partnering with an existing nonprofit in the community that does this type of initiative such as the Land Trust. The committee will take this under consideration.

The meeting was adjourned at 10:15 a.m.

Respectfully submitted by Ruth Ross

Cape George Rain Garden update and Call for Volunteers - 6/30/20

Our Rain Garden (RG) is mostly installed. Please see the rain garden article in the July Cape George Newsletter. Many of you have given time, supplies and money to help get us this far but there is still some work to do.

Please consider volunteering to help with tasks in blue below, especially if you haven't had a chance to help out before this.

Here's items still needed with my Best Guess of the steps, tools and volunteers needed (COVID style)

RG CULVERTS – Donnie & Bob Simmons plan to complete the following next week:

Overflow culvert from RG to gully that parallels street: approximately 75% complete.

Inflow culvert from above RG at street to RG, requires removing fence post at corner closest to where Ravine trail meets the street

FENCE POSTS: Current posts were installed by Lori Cameron, Marty Gilmore & Marta, and Gina & Dow Webber – THANKS!!

Two will need to be installed once culverts are completed. This involves replacing the post removed for inflow culvert construction & installing a new post between the inflow & overflow culverts. Requires a post pounder (there's 1 in the Workshop & maybe a ladder plus *1 set of 2 persons who, ideally, live together.*

DEER FENCING - needs to be more permanently installed once culverts are completed. This involves:

Pulling the fencing tight and placing 2-3 zip ties* / post until entry "gate" is reached – *1 -2 sets of 2 persons who, ideally, live together are needed*

Pushing a landscape staple* thru bottom of fence then into ground approximately every 3-5 feet – *1-2 persons are needed*

CAPE GEORGE COLONY CLUB
HEARING AND BOARD OF TRUSTEES MEETING MINUTES
July 16, 2020
3:15 PM via Zoom Online Meeting Service

If the fencing is still loose after installing zip ties and landscape staples a wire* will need to be run through the top of the fencing and pulled tight. This may require a ladder and a ratchet tensioner* which are available - *2 persons who, ideally, live together are needed*

*Marta has the zip ties and landscape staples and will buy the wire and, if needed, obtain the tensioner

GRASS ENCROACHMENT CONTROL: A 6-12 foot barrier of cardboard and wood chips was installed outside the fence to reduce grass encroachment and allow a string trimmer to be used. Approximately 1 square foot of grass outside the fence near the overflow culvert still needs to be removed or smothered – *1 person is needed to do this*

Left Over Materials

Those still at the site:

Rocks are expected to be used while completing the inflow and overflow culverts but some might be left over.

Pile of remaining soil needs a home – it is 50% Top Soil and 50% Compost

Pile of wood chips

Pile of excess cardboard, will be picked up by Steve McDevitt – thanks Steve!

Extra Plants (currently in Marta's driveway) – approximately 30 are left over. Some were donated by Ruth so can go back to her if she desires. The rest can be: 1. saved to replace RG plants that don't make it (Erica Guttman's suggestion) but they would require care, 2. planted on community property, 3. sold/given to members or 4. ??

RG MAINTENANCE ASSISTANCE OPPORTUNITIES: Our RG was designed to be pretty self-sufficient once well established in 1-2 years. Steve McDevitt graciously volunteered to coordinate its care during the time. *Assistants are needed:* they can do just a little every once in a while, or more on a routine basis. If you can help at all PLEASE EMAIL Steve at Joan_Steve@Earthlink.net or CALL him at 347-607-1094. **Maintenance includes:**

WATERING

Water hook up was completed by Gina & Dow Webber w/ some assistance from Steve McDevitt & Marty Gilmore – Thanks to you all!

When he has time, Donnie will Install a valve at the faucet so a watering timer can be added to the system.

In the meantime, water will have to be manually turned on & off 2-3 times / week until fall & winter rains come – *can you help w/ this?*

WEED REMOVAL: approximately 3" of wood chip mulch was installed around plants to reduce weeds & water evaporation and feed the soil.

Despite this, some weeds are bound to find their way in. *We need a volunteer to help with weeding.*

OTHER: to be determined by Steve McDevitt.

Respectfully Submitted, Marta Krissovich, Rain Garden Liaison

CAPE GEORGE COLONY CLUB
HEARING AND BOARD OF TRUSTEES MEETING MINUTES
July 16, 2020
3:15 PM via Zoom Online Meeting Service

**Cape George Water Advisory Committee
Meeting Report July 7, 2020**

The meeting was held at 4 PM on Zoom. Present: Board Liaison Richard Hilfer, General Manager Patrick Rooney, Thad Bickling, Stew Pugh, Carl Berger, and Chair Marty Gilmore. Water Manager Jose Escalera called in earlier in the day to report.

The water section of the Reserve Study was updated and Jose and Marty toured the tank farm with two representatives from Reserve Consultants. We will have their written recommendations later this month for our review. We hope to have a better estimate later this month for the replacement cost of Pump 6; the updated estimate can then be used in the Reserve Study.

The Highland booster pump replacement project has been delayed by the coronavirus lock-down. Pumps are on site, and the installation schedule will be finalized soon.

The water efficiency study was completed, and the system water losses are higher than we would like. Leaking and failed valves were recently replaced on Victoria Loop and in the Marina; this should help reduce losses. Other system valves and standpipes will be reviewed to determine if any are leaking, and meter calibration will be checked. We do not have a schedule of all system valves and standpipes; this would be useful to have.

The Confidence Report has been completed and will be distributed to members.

Patrick and Jose will review the status of the backflow surveys received earlier this year.

Leaks reported in April: 12 leaks, 101 meters with no or low flow < 30 gpd
546 connections

Monthly Averages per connection for all connections.

Jan 72 gpd

Feb 74 gpd

Mar 83 gpd

April 110 gpd

The next meeting will be Tuesday, August 4 at 4 PM, location to be determined but most likely on Zoom.

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES

July 18, 2020

Immediately following the Annual Membership Meeting via ZOOM

The meeting was called to order by Vice President, Rich Hilfer, at 2:13 pm, following the Annual Membership Meeting.

Welcome

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

In Attendance: Richard Hilfer, George Martin, Ray Graves, Lad Burgin, Jane Ludwig, Ruth Ross and Fayla Schwartz

Election of Officers:

Motion 1: Ray Graves moved and Lad Burgin seconded to elect Richard Hilfer as President. Passed - 6/0

Motion 2: George Martin moved and Rich Hilfer seconded to elect Ray Graves as Vice President. Passed – 6/0

Motion 3: Lad Burgin moved and George Martin seconded to elect Jane Ludwig as Secretary. Passed – 6/0

George Martin agreed to remain Treasurer for the final year of his term.

Motion 4: Lad Burgin moved and Ruth Ross seconded to approve the changes of meeting days and times. Study Session and Board Meetings have changed to the 4th week of the month with Study Sessions on Monday at 3pm and Board Meetings on Thursdays at 3 pm. Passed - 6/0

Motion 5: The board postponed approval of the 2020-2021 Board Calendar. Dates and times for Study Session and Board Meetings are being changed. The updated calendar will be on the August agenda for approval.

Motion 6: George Martin moved and Richard Hilfer seconded to approve the blackout dates for the Clubhouse. Passed – 6/0

Motion 7: Rich Hilfer moved and Ray Graves seconded to approve the new Board liaisons and/or members as read. Passed - 6/0

Election--Jane Ludwig

Emergency Preparedness – Ray Graves

Environmental – Ruth Ross

Fitness – Ruth Ross

Marina – Lad Burgin

Pool – Fayla Schwartz

Roads & Building – George Martin & Ray Graves

Water – Richard Hilfer

Workshop –George Martin

Motion 8: Lad Burgin moved and George Martin seconded to approve the list of Banking Signatories with the addition of the newly elected officers and the General Manager. Passed – 6/0

Minutes

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES

July 18, 2020

Immediately following the Annual Membership Meeting via ZOOM

The Trustees were asked to stop by the office next week to sign the FIN10 Conflict of Interest Policy form, and the MIS09 Trustee Code of Conduct form, which will be maintained for our records. (All signatures were obtained by July 21, 2020)

Adjournment: George Martin moved and Lad Burgin seconded to adjourn the Special Board Meeting at 3:03pm.
Passed - 6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
August 18, 2020
Via ZOOM

The meeting was called to order by President, Rich Hilfer, at 2:03 pm.

Welcome

An Executive Session will be held immediately following the Special Board Meeting to discuss legal matters.

In Attendance: Richard Hilfer, George Martin, Ray Graves, Lad Burgin, Jane Ludwig, Ruth Ross and Fayla Schwartz

Motion 1: Lad Burgin moved, and George Martin seconded to accept the bid from Peninsula Environmental Group for their Poison Hemlock Control Program. Passed - 6/0

Motion to adjourn to Executive Session: Lad Burgin moved, and George Martin seconded to move into Executive Session at 2:32. Passed – 6/0

Motion to return to Special Meeting: Lad Burgin moved, and George Martin seconded to return to the Special Meeting at 3:54 pm. Passed - 6/0

Motion 2: Rich Hilfer moved and George Martin seconded to approve the proposed attorney letter regarding Building and Livestock violations. Passed – 6/0

Adjournment: Lad Burgin moved, and Ray Graves seconded to adjourn the Special Board Meeting at 4:05 pm. Passed - 6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES HEARING & MEETING MINUTES
August 27, 2020
via ZOOM

The member requested hearing was called to order at 2:45 pm by President, Rich Hilfer.

The purpose of the hearing was to hear a member's appeal of the manager's determination of the member's hedge complaint.

After hearing from the parties involved, Lad Burgin moved, and Fayla Schwartz seconded, to table the matter until a later time in September after the Board refined its interpretation and application of the hedge rule. Passed-4/2

The regular Board meeting was called to order by President, Rich Hilfer, at 3:14

Welcome

There will be a training session for the trustees immediately following today's Board meeting.

In Attendance: Rich Hilfer, George Martin, Ray Graves, Lad Burgin, Jane Ludwig, Ruth Ross and Fayla Schwartz

Action on Minutes:

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of the Regular Board Meeting dated July 16, 2020. Passed - 4/0/3

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of the Special Organizational Board Meeting dated July 18, 2020. Passed - 6/0

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of the Special Board Meeting dated August 18, 2020. Passed -6/0

Membership Report: Jane Ludwig

Heather Garvie purchased lot 46-3 Ridge Dr from Terence Goddard
Nathan & Lisa Brown purchased 20-6 Cape George Rd from Jo & Lawrence Moniz
Dylan Stanfield & Jessica Brooks purchased 170 Johnson from Torri Rom
Laura Cook & Tucker Piontek purchased 61 Alder from Roger & Barbara Maynard
Jane Primm & Gail Hotohkee purchased 232 S Palmer from Ed & Ginny Kraft
Jodie Ryan purchased 230 S Rhododendron Dr from David & Philomena Stipp
Osvaldo Kock purchased lot 72-3 Fir Pl from Traudi Koch Trust
Helen Fanucci purchased lot 14-6 Huckleberry Pl from Liam Carmondy

Treasurer's Report: George Martin as of July 31, 2020

COMMENTS:

- * General revenue continues to lag because of less rental activities due to Covid 19.
- * Assessment income is above budget due to those who pay the full year assessment in January
- * A copy of the June treasurers report has been added to the August Board packet since it was not ready until after the Board last meeting.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES HEARING & MEETING MINUTES
August 27, 2020
via ZOOM

TREASURER'S REPORT
As of July 31, 2020

Balance Sheet as of July 31, 2020					
Assets	2020	2019	Liabilities and Fund Balances	2020	2019
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 313,842	\$ 180,894	Accounts Payable & Other Liabilities	\$ 21,914	\$ 15,221
Operating Investment-Savings	100,004	105,383	Unearned Income General/Water/Etc.	34,287	38,659
Petty Cash	561	300	Unearned Income Reserve Assment	-	
Reserves - General, Water & Marina	981,292	1,006,268	Unearned Income Marina Wait List	1,900	2,000
Routine Reserve Assessment	99,634	68,398	Total Current Liabilities	58,102	55,879
Total Cash & Equivalents	\$ 1,495,333	1,361,243			
Net Accounts Receivable	\$ 16,504	22,650	FUND BALANCES:		
Total Net Fixed Assets	1,851,498	1,797,365	Fund Balances (Combined)	3,098,658	2,899,229
Total Prepaid & Other Assets	50,382	38,845	Modified Cash Basis Income	256,958	264,994
TOTAL ASSETS	\$ 3,413,718	\$ 3,220,101	TOTAL LIABILITIES & FUND BALANCE	\$ 3,413,718	\$ 3,220,102

	Actual	Budget	Variance	%		2020 YTD	2019 YTD	Variance	%
General					General				
General Assessment	\$ 239,815	\$ 186,349	53,466	29%	General Assessment	\$ 239,815	\$ 230,202	9,613	4%
Revenue - All Other Sources	16,363	13,850	2,513	18%	Revenue - All Other Sources	16,363	14,244	2,120	15%
Total General Revenue	256,178	200,199	55,979		Total General Revenue	256,178	244,446	11,733	5%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	95,026	98,657	3,630	4%	Salaries, Benefits, PR Tax	95,026	89,428	5,599	6%
Repairs & Maintenance	3,719	7,758	4,040	52%	Repairs & Maintenance	3,719	2,800	918	33%
Contracted Services	46,242	30,122	(16,120)	-54%	Contracted Services	46,242	29,991	16,251	54%
Insurance	13,798	12,250	(1,548)	-13%	Insurance	13,798	10,759	3,039	28%
Pool Expense+pool utilities	15,019	15,750	-	N/A	Pool Expense, pool utilities	15,019	18,162	(3,143)	-17%
Utilities	4,505	4,492	(13)	0%	Utilities	4,505	7,995	(3,490)	-44%
Other Expenses (incl taxes)	25,565	19,163	(6,403)	-33%	Other Expenses (incl taxes)	25,565	19,832	5,733	29%
Total General Expenses	203,874	188,192	(16,414)		Total General Expenses	203,874	178,967	24,907	14%
General Net Income	\$ 52,305	\$ 12,007	\$ 40,298	336%	General Net Income	\$ 52,305	\$ 65,479	(13,174)	-20%
Water					Water				
Revenue - Water Use Fees	\$148,332	\$ 115,227	\$33,105	29%	Revenue - Water Use Fees	\$ 148,332	\$ 142,535	5,798	4%
Revenue - All Other Sources	4,869	5,942	1,073	-18%	Revenue - All Other Sources	4,869	8,105	4	-40%
Total Water Revenue	153,201	121,169	34,178		Total Water Revenue	153,201	150,640	2,562	2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	44,761	41,186	(3,575)	-9%	Salaries, Benefits, PR Tax	44,761	42,377	2,384	6%
Repairs & Maintenance	3,797	5,017	1,220	24%	Repairs & Maintenance	3,797	3,029	768	25%
Contracted Services	17,574	16,374	(1,199)	-7%	Contracted Services	17,574	12,233	5,341	44%
Insurance	6,405	6,300	(105)	-2%	Insurance	6,405	7,929	(1,524)	-19%
Utilities	6,755	7,058	303	4%	Utilities	6,755	4,950	1,805	36%
Other Expenses (incl taxes)	11,765	16,827	5,063	30%	Other Expenses(incl taxes)	11,765	13,257	(1,492)	-11%
Total Water Expenses	91,057	92,763	1,706		Total Water Expenses	91,057	83,774	7,282	
Water Net Income	\$ 62,144	\$ 28,406	\$ 33,739	119%	Water Net Income	\$ 62,144	\$ 66,865	\$ (4,721)	-7%

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES HEARING & MEETING MINUTES
August 27, 2020
via ZOOM

Marina					Marina				
Revenue - Moorage/Parking	\$ 63,029	\$ 65,411	\$ (2,382)	-4%	Revenue - Moorage/Parking	\$ 63,029	\$ 62,244	784	1%
Revenue - All Other Sources	13,639	14,050	\$ (411)	-3%	Revenue - All Other Sources	13,639	14,054	(415)	-3%
Total Marina Revenue	76,668	79,461	(2,793)		Total Marina Revenue	76,668	76,298	369	0%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	14,480	11,259	(3,221)	-29%	Salaries, Benefits, PR Tax	14,480	12,079	2,401	20%
Repairs & Maintenance	2,275	19,091	16,816	88%	Repairs & Maintenance	2,275	12,281	(10,007)	-81%
Contracted Services	3,464	4,189	725	17%	Contracted Services	3,464	3,250	214	7%
Insurance	4,788	4,200	(588)	-14%	Insurance	4,788	4,481	307	7%
Utilities	4,795	5,250	455	9%	Utilities	4,795	5,035	(240)	-5%
Other Expenses (incl taxes)	3,443	4,793	1,350	28%	Other Expenses (incl taxes)	3,443	2,602	841	32%
Total Marina Expenses	33,245	48,782	15,537		Total Marina Expenses	33,245	39,729	(6,484)	-16%
Marina Net Income	\$ 43,423	\$ 30,679	\$ 12,744	42%	Marina Net Income	\$ 43,423	\$ 36,569	\$ 6,854	19%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	97,627	74,786	22,842	31%	Routine Reserve Revenue	97,627	95,256	2,371	2%
Bad Debts, Recoveries, Misc.	-	-	-		Bad Debts, Recoveries, Misc.	-	(133)	133	-100%
Reserve Interest - all	1,459	-	1,459		Reserve Interest - all	1,459	958	501	52%
Net Reserve Income	\$ 99,087	\$ 74,786	\$ 24,301		Net Reserve Income	\$ 99,087	\$ 96,082	\$ 3,005	3%
Cmbnd Net Income/(Loss)	\$ 256,958	\$ 145,876	\$ 88,240	76%	Cmbnd Net Income/(Loss)	\$ 256,958	\$ 264,994	\$ (8,036)	-3%

Manager's Report: Pat Rooney

August 2020

Covid-19 has greatly interrupted the normal course of many people's lives. Each of us go about our daily routine with caution as we wear facial coverings and social distancing. It has become a new norm in society. We evaluate the places we go to whether it is the grocery store, restaurant, or casino. Each of us evaluate the risk. This same evaluation takes place right here at Cape George. Whether a member of the community will visit the marina, hiking trail, or the office is a decision they evaluate. This necessity to evaluate your every move can become increasingly agitating. When you can no longer do the things you love to do, it is depressing and can foment irritation.

This is a good time to suggest to the community the need to focus on compassion and exercise greater flexibility. I recently had the great misfortune of having to be involved in an argument between residents. Maintaining composure and being civil is a goal we should all strive for and exercise. If you see a violation of the community regulations notify us. We have procedures to follow that in part help maintain the peace. And right now, we all need a big dose of peace.

Administration

1. The office will be closed for normal business the week of August 31st through September 4th. The Office Administrator will be out of the office. The front desk will not have volunteers due to Covid-19 concerns. Please complete any normal business you have by August 28th or wait until September 8th when the office opens. The General Manager will be available for genuine emergencies.
2. The office is closed Monday, September 7th for Labor Day.
3. The new Reserve Studies will be posted on the Cape George Website once they are finalized.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES HEARING & MEETING MINUTES
August 27, 2020
via ZOOM

Maintenance

1. The final lot mow of vacant lots that are part of the lot mow program will take place the week of August 24th.
2. A broken water meter was replaced on a San Juan Drive lot in the colony.
3. The pool dehumidification system is being diagnosed by a factory representative on Tuesday, August 25th so repairs can be made.
4. The sports court resurfacing project is in progress. It should be completed before Labor Day.

Complaints & Reports

1. A complaint was received vehicles parked on the Marina Drive hill without stickers or passes.
2. A complaint was received about a person using the crab shack without a mask.
3. A complaint was received about vehicles speeding on North Palmer.
4. A complaint about Tansy Ragwort growth in the right of way on Saddle Drive.

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

Information Items: A factory representative from Wisconsin inspected the dehumidification system at the pool this week. A summary and recommendation are expected shortly.

Letter of response to a member

Member participation: None

New Business Action Items:

Motion 1: George Martin moved, and Rich Hilfer seconded to approve Donnie Weathersby's request to buy out 40 hours of accrued vacation leave at his current pay rate, allowing him to reduce his accrual to the 80-hour maximum allowed. Passed - 6/0

Motion 2: George Martin moved, and Jane Ludwig seconded to approve the Harbormaster's request for a permanent placement of a Porta-Potty to be located at the South Marina parking lot. Passed – 6/0

Motion 3: Lad Burgin moved, and Ray Graves seconded to approve a waiver of CP03.2a rule, of two-month boat slip occupancy and open the slips for sublease for the remainder of 2020. Passed – 6/0

Motion 4: Rich Hilfer moved and George Martin seconded to approve the changes to PP06 Sign & Flag Regulations, which includes language on signs posted by landscapers and contractors while work is being performed. Passed - 6/0

Motion 5: Fayla Schwartz moved and George Martin seconded to approve the revised calendar of Board of Trustee meetings and deadlines as presented by the Manager. Passed - 6/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES HEARING & MEETING MINUTES
August 27, 2020
via ZOOM

Motion 6: Lad Burgin moved, and Ruth Ross seconded to approve the selling of the lot on Vancouver Dr with our attorney to create the sales agreement. Passed – 6/0

Motion 7: Ruth Ross moved, and Lad Burgin seconded to approve the agreement with Newman Certified Public Accountant, PC, to provide audit and tax services to Cape George Colony Club for the year ending December 31, 2020 at a cost of \$5,500, and that the treasurer should sign the agreement. Passed - 6/0

Motion 8: Lad Burgin moved, and George Martin seconded to approve the purchase of up to 10, Microsoft 365 licenses. Passed - 6/0

Motion 9: George Martin moved and Rich Hilfer seconded to approve the bid for felling 3-4 dead trees across from the office for less than \$3000.00. Passed - 6/0

Open Board Discussion: George Martin reported an additional savings from the Shred-It event of approximately \$300 for using less time than booked.

Board members agreed on an additional community meeting to be scheduled during evening hours in September before the September 24th Board meeting, to discuss our hedge regulation language. Any changes to the rule would be submitted for community vote in November.

Julie Gertler voiced her concern of each Board interpreting the rules and changing the intent.

Lad Burgin expressed the need to refine the Board's interpretation of the hedge rule as it is applied to the variety of situations existing within the association.

Ruth Ross announced the completion of phase 1 of the poison hemlock control service. The bags of flower heads will be removed on Friday, August 28th.

Announcements:

- Variance Hearing - September 21, 2020 at 2:45 PM
- Study Session – September 21, 2020 at 3:00 PM
- Member Hearing - September 24, 2020 at 2:45 PM
- Board Meeting –September 24, 2020 at 3:00 PM

Adjournment: George Martin moved, and Lad Burgin seconded to adjourn the Regular Board Meeting at 3:50
Passed - 6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES HEARING & MEETING MINUTES
August 27, 2020
via ZOOM

**ENVIRONMENTAL COMMITTEE MINUTES
ZOOM ONLINE MEETING**

Monday, July 13, 2020, 9:15 am

ATTENDANCE: Lori Cameron, Judith Chambliss, Patty Dunmire, Sue Dunning, Katie Habegger, Marta Krissovich, Steve McDevitt, Patrick Rooney, Ruth Ross, Gina Webber, Fayla Schwartz, Michael Siddel, Elaine Sullivan,

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

II. APPROVAL OF MINUTES: Sue moved and Fayla seconded that the minutes from June 2020 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Current balance is \$2,289.39, reflecting expenditure of \$128.60 for rock and \$204.75 for Jefferson County Extension for plants for the rain garden and a \$50 donation for the rain garden. (*These are not funds that belong to Cape George Colony Club, Inc.*)

IV. OLD BUSINESS

- A. **Intertidal surveys:** Michael Siddel, from the Citizen Science team at Port Townsend Marine Science Center attended the meeting as a guest. He explained that the intertidal monitoring will take place at Kinzie Beach (Fort Worden) on Tuesday July 21st and at Cape George on Wednesday July 22nd. The refresher training will take place online via a ZOOM meeting at 1:00 pm on Friday July 17. Because of COVID-19 safety concerns, only 11 people will be able to participate in each of the monitoring activities (following guidelines from Department of Natural Resources). They are hoping that those who want to participate can be split between the two different sites. Naturalists this year will be Wendy Feltham and Linda Schroeder. Those who are interested in attending the training and possibly helping with the monitoring were asked to email Ruth, who will share their name with the staff at PTMSC so they can receive an invite to the online training.
- B. **Noxious weeds:** Varn Brooks could not attend but submitted a statement which is attached. Members of the committee (Marta, Sue, Katie, Lori, Elaine, Ruth, and Patty) volunteered to help remove noxious weeds including scotch broom, English ivy, and holly with Fayla providing guidance on plants to remove). Fayla and Elaine will coordinate to organize a couple of dates in July for this. The group discussed the poison hemlock problem and concluded it is too dangerous for volunteers to deal with this and that we need to investigate hiring someone to remove poison hemlock (and possibly other noxious weeds such as scotch broom and English ivy) from common areas. The committee will develop an estimate for scope of work (number of hours) needed so that a request for funds can be included in CG budget for the coming year, which is currently being prepared. The chairs will consult with experts concerning the best means and time for such removal. Sue also suggested we might consider soliciting donations or holding an online raffle with a shared pot to help raise additional funds for the project.

V. NEW BUSINESS

- A. **Trees:** Judith Chambliss attended the meeting to discuss a letter she had written to the Board of Trustees expressing concerns about the types of problems that arise concerning trees in our neighborhood and wondering if an ad hoc committee made up of members with a variety of viewpoints might be formed to help with this issue. The Board had asked the Environmental Committee to consult with Judith and make a recommendation. Patty, explained that, after researching the neighborhood covenants and regulations, the co-chairs had determined that the environmental committee's purview is the CG common property. It was suggested that the committee could develop a guide (with a hard copy in the library and office and a digital version available on the CG website) with information for homeowners on recommended trees and shrubs for planting. Fayla stressed the need for neighbors to discuss with each other when these issues arise. Judith noted that she and two other members had developed a conflict resolution resource for the community but that it has not been used. The committee recommended that information on that resource be included in the planting guide and that information about these resources be shared with new residents when they move in.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES HEARING & MEETING MINUTES
August 27, 2020
via ZOOM

- B. **Volunteering:** Elaine distributed the updated list. There are several open positions and more volunteers are needed. For example, a new person is needed to maintain the playground area. Ruth volunteered to trim the trail on the lot on Vancouver Dr that leads to the Fred Evans Trail so that it remains clear.
- C. **Rain garden plants:** Marta reported that about 20 plants were not needed for the initial planting of the rain garden. Many of these need repotting or to be planted and watered. Options are to hold the plants in case we need to replace plants in the garden, plant in common CG property, or give them away or sell them. Steve, Fayla, and Marta volunteered to handle a sale of these plants with the proceeds going to support noxious weed removal.
- D. **Rain garden sign:** Bob Simmons sent the file for the sign that has been used elsewhere explaining how a rain garden works. He said we are free to modify it for our use and that he could place a textbox showing the appropriate supporting groups for our rain garden. He said he has used the Sign Station in Hadlock to print these signs on a durable metal backing, the dimensions are something like 12x20" for a cost of about \$60. Gina moved and Steve seconded and the motion was unanimously approved that the committee pursue putting up a sign at the rain garden and that Katie present this idea to the Board for their approval, with the understanding that the committee will come back to the board with more details about size and height as these are obtained for final approval.

The meeting was adjourned at 10:35 a.m.

Respectfully submitted by Ruth Ross

**Cape George Water Advisory Committee
Meeting Report August 4, 2020**

The meeting was held at 4 PM on Zoom. Present: Board Liaison Richard Hilfer, Water Manager Jose Escalera, Carl Berger, and Chair Marty Gilmore.

The plan for the Highlands booster pump replacement project has changed; a turn-key quote for installation is being obtained from a contractor. The quote is expected by mid-August. Pumps are on site.

The draft Reserve Study from Reserve Consultants is still in preparation. We are awaiting a better estimate for the replacement cost of Pump 6.

The water efficiency study was completed, and the system water losses are higher than we would like. Donnie prepared a map of all system hydrants and standpipes; this will help with leak monitoring.

The new rain garden near Memorial Park is being watered to help establish the new plants. When the rain garden is watered, so is the rest of the Memorial Park landscaping but the established landscaping does not need to be watered at the same frequency as the rain garden. Additional valving is needed to segregate the two systems; Jose will schedule this work.

Patrick and Jose will review the status of backflow surveys received earlier this year.

The committee compared the actual water system costs to budget and considered a recommendation to increase water fees by \$1 per month. Because the committee did not have a quorum, no vote was taken.

The next meeting will be Tuesday, September 1 at 4 PM, location to be determined but most likely on Zoom.

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
September 14, 2020
Via ZOOM

The meeting was called to order by President, Rich Hilfer, at 6:30 pm.

Welcome

An Executive Session will be held immediately following the Special Board Meeting to discuss a rule violation.

In Attendance: Richard Hilfer, George Martin, Ray Graves, Lad Burgin, Jane Ludwig, Ruth Ross and Fayla Schwartz

Motion 1: George Martin moved, and Lad Burgin seconded the approval of Safeway Pharmacy providing Flu Shots for Cape George members on October 14th from 10 am - 1 pm at the clubhouse. Passed - 6/0

Motion to adjourn to Executive Session: Jane Ludwig moved, and George Martin seconded to move to Executive Session at 6:36 pm. Passed – 6/0

Motion to return to Special Meeting: George Martin moved, and Ruth Ross seconded to return to the Special Meeting at 7:47pm. Passed - 6/0

Motion 2: Lad Burgin moved, and George Martin seconded to sustain the complaint and appeal of (*D. Steinkerchner*) that the vegetation in question (*Wilding*) is still a hedge and to be brought into compliance within forty-five calendar days. Passed – 6/0

Adjournment: Lad Burgin moved, and Fayla Schwartz seconded to adjourn the Special Board Meeting at 7:49 pm. Passed - 6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 24, 2020
via ZOOM

The regular Board meeting was called to order by President, Rich Hilfer, at 3:00

Welcome

There will be an Executive Session at the end of this meeting.

In Attendance: Rich Hilfer, George Martin, Lad Burgin, Jane Ludwig, Ruth Ross and Fayla Schwartz

Action on Minutes:

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of the Regular Board Meeting dated August 27, 2020. Passed - 5/0

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of the Special Board Meeting dated September 14, 2020. Passed - 5/0

Membership Report: Jane Ludwig

Kathleen McCormick purchased 420 S Palmer from Richard & Linda Damon
Martin & Christine Lorecki purchased lot 13-5 Saddle Dr from Doris Hardyman
Stephen Suarez purchased lot 25-4 Maple Dr from John & Marilyn Campbell
Will & Jane Peoples purchased 280 Ridge Dr from Dale & Linda Erickson
Stanley & Deborah Russell purchased 181 Sunset Blvd from Purple Dawgs Trust

Treasurer's Report: George Martin

TREASURER'S REPORT					
As of August 31, 2020					
Balance Sheet as of August 31, 20120					
Assets	2020	2019	Liabilities and Fund Balances	2020	2019
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 280,741	\$ 142,223	Accounts Payable & Other Liabilities	\$ 26,165	\$ 19,682
Operating Investment-Savings	100,006	105,390	Unearned Income General/Water/Etc.	36,811	39,259
Petty Cash	561	300	Unearned Income Reserve Assment	-	-
Reserves - General, Water & Marina	981,298	1,006,279	Unearned Income Marina Wait List	1,900	2,000
Routine Reserve Assessment	101,972	71,854	Total Current Liabilities	64,876	60,941
Total Cash & Equivalents	\$ 1,464,577	1,326,046			
Net Accounts Receivable	\$ 7,051	10,281	FUND BALANCES:		
Total Net Fixed Assets	1,854,182	1,803,583	Fund Balances (Combined)	3,098,658	2,899,229
Total Prepaid & Other Assets	43,207	35,368	Modified Cash Basis Income	205,483	215,108
TOTAL ASSETS	\$ 3,369,017	\$ 3,175,278	TOTAL LIABILITIES & FUND BALANCE	\$ 3,369,017	\$ 3,175,278

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 24, 2020
via ZOOM

Summary Revenue and Expense Statements for the periods ended August 31, 2020 and 2019 (Modified Cash Basis)									
2020 Year to Date					COMPARATIVE				
	Actual	Budget	Variance	%		2020 YTD	2019 YTD	Variance	%
General					General				
General Assessment	\$ 239,815	\$ 212,970	26,845	13%	General Assessment	\$ 239,815	\$ 230,140	9,675	4%
Revenue - All Other Sources	20,278	18,567	1,711	9%	Revenue - All Other Sources	20,278	18,850	1,428	8%
Total General Revenue	260,093	231,537	28,556		Total General Revenue	260,093	248,990	11,102	4%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	108,824	112,751	3,927	3%	Salaries, Benefits, PR Tax	108,824	102,683	6,141	6%
Repairs & Maintenance	4,297	8,867	4,570	52%	Repairs & Maintenance	4,297	4,551	(254)	-6%
Contracted Services	52,643	34,425	(18,218)	-53%	Contracted Services	52,643	42,142	10,501	25%
Insurance	15,554	14,000	(1,554)	-11%	Insurance	15,554	12,641	2,913	23%
Pool Expense+pool utilities	16,057	18,000	-	N/A	Pool Expense, pool utilities	16,057	21,650	(5,593)	-26%
Utilities	4,802	5,133	331	6%	Utilities	4,802	9,051	(4,248)	-47%
Other Expenses (incl taxes)	28,652	21,850	(6,802)	-31%	Other Expenses (incl taxes)	28,652	22,713	5,940	26%
Total General Expenses	230,828	215,026	(17,746)		Total General Expenses	230,828	215,430	15,398	7%
General Net Income	\$ 29,264	\$ 16,511	\$ 12,754	77%	General Net Income	\$ 29,264	\$ 33,560	(4,296)	-13%
Water					Water				
Revenue - Water Use Fees	\$148,332	\$ 131,688	\$16,644	13%	Revenue - Water Use Fees	\$ 148,332	\$ 142,895	5,438	4%
Revenue - All Other Sources	4,869	6,433	1,564	-24%	Revenue - All Other Sources	4,869	8,105	4	-40%
Total Water Revenue	153,201	138,121	18,208		Total Water Revenue	153,201	151,000	2,202	1%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	51,360	47,070	(4,290)	-9%	Salaries, Benefits, PR Tax	51,360	48,902	2,458	5%
Repairs & Maintenance	3,797	5,733	1,937	34%	Repairs & Maintenance	3,797	4,346	(549)	-13%
Contracted Services	19,636	18,713	(922)	-5%	Contracted Services	19,636	14,479	5,157	36%
Insurance	7,267	7,200	(67)	-1%	Insurance	7,267	8,853	(1,586)	-18%
Utilities	8,002	8,067	65	1%	Utilities	8,002	7,259	743	10%
Other Expenses (incl taxes)	14,696	18,865	4,169	22%	Other Expenses (incl taxes)	14,696	15,888	(1,193)	-8%
Total Water Expenses	104,757	105,648	891		Total Water Expenses	104,757	99,726	5,030	
Water Net Income	\$ 48,444	\$ 32,473	\$ 15,971	49%	Water Net Income	\$ 48,444	\$ 51,273	\$ (2,829)	-6%
Marina					Marina				
Revenue - Moorage/Parking	\$ 63,029	\$ 65,411	\$ (2,382)	-4%	Revenue - Moorage/Parking	\$ 63,029	\$ 62,799	229	0%
Revenue - All Other Sources	14,250	14,150	100	1%	Revenue - All Other Sources	14,250	14,501	(251)	-2%
Total Marina Revenue	77,279	79,561	(2,282)		Total Marina Revenue	77,279	77,300	(21)	0%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	16,560	12,867	(3,693)	-29%	Salaries, Benefits, PR Tax	16,560	13,944	2,617	19%
Repairs & Maintenance	12,194	19,247	7,052	37%	Repairs & Maintenance	12,194	12,905	(710)	-6%
Contracted Services	3,842	4,787	946	20%	Contracted Services	3,842	3,714	128	3%
Insurance	5,417	4,800	(617)	-13%	Insurance	5,417	5,152	265	5%
Utilities	5,144	6,000	856	14%	Utilities	5,144	5,651	(507)	-9%
Other Expenses (incl taxes)	5,440	5,207	(233)	-4%	Other Expenses (incl taxes)	5,440	3,297	2,143	65%
Total Marina Expenses	48,597	52,908	4,311		Total Marina Expenses	48,597	44,662	3,935	9%
Marina Net Income	\$ 28,682	\$ 26,653	\$ 2,029	8%	Marina Net Income	\$ 28,682	\$ 32,638	\$ (3,957)	-12%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	97,627	85,469	12,158	14%	Routine Reserve Revenue	97,627	96,799	828	1%
Bad Debts, Recoveries, Misc.	-	-	-		Bad Debts, Recoveries, Misc.	-	(133)	133	-100%
Reserve Interest - all	1,466	-	1,466		Reserve Interest - all	1,466	970	496	51%
Net Reserve Income	\$ 99,093	\$ 85,469	\$ 13,624		Net Reserve Income	\$ 99,093	\$ 97,637	\$ 1,456	1%
Cmbnd Net Income/(Loss)	\$ 205,483	\$ 161,105	\$ 32,220	28%	Cmbnd Net Income/(Loss)	\$ 205,483	\$ 215,108	\$ (9,625)	-4%
<i>Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.</i>									

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 24, 2020
via ZOOM

Manager's Report: Pat Rooney

The political season is upon us. It is a good opportunity to remind members and residents that signage may only be posted on your lot. Signage is not permitted to be installed in the right - of - way.

Our smokey conditions have severely impacted air quality and visibility. Please be cautious when traveling on Cape George Roads. We still have pedestrian walkers and pets that walk their owners.

When possible, please ask your guests and contractors to not park in the right of way in front of another residence.

Its time to start thinking about fall and winter preparations around your home as Cape George works on community area preparation.

Administration

1. Budget work for 2021 has begun. The Board is working on the new 2020 Reserve Study Draft. After review and adjustments are made it will become available to the community on the Cape George Website for review and comment.
2. 4th Quarter Assessment Statements have been mailed. If you have questions about your balance, please read the letter on the back of the statement. It may help answer questions you may have.
3. 177 Water related questionnaires have been mailed to owners regarding any additional water features they have added that may have had a Backflow Preventer Valve installed.
4. Annual reminder letters to owners with backflow preventer valves to have their annual test as required by law performed.

Maintenance

1. The final lot mow of vacant lots that are part of the lot mow program is now complete.
2. The pool dehumidifier is being worked on the week of September 21st.
3. Preparation for changes to the irrigation water system at memorial park are being made.
4. The sports court resurfacing project is finished. It appears to be a successful application!

Complaints & Reports

1. A concern was received about parking in the right-of-way
2. An inquiry regarding a previous complaint on Dennis Blvd. was received.
3. Last month it was reported a person was using the crab shack without a mask. This person is medically cleared to not wear a mask.
4. A complaint was received about the draft reserve study availability.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 24, 2020
via ZOOM

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

Information Items: A request was made to allow a Salish Rescue boat to be moored in the marina. Lad Burgin and Penny Jensen will gather more detail and present them at the October Study Session.

Member participation: None

New Business Action Items:

Motion 1: Lad Burgin moved, and George Martin seconded to approve the variance request by John and Carol Jardine at 61 Saddle Dr, Highlands to build above the height restriction of 17ft to 22ft. Passed - 5/0

Motion 2: Jane Ludwig moved, and George Martin seconded to change the title of Form CP06a to Form CP12a. This aligns the form with the R&R CP12 "Parking & Storage on Club Common Property". Passed – 5/0

Motion 3: Jane Ludwig moved, and Lad Burgin seconded to add the following Forms related to R&R CP12, Parking Warning Ticket Instructions as Form CP12b.1, Parking Violation Ticket as Form CP12b.2, and Vehicle Towing Form as Form CP12c. Passed – 5/0

Motion 4: George Martin moved, and Jane Ludwig seconded to approve the revision of EMP 04 Paid Vacation, changing the Maximum Accrual Carryover hours as presented at the Sept Study Session. (Exempt: 60/80/80 to 120/160/200, Non-Exempt: 40/60/80 to 120/160/200) Passed - 5/0

Motion 5: Fayla Schwartz moved, and George Martin seconded to approve the amendment to PP03 (Outdoor Burning): "Members must notify the Office and owners with developed adjacent lots 24 hours in advance of a burn." Passed - 5/0

Motion 6: Rich Hilfer moved, and Lad Burgin seconded to approve changes of MIS06 from .10 to .20 per photocopy for members. Passed – 5/0

Motion 7: Lad Burgin moved, and Ruth Ross seconded to approve Resolution 20-003 for Pool Heater and Poison Hemlock Projects. Passed - 5/0

Motion 8: Lad Burgin moved, and George Martin seconded to authorize the purchase of a Driver Feedback sign with Solar Panel from Traffic Calm Systems in the amount of \$1815.00. Passed - 5/0

Motion 9: Ruth Ross moved, and George Martin seconded to permit guest use of the Cape George pickleball court if accompanied by a Cape George member. Members are asked to please record the full names of guests on the online reservation form in case contact tracing is needed. Passed - 5/0

Motion 10: Ruth Ross moved, and George Martin seconded to amend the wording on Resolution 20-003 from \$520.00 from the Social Club to Environmental Committee. Passed- 5/0

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 24, 2020
via ZOOM

Open Board Discussion: Rich Hilfer advised the trustees to prepare and circulate their questions prior to the Reserve Meeting on September 30th.

George Martin spoke to John Fleming, a septic designer and neighbor about how best to correct the tree root issues at the office septic drainfield. The service call from Shold Excavating showed tree roots have infiltrated the drainfield piping and reduced the flow. Additional consulting regarding our options will continue in the coming weeks.

Announcements:

Special Board Meeting on reserves – September 30, 2020 at 3:00 PM via Zoom
Special Board Meeting to approve 2021 budget – October 15, 2020 at 3:00 PM via Zoom
Study Session – October 26, 2020 at 3:00 PM via Zoom
Board Meeting – October 29, 2020 at 3:00 PM via Zoom

Adjournment: Lad Burgin moved, and Rich Hilfer seconded to adjourn the Regular Board Meeting and move to Executive Session at 3:34 pm. Passed - 5/0

Lad Burgin moved, and George Martin seconded to return to the Regular Board Meeting at 4:35 pm. Passed - 5/0

Motion 11: Jane Ludwig moved, and George Martin seconded to deny a member's proposal to rewrite PP01- Livestock and Pets, and to notify the member of the decision and rationale in writing. Passed -5/0

Adjournment: Lad Burgin moved, and Fayla Schwartz seconded to adjourn the Regular Board Meeting at 4:37 pm. Passed - 5/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 24, 2020
via ZOOM

ENVIRONMENTAL COMMITTEE MINUTES

ZOOM ONLINE MEETING

Monday, August 10, 2020, 9:15 am

ATTENDANCE: Varn Brooks, Lori Cameron, Patty Dunmire, Sue Dunning, Pat Gulick, Katie Habegger, Marta Krissoovich, Patrick Rooney, Ruth Ross, Kitty Rucker, Fayla Schwartz

I. CALL TO ORDER: Patty called the meeting to order at 9:25 am.

II. APPROVAL OF MINUTES: Marta moved and Pat seconded that the minutes from July 2020 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Current balance is \$1,338.64, reflecting expenditure of \$925.75 for rain garden plants and a \$25.00 donation. (*These are not funds that belong to Cape George Colony Club, Inc.*)

IV. Old Business

A. Noxious weeds

1. Two weed-pulling events were held in July
 - a. On July 23, a work party pulled/cut ivy off the crab apple trees by the road over the playground
 - b. On July 30, a work party pulled weeds off the berm by the clubhouse
 - c. The committee supports having additional weeding parties in August and Patty will set up a schedule for those. The committee also discussed the possibility of offering to pull noxious weeds on private lots in the community for a donation. Sue Dunning will identify properties in the village where this service might be needed.
2. Poison Hemlock
 - a. Varn provided tour for Patty, Ruth, and Gina of the most problematic areas near the marina, clubhouse, and playground
 - b. Ruth has arranged for John Bornsworth, Board-Certified Master Arborist and owner of Peninsula Environmental Group in Port Angeles to visit on August 12 to meet with Pat, Varn, Fayla, and one of the committee's officers to survey the problem and provide a plan and estimated cost for dealing with the poison hemlock at the marina, clubhouse, and playground.

B. Intertidal surveys recap: Online training done July 17; Kinzie Beach survey done July 21; Cape George done July 22. Members can view photos of sea star monitoring and the 2 intertidal surveys at <https://www.instagram.com/stories/highlights/17876416318720335>.

C. Volunteers are needed to work on a notebook with recommendations for beneficial plantings that could be held in the clubhouse. A digital version might also be prepared that could be provided to community members, especially new CG residents.

D. Rain garden

1. Volunteer opportunities: rocks and unused fence posts need to be removed, ongoing weeding is needed; mulch needs to be spread around the outside of the garden; fence needs to be finished with staples into

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 24, 2020
via ZOOM

ground, area needs to be tidied. Varn will arrange to move the unneeded rocks (perhaps to the end of the berm), remove old tarps, and put in the staples (which Marta will get to him). Patty volunteered to help.

2. Sign for the rain garden: Ruth will work with Bob Simmons to get the graphic ready with the correct acknowledgements and to make a mock-up that we can show the Board of Trustees re size and placement of the sign for their approval.

- E. Cape George common area volunteer list is included with July minutes. Committee discussed need for more volunteers; and issues raised by Varn about common area maintenance and safety.

V. New Business

- A. Fund raising ideas: the plants that were not needed for the rain garden and that have been potted and cared for by a number of committee members will be offered for sale to CG members online to raise funds to help with costs of Poison Hemlock control if the board approves that proposal. *[Addendum: Marta and Fayla handled the sale of these plants, which was very successful with \$520 raised.]* The committee discussed fundraising ideas for this fall, because we will not be able to hold our traditional Halloween party fundraiser. Ideas discussed included a raffle and an online auction. The committee will review ideas in more detail at the next meeting.
- B. The committee thanked Katie Habegger for her years of service as Board Liaison to the Environmental Committee.
- C. The committee welcomed Ruth Ross, who was recently elected to the CG Board of Trustees and has taken over as Board Liaison from Katie.

The meeting was adjourned at 10:35 a.m.

Respectfully submitted by Ruth Ross

Marina Committee meeting minutes September 3, 2020 11 am

The meeting was held via ZOOM with Lad Burgin as the host. Other attendees were Mike LaPointe, Bill Dunning, Craig Muma, Gary Rossow, Bob Schlentner, Penny Jensen and Ben Fellows. Marina activities were updated by Ben.

Marty Blue water has resigned as Marina Committee chair. Thank you for your services.

Ben has announced he will resign this fall as Harbormaster. Nominations for both positions will be on the October Committee agenda. If you are interested in either position, we would like to hear from you.

Aluminum anodes have been installed on the seawall. The plan is to monitor their rate of consumption by weighing them from time to time. A 3+ year life is anticipated.

Dredging continues. Suction head fouling from small debris such as seaweed and wood pieces is often an issue. We continue to try new schemes to deal with this.

Minutes

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 24, 2020
via ZOOM

Mark Thayer is involved with the Salish Rescue group and reported that the group would like to position a rescue inflatable/RIB in our marina to facilitate more rapid response to mariners in distress in our area. Bart Blinder has offered the loan of his slip, E6 through June 1, 2021. A motion was made and seconded that this be allowed subject to review by the Board of Trustees. Slip availability beyond June 1, 2021 is subject to space availability. The motion was unanimously approved.

At its August 27 meeting the Board discussed clarifying the Guest moorage policy. Lad said the desire of the Board is to pass Guest moorage fees to the slip holder and to charge the slip holder a \$25 administration fee. A motion was made, seconded and unanimously approved to concur with this policy and to request that the Board waive the admin fee as it is larger than the per night moorage fee. It is also requested that the Board provide language for a rule change.

Announcement: The Marina Sale Fund has purchased 3 strand nylon line in two sizes. We acquired 1200 feet of 5/8" line and 1200 feet of 7/16" line. It is available to marina users for marina/boat use and is offered for sale on an 'on your honor' basis. The 5/8 line is \$0.20/foot and the 7/16 line is \$0.10/foot. Please help yourself and pay Ben Fellows for reimbursement of the Sale Fund. There is a hot knife line cutter behind the wood lathe. Let's go into winter with good mooring lines.

Meeting was adjourned at noon. Thanks, Lad, for the ZOOM hosting. Ben Fellows, Harbor Master

Cape George Water Advisory Committee
Meeting Report September 1, 2020

The meeting was held at 4 PM on Zoom. Present: Board Liaison Richard Hilfer, General Manager Pat Rooney, Water Manager Jose Escalera, Carl Berger, Stew Pugh, and Chair Marty Gilmore.

Jose received a quote for turn-key installation of the Highlands booster pumps. He has requested changes from the vendor. He will distribute the first quote to the committee tomorrow. When he receives the revised quote he will also distribute it and this committee will review the revised quote, reconvene, and make a recommendation to the Board.

The quote for Highlands booster pump installation includes an estimate for Pump 6 replacement; this estimate is for use in the Reserve Study, not for immediate work.

The committee voted to recommend a \$1/month increase in the water delivery fee to cover increased water system costs; this is an increase of 3.2%.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 24, 2020
via ZOOM

The new rain garden near Memorial Park is being watered to help establish the new plants. When the rain garden is watered, so is the rest of the Memorial Park. The current installation was reviewed and will be changed. A tee and valve will be added after the meter to allow the rain garden to be watered separately, and a backflow preventer will be added to bring the installation into compliance with current code.

Patrick and Jose will meet Friday to review the status of backflow surveys received earlier this year. Last year's surveys covered about one-third of the Community. Surveys for the next third of the Community will be sent later this year.

The next meeting will be Tuesday, October 6 at 4 PM on Zoom.

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
September 30, 2020
Via ZOOM

The meeting was called to order by President, Rich Hilfer, at 3:04 pm.

Welcome

In Attendance: Richard Hilfer, George Martin, Ray Graves, Lad Burgin, Jane Ludwig, Ruth Ross and Fayla Schwartz

Adjourn to Executive Session: Lad Burgin moved, and George Martin seconded to move to Executive Session and discuss violation of governing documents at 3:06 pm. Passed - 6/0

Return to Special Meeting: Lad Burgin moved, and Jane Ludwig seconded to return to the Special Meeting at 3:30 pm. Passed - 6/0

Motion 1: Rich Hilfer moved, and George Martin seconded to appoint Trustee Lad Burgin to assist the hedge owners in creating sufficient gaps between plants to remove commingling and/or prevent a visual screen. Passed – 6/0

Motion 2: George Martin moved, and Ruth Ross seconded to accept the 2021 Employee Health Insurance Package. Passed - 6/0

Motion 3: Lad Burgin moved, and Ray Graves seconded to approve the General Manager's recommendation to move the replacement of the Diesel Stake Bed Truck in the Reserve Budget from 2026 to 2022 and to remove the Salt Spreader from the Reserve Budget and add to the Operating Budget. Passed - 6/0

Motion 4: Lad Burgin moved, and George Martin seconded to add the following items to the 2021 Operating Reserve; Mailboxes \$25,000. - 20 year cycle and Office Septic System \$30,000. - 30 year cycle. Passed - 6/0

Adjournment: Lad Burgin moved, and Ray Graves seconded to adjourn the Special Board Meeting at 4: 58 pm. Passed - 6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
October 20, 2020
Via ZOOM

The meeting was called to order by President, Rich Hilfer, at 2:03 pm.

Welcome

The purpose of this Special Board Meeting is to discuss the Budget and Reserve Studies for the fiscal year 2021.

In Attendance: Richard Hilfer, George Martin, Lad Burgin, Jane Ludwig, Ruth Ross and Fayla Schwartz

Motion 1: Approve Budget for 2021. Vote postponed until October 26th to answers member questions.

Motion 2: George Martin moved and Fayla Schwartz seconded to approve the updated draft of three Reserve Studies submitted by Reserve Consultants LLC. Passed – 5/0

Motion 3: Lad Burgin moved, and George Martin seconded to transfer \$100,000. from the operating account PPB 0125 to Marina Reserves. Passed - 5/0

Motion 4: Lad Burgin moved, and George Martin seconded to approve the Reserves percentage split to 60% Marina, 25% Water and 15% General. Passed - 5/0

Motion 5: No vote necessary. Information discussed on pool opening plan related to Covid19 guidelines.

Adjournment: Lad Burgin moved, and George Martin seconded to adjourn the Special Board Meeting at 3:43 pm. Passed - 5/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
October 26, 2020
Via ZOOM

The meeting was called to order by President, Rich Hilfer, at 2:02 pm.

Welcome

The purpose of this Special Board Meeting is to vote on the Budget and Reserve Studies for the fiscal year 2021.

In Attendance: Richard Hilfer, George Martin, Lad Burgin, Jane Ludwig, Ruth Ross, Ray Graves and Fayla Schwartz

Motion 1: Richard Hilfer moved, and Lad Burgin seconded to approve the updates presented for the MIS05 Fine Schedule, effective January 1, 2021. Passed -6/0

Motion 2: Lad Burgin moved, and Ray Graves seconded to approve the 2021 Budget including Member Assessments & Reserve Projects. Passed – 6/0

Adjournment: Lad Burgin moved, and George Martin seconded to adjourn the Special Board Meeting at 2:20 pm. Passed - 6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
October 26, 2020
Via ZOOM

The meeting was called to order by President, Rich Hilfer, at 2:02 pm.

Welcome

The purpose of this Special Board Meeting is to vote on the Budget and Reserve Studies for the fiscal year 2021.

In Attendance: Richard Hilfer, George Martin, Lad Burgin, Jane Ludwig, Ruth Ross, Ray Graves and Fayla Schwartz

Motion 1: Richard Hilfer moved, and Lad Burgin seconded to approve the updates presented for the MIS05 Fine Schedule, effective January 1, 2021. Passed -6/0

Motion 2: Lad Burgin moved, and Ray Graves seconded to approve the 2021 Budget including Member Assessments & Reserve Projects. Passed – 6/0

Adjournment: Lad Burgin moved, and George Martin seconded to adjourn the Special Board Meeting at 2:20 pm. Passed - 6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 29, 2020
 via ZOOM

The regular Board meeting was called to order by President, Rich Hilfer, at 3:06

Welcome

In Attendance: Rich Hilfer, George Martin, Lad Burgin, Jane Ludwig, Ruth Ross, Ray Graves and Fayla Schwartz

Action on Minutes:

Jane Ludwig moved, and George Martin seconded to approve the minutes of the Regular Board Meeting dated September 24, 2020, Special Board Meeting dated September 30, 2020 with amendment to increase the budget line from 15,000 to 25,000 on motion 4, Special Board Meeting dated October 20, 2020 and Special Meeting dated October 26, 2020. Passed - 6/0

Membership Report: Jane Ludwig

Jamie Coleman purchased lot 18-3 Spruce Dr from the Zoellick's
 Valerie Horvath and Scott Ludwig purchased lot 11-2 Sunset from the Purple Dawgs Trust
 Robert & April Brown purchased 170 Hemlock from Merrill Coulson
 Jay & Julia Towne purchased 213 San Juan Dr from Philip & Sharon Baumgaertner

Treasurer's Report: George Martin

TREASURER'S REPORT					
As of September 30, 2020					
Balance Sheet as of September 30, 20120					
Assets	2020	2019	Liabilities and Fund Balances	2020	2019
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 276,593	\$ 132,032	Accounts Payable & Other Liabilities	\$ 22,609	\$ 14,041
Operating Investment-Savings	100,007	99,326	Unearned Income General/Water/Etc.	93,330	62,270
Petty Cash	561	300	Unearned Income Reserve Assment	-	-
Reserves - General, Water & Marina	981,304	1,006,293	Unearned Income Marina Wait List	1,900	2,000
Routine Reserve Assessment	102,607	72,739	Total Current Liabilities	117,839	78,311
Total Cash & Equivalents	\$ 1,461,072	1,310,689			
Net Accounts Receivable	\$ 3,255	5,450	FUND BALANCES:		
Total Net Fixed Assets	1,748,514	1,804,075	Fund Balances (Combined)	2,971,943	2,899,229
Total Prepaid & Other Assets	33,030	31,892	Modified Cash Basis Income	156,090	174,567
TOTAL ASSETS	\$ 3,245,872	\$ 3,152,106	TOTAL LIABILITIES & FUND BALANCE	\$ 3,245,872	\$ 3,152,106

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 29, 2020
via ZOOM

Summary Revenue and Expense Statements for the periods ended August 31, 2020 and 2019 (Modified Cash Basis)									
	2020 Year to Date					COMPARATIVE			
	Actual	Budget	Variance	%		2020 YTD	2019 YTD	Variance	%
General					General				
General Assessment	\$ 237,745	\$ 239,591	(1,847)	-1%	General Assessment	\$ 237,745	\$ 230,140	7,605	3%
Revenue - All Other Sources	19,080	19,450	(371)	-2%	Revenue - All Other Sources	19,080	19,651	(572)	-3%
Total General Revenue	256,824	259,041	(2,217)		Total General Revenue	256,824	249,791	7,033	3%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	120,180	126,844	6,665	5%	Salaries, Benefits, PR Tax	120,180	115,461	4,719	4%
Repairs & Maintenance	6,241	19,475	13,234	68%	Repairs & Maintenance	6,241	5,752	489	9%
Contracted Services	72,237	38,728	(33,509)	-87%	Contracted Services	72,237	47,611	24,626	52%
Insurance	11,622	15,750	4,128	26%	Insurance	11,622	14,523	(2,901)	-20%
Pool Expense+pool utilities	18,554	20,250	1,696	8%	Pool Expense, pool utilities	18,554	24,568	(6,014)	-24%
Utilities	4,827	5,775	948	16%	Utilities	4,827	9,759	(4,931)	-51%
Other Expenses (incl taxes)	26,353	24,538	(1,815)	-7%	Other Expenses (incl taxes)	26,353	23,962	2,391	10%
Total General Expenses	260,013	251,360	(8,653)		Total General Expenses	260,013	241,636	18,377	8%
General Net Income	\$ (3,189)	\$ 7,682	\$ (10,871)	-142%	General Net Income	\$ (3,189)	\$ 8,156	(11,344)	-139%
Water					Water				
Revenue - Water Use Fees	\$148,332	\$ 148,149	\$183	0%	Revenue - Water Use Fees	\$ 148,332	\$ 142,895	5,438	4%
Revenue - All Other Sources	4,869	6,925	2,056	-30%	Revenue - All Other Sources	4,869	8,105	4	-40%
Total Water Revenue	153,201	155,074	2,239		Total Water Revenue	153,201	151,000	2,202	1%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	58,104	52,954	(5,150)	-10%	Salaries, Benefits, PR Tax	58,104	55,668	2,435	4%
Repairs & Maintenance	4,136	6,450	2,314	36%	Repairs & Maintenance	4,136	5,351	(1,215)	-23%
Contracted Services	20,666	21,053	386	2%	Contracted Services	20,666	14,539	6,128	42%
Insurance	8,191	8,100	(91)	-1%	Insurance	8,191	9,777	(1,586)	-16%
Utilities	9,466	9,075	(391)	-4%	Utilities	9,466	8,576	890	10%
Other Expenses (incl taxes)	16,630	20,965	4,335	21%	Other Expenses (incl taxes)	16,630	16,770	(140)	-1%
Total Water Expenses	117,193	118,596	1,403		Total Water Expenses	117,193	110,681	6,512	
Water Net Income	\$ 36,008	\$ 36,478	\$ (469)	-1%	Water Net Income	\$ 36,008	\$ 40,318	\$ (4,310)	-11%
Marina					Marina				
Revenue - Moorage/Parking	\$ 63,029	\$ 65,411	\$ (2,382)	-4%	Revenue - Moorage/Parking	\$ 63,029	\$ 63,039	(11)	0%
Revenue - All Other Sources	14,132	14,250	(118)	-1%	Revenue - All Other Sources	14,132	14,892	(759)	-5%
Total Marina Revenue	77,161	79,661	(2,500)		Total Marina Revenue	77,161	77,931	(770)	-1%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	18,655	14,476	(4,179)	-29%	Salaries, Benefits, PR Tax	18,655	15,877	2,778	17%
Repairs & Maintenance	12,194	19,403	7,208	37%	Repairs & Maintenance	12,194	12,959	(765)	-6%
Contracted Services	4,214	5,386	1,172	22%	Contracted Services	4,214	4,859	(645)	-13%
Insurance	6,087	5,400	(687)	-13%	Insurance	6,087	5,822	265	5%
Utilities	5,460	6,750	1,290	19%	Utilities	5,460	5,975	(515)	-9%
Other Expenses (incl taxes)	7,276	5,820	(1,456)	-25%	Other Expenses (incl taxes)	7,276	3,999	3,277	82%
Total Marina Expenses	53,885	57,234	3,349		Total Marina Expenses	53,885	49,490	4,395	9%
Marina Net Income	\$ 23,276	\$ 22,427	\$ 849	4%	Marina Net Income	\$ 23,276	\$ 28,441	\$ (5,165)	-18%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	97,627	96,153	1,474	2%	Routine Reserve Revenue	97,627	96,799	828	1%
Bad Debts, Recoveries, Misc.	895	-	895		Bad Debts, Recoveries, Misc.	895	(133)	1,028	-774%
Reserve Interest - all	1,473	-	1,473		Reserve Interest - all	1,473	985	488	49%
Net Reserve Income	\$ 99,995	\$ 96,153	\$ 3,842	4%	Net Reserve Income	\$ 99,995	\$ 97,652	\$ 2,343	2%
Cmbnd Net Income/(Loss)	\$ 156,090	\$ 162,738	\$ (8,123)	-4%	Cmbnd Net Income/(Loss)	\$ 156,090	\$ 174,567	\$ (18,476)	-11%
Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.									

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 29, 2020
via ZOOM

Manager's Report: Pat Rooney

Fall has arrived. We are on our last mowing tasks of the year. With our mowing operations soon completed, our seasonal employee Aimee Garrett will be leaving us at the end of the month. Aimee will be back with us possibly as early as mid-February 2021.

We are getting ready to order ice melt material and will be installing the snow-plow next month. It's time to make sure your irrigation systems are drained, and hose bib covers installed. I'm sure the community gardeners and growers will take care of their plants. I just moved our strawberry plant to our garage for the winter.

Some good news is the Governor has authorized the opening of HOA pools. Board President Rich Hilfer has written about it in the newsletter that is coming out the first week of November. His article provides more information.

As a reminder, pets off leash at the designated off leash area north of the Clubhouse still require the member to have control of their pet.

Administration

1. The Board has finalized the budget and will vote on its approval on Monday, October 26, 2020.
2. Reminder notices have been sent to members that have not yet paid the 4th quarter assessment
3. Thanks to the many members that have returned their Water Survey and remind members with backflow preventer valves to get their valve inspected. As a water system owner/provider, Cape George must make sure these annual inspections take place.
4. The weather station has been out of service but is now back online.

Maintenance

1. Final common area mowing is taking place right now and should be done by the end of the month.
2. The pool dehumidifier is partially working but another service will take place on November 24th.
3. New pump installation replacement for the Highlands has commenced. This project is scheduled to be complete in November.
4. Modification to the Memorial Park Irrigation system will establish a separate hose bib for the rain garden so the irrigation system does not need to be on when being watered. Replacement of the Backflow preventer Valve is taking place also. This will be finished in November.

Complaints & Reports

1. The Board of Trustees authorized the purchase of an electronic speed sign that will inform motorists of their speed while driving in Cape George. This unit will be moved throughout the community to remind motorists that 20 MPH is the official speed limit at Cape George.
2. A complaint about a hedge and business was reported.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 29, 2020
via ZOOM

3. Two reports of lot trespassing and one common area trespass had been reported to the office.
4. A complaint concerning the removal of a building was received.
5. A complaint regarding speeding and reckless driving was received.

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

Information Items: The owners of 86 South Rhododendron Drive requested a 20-foot setback from the street right-of-way due to the lot's ground contour at a Variance Hearing held October 26th. At the result of the hearing, it was determined by a majority of the Trustees that a recommendation would be made to deny the variance request and a motion to that effect would be made at the October meeting.

Member participation: None

New Business Action Items:

Motion 1: Lad Burgin moved, and George Martin seconded that in light of the recommendation from the building committee to deny the variance and objections from three members that the request for a setback variance by Thomas and Allison Warren be denied. Passed - 6/0

Motion 2: Lad Burgin moved, and Jane Ludwig seconded that Jim Bodkin be appointed to the Chairperson of the Marina Committee. Passed - 6/0

Motion 3: Lad Burgin moved, and Ray Graves seconded that Mark Thayer be appointed Harbor Master effective November 5, 2020. Passed – 6/0

Motion 4: Lad Burgin moved, and Rich Hilfer seconded that the recommendation of the Marina Committee to park up to 6 boat trailers behind the barn be approved. Failed - 0/6

Motion 5: George Martin moved, and Lad Burgin seconded to renew the Workshop and Clubhouse flood insurance policies for the next year at the current coverage levels. Passed - 6/0

Motion 6: Rich Hilfer moved, and Lad Burgin seconded to approve the contract with Precision Tree Service to fell 6 identified trees. Passed – 6/0

Motion 7: George Martin moved, and Fayla Schwartz seconded to approve the revised CP18 Snow & Ice Control policy amending the Level One and Level Two roads to be effective 30 calendar days after publication to the community. Passed - 6/0

Motion 8: Ruth Ross moved, and George Martin seconded to approve the design of the sign for the Rain Garden created for us by Bob Simmons, the Water Resources Specialist of the WSU Jefferson County Extension. I also move that the Board send its thanks to the Cape George Environmental Committee for their work to create the Rain Garden, in

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 29, 2020
via ZOOM

particular to Marta Krissovich, the Rain Garden Team Leader, and Stephen McDevitt who is in charge of keeping the garden watered and weeded. Passed - 6/0

Motion 9: Lad Burgin moved, and Ray Graves seconded that in pursuant to Rule CP03, Section 1, Paragraph 7 which restricts marina use and moorage to members, the proposal from Salish Rescue to station a rescue vessel in the marina be disapproved. Passed - 6/0

Open Board Discussion: Rich Hilfer asked the trustees to prepare subjects, structure and guidelines for a proposed ad hoc committee on trees and hedges for the November 16th meeting.

Jane Ludwig asked about the delay in posting of several members' dues at Community Financials. A handful of members who mailed their payment directly to Community Financials around October 8th still show their accounts as unpaid and received "friendly reminders" from the office. Community Financials is working with the bank to locate these payments. Members identified with the missing payments will not be penalized in their community standing.

Ray Graves asked direction to rally help with the sign installation project as several of the volunteers are dealing with physical issues which are delaying the project moving forward. An email blast will be sent to recruit volunteers.

George Martin asked if a group of 5 could make reservations at the clubhouse. The manager will double check for any recent County changes of Covid restrictions regarding groups and update signage at the clubhouse. The Board will address the question at the next meeting.

Announcements:

Budget Ratification Meeting – Monday, November 16, 2020 at 2:30 PM via Zoom

Study Session – November 16, 2020 at 3:00 PM via Zoom

Board Meeting – November 19, 2020 at 3:00 PM via Zoom

Adjournment: Lad Burgin moved, and George Martin seconded to adjourn the Regular Board Meeting at 4:09 pm. Passed - 6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 29, 2020
via ZOOM

**ENVIRONMENTAL COMMITTEE MINUTES
ZOOM ONLINE MEETING**

Monday, October 12, 2020, 9:15 am

ATTENDANCE: Varn Brooks, Lori Cameron, Patty Dunmire, Sue Dunning, Anne Jimenez, Marta Krissovich, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Elaine Sullivan, Gina Webber

I. CALL TO ORDER: Patty called the meeting to order at 9:22 am.

II. APPROVAL OF MINUTES: Robin moved and Kitty seconded that the minutes from September 2020 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Current balance is \$1338.64, reflecting the \$520 received from the sale of plants that was donated to Cape George Community for the Noxious Weed Control project. *(These are not funds that belong to Cape George Colony Club, Inc.)*

IV. OLD BUSINESS

A. Fund Raising

Given the restrictions on activities due to COVID-19, the committee will put off further work on fund raising ideas until 2021.

B. Weeding Opportunities: Elaine will organize a weeding party to remove the invasive Herb Robert from the entrance to the ravine.

C. Water System at Memorial Park: the irrigation system serving Memorial Park is being separated from the line to water the rain garden, with a new hose bib being installed. The backflow preventer valve is also being replaced.

D. Rain Garden Sign: Bob Simmons will add a text box to the sign graphic acknowledging the Cape George Board of Trustees and Environmental Committee and send Ruth a revised file to present at the next board meeting.

V. NEW BUSINESS

A. Common Areas: Varn Brooks provided a letter re common areas in Cape George and a useful map showing some key common areas in the neighborhood (see attached documents). He suggested the committee work on developing proposed wording for the community rules and regulations concerning maintenance and monitoring of common areas. He specifically recommended that we address the issue of alterations made to common property without appropriate approval, the need to control/remove invasive plants on common property, and hazard mitigation, especially related to fire, but also with regard to potential landslides, dangerous trees, erosion control, and surface runoff and drainage. The committee discussed these issues in detail and it was agreed that Varn Brooks, Ruth Ross (the committee's secretary and liaison to the Board of Trustees), and general manager Pat Rooney would research what is currently in our community documents with regard to common areas and come back to the committee with some recommendations. It was also agreed that the committee would prepare a newsletter article on fire risk mitigation for spring 2021.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 29, 2020
via ZOOM

- B. Letter of Support for Grant Request for Marine Mammal Stranding Network (MMSN).** The committee confirmed its previous email approval for sending a letter to the Port Townsend Marine Science Center in support of their grant request for additional resources to train volunteers for the MMSN.

The meeting was adjourned at 10:25 a.m.

Respectfully submitted by Ruth Ross

Marina Minutes October

The meeting was held on Zoon with Lad Burgin hosting. The meeting began at 11 am, October 8, 2020

The following participated by Zoom, Pat Rooney, Lad Burgin, Jim Bodkin, Paul Serafin, Mike Heckinger, Gary Rossow, Geoff McMichael, Bob Schlentner and Ben Fellows. Mark Thayer and Mike Hinojos and Stewart Pugh participated via telephone.

Announcements

The south parking lot is 100% full. A three person wait list has been created. Discussions are underway with Pat Rooney about parking up to 6 boats behind the barn.

Mooring line is still available. \$0.10/ft for 7/16" and \$0.20/ft for 5/8". Please contact the Harbor Master if you want some.

CGYC pennants are still available at \$10 each.
Please contact Kris Easterday or Penny Jensen for yours.

Business items

A motion was made by Gary Rossow and seconded by Lad Burgin to recommend James Bodkin for Marina Committee Chair. Motion was unanimously passed.

A motion was made by Gary Rossow and seconded by Mike Hinojos to recommend Mark Thayer for Harbor Master. Motion passed unanimously.

Lad Burgin indicated the Board would consider these recommendations at its October meeting.

Ben reported that the 4" diameter suction head on the Piranha Dredges has been upgraded to an 8" diameter head of our own design and construction. The new head was used on September 29 with greatly reduced plugging.

Ben Fellows, Harbor Master

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 29, 2020
via ZOOM

The meeting was held at 4 PM on Zoom. Present: Board Liaison Richard Hilfer, General Manager Pat Rooney, Water Manager Jose Escalera, Carl Berger, Stew Pugh, and Chair Marty Gilmore.

Installation of the new Highlands Booster pumps is underway. One of the old pumps has been deenergized and disassembly has started. Final parts, gaskets, and bolt sets, should be in this week and the first new pump ready to start up and run next week. The pump will be run for several days to ensure that installation was successful before the second pump is installed.

We received a quote for Pump 6 replacement from Gresham Pump and Drilling; the estimated price to supply and install the pump is \$23,315, tax included. This information will be provided to Reserve Consultants.

The draft reserve study includes replacement of 25% of the main asbestos cement piping in five-year intervals beginning in 2035. However, recent pipe samples obtained during modifications show that the main piping is in good shape, and it is known that this piping material lasts a very long time. The committee voted to recommend to the Board that the interval be increased to eight years from five, so that 25% of the mains are replaced in 2035, 2043, 2051, and 2058. If the Board agrees, this information will be provided to Reserve Consultants.

Donnie has two properties to check on backflows from the 2019 surveys. The owners may be out of town. The backflow test notices went to all members with backflow preventers that we know if. None have been reported as completed. 178 surveys have been sent to members in phase two of the surveys. The office has received 59 back.

Work is underway to install a tee and valve so that the new rain garden can be watered separately from Memorial Park.

August water use and leakage:

546 connections

35 leaks

61 connections < 30 gpd, includes vacant lot connections

Average usage 190 gpd/connection

September water use and leakage:

547 connections

31 leaks

60 connections < 30 gpd, includes vacant lot connections

Average usage 153 gpd/connection.

There was one Tamper alarm; this is being investigated. There was one zero flow reading from an occupied house; this was due to a meter installed backwards. The meter is now installed correctly, and other zero flow meters will be investigated.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
October 29, 2020
via ZOOM

The next meeting will be Tuesday, November 3 (Election Day!) at 4 PM on Zoom.

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
November 12, 2020
Via ZOOM

The meeting was called to order by President, Rich Hilfer, at 11:10 am.

Welcome

The purpose of this Special Board Meeting is to provide a hearing requested by members whose property is the subject of a hedge regulation violation. Those concerned members are present via Zoom.

Trustees in Attendance: Richard Hilfer, George Martin, Lad Burgin, Ruth Ross, Ray Graves and Fayla Schwartz

Adjourn to Executive Session: Lad Burgin moved, and George Martin seconded to go into Executive Session at 11:10.
Passed - 5/0

Members present their case and arguments at Executive Session. Members were excused from Executive Session to allow Trustees to deliberate.

Return to Special Meeting: Lad Burgin moved, and George Martin seconded to adjourn the Executive Session and resume the Special session at 12:22 pm. Passed - 5/0.

The concerned members and others were readmitted to Special session.

Motion 1: Lad Burgin moved, and George Martin seconded that we direct the Nieuwsma's to come into compliance with the Hedge Rule by:

1. Maintaining a minimum five-foot gap in the canopy between the tall trees in the tree canopy.

And by doing one of the following:

- a. Maintaining the cedars at eight feet or less in height.
- b. Or removing the cedars.
- c. Or replacing the cedars with slope holding vegetation that can be maintained at a height of eight feet or less.

Passed - 4/1

Adjournment: Lad Burgin moved, and George Martin seconded to adjourn the Special Board Meeting at 12:27 pm.
Passed - 5/0

Submitted by:

Jane Ludwig, Secretary

Approved by:

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
November 12, 2020
Via ZOOM

The meeting was called to order by President, Rich Hilfer, at 11:10 am.

Welcome

The purpose of this Special Board Meeting is to provide a hearing requested by members whose property is the subject of a hedge regulation violation. Those concerned members are present via Zoom.

Trustees in Attendance: Richard Hilfer, George Martin, Lad Burgin, Ruth Ross, Ray Graves and Fayla Schwartz

Adjourn to Executive Session: Lad Burgin moved, and George Martin seconded to go into Executive Session at 11:10.
Passed - 5/0

Members present their case and arguments at Executive Session. Members were excused from Executive Session to allow Trustees to deliberate.

Return to Special Meeting: Lad Burgin moved, and George Martin seconded to adjourn the Executive Session and resume the Special session at 12:22 pm. Passed - 5/0.

The concerned members and others were readmitted to Special session.

Motion 1: Lad Burgin moved, and George Martin seconded that we direct the Nieuwsma's to come into compliance with the Hedge Rule by:

1. Maintaining a minimum five-foot gap in the canopy between the tall trees in the tree canopy.

And by doing one of the following:

- a. Maintaining the cedars at eight feet or less in height.
- b. Or removing the cedars.
- c. Or replacing the cedars with slope holding vegetation that can be maintained at a height of eight feet or less.

Passed - 4/1

Adjournment: Lad Burgin moved, and George Martin seconded to adjourn the Special Board Meeting at 12:27 pm.
Passed - 5/0

Submitted by:

Jane Ludwig, Secretary

Approved by:

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 19, 2020
via ZOOM

The regular Board meeting was called to order by President, Rich Hilfer, at 3:02

Welcome

There will be an Executive Session at the end of this meeting to discuss personnel matters.

In Attendance: Rich Hilfer, George Martin, Lad Burgin, Jane Ludwig, Ruth Ross, Ray Graves and Fayla Schwartz

Action on Minutes:

Jane Ludwig moved, and George Martin seconded to approve the minutes of:

Special Board Meeting dated October 26, 2020

Regular Board Meeting dated October 29, 2020

Special Board Meeting dated November 12, 2020 - Passed - 6/0

Membership Report: Jane Ludwig

Randy & Guistina Eberl purchased lot 38-3 Hemlock Dr from Jackie Levin

John & Alyne Galm purchased 10 Dennis Blvd from Kathleen McCormick

Robert Jones Jr purchased lot 52-4 Pine Dr from Dorothy Major Estate

Michael Hale purchased lot 16-7 Saddle Dr from Mat & Marla Tullio

Tim Beckstrom & Christine Castigilano purchased 370 Dennis from Hervey Hicks Estate

Treasurer's Report: George Martin

George Martin presented abbreviated verbal treasurer's report and will submit a completed report once all the data is available. Month end reports were not ready from Community Financials in time for this meeting.

Manager's Report: Pat Rooney

Now that the elections are over, it is time to remove political signage. Please see signage policy PP06 at our website.

With winter fast approaching we have been working on winterization of our facilities. I urge members to do the same with their homes and other ancillary buildings.

Thanksgiving will be a blessing with an unusual twist as it is the time of year for families to gather. It will be challenging during the Covid 19 environment. It does present new opportunities by having online gatherings with relatives far away.

Happy Thanksgiving to you and your families!

Administration

1. Once the 2021 budget is ratified, our office will be working with our accounting firm on setting up statements to be mailed to members.
2. If your payment for the 4th quarter has not cleared your bank, please contact our office for assistance.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 19, 2020
via ZOOM

3. As you may have heard the pool is opening under certain restrictions. Thanks to the volunteers who are being trained to be monitors for the pool. Safety first!

If you have not heard, we have a new Chairperson of the Marina Committee. He is Jim Bodkin. We have a new Harbormaster, Mark Thayer. I look forward to working with these new Marina leaders.

Maintenance

1. The pool dehumidifier is partially working but another service will take place on November 24th.
2. New pump installation replacement for the Highlands has commenced. This project is scheduled to be complete in November. We have been waiting on gaskets and flanges.
3. Modification to the Memorial Park Irrigation system will establish a separate hose bib for the rain garden so the irrigation system does not need to be on when being watered. Replacement of the Backflow preventer Valve is taking place also. This will be finished in November.

A new small trailer has been ordered to hold the new Traffic sign that will let members and guests know the speed they are going to remind them that 20 MPH is our limit.

Complaints & Reports

1. A complaint about a hedge was reported. The owner has been notified of the violation.
2. A member inquired about derelict vehicles.
3. Three members were fined for violations of the building regulations. Permits have significant importance. You are strongly advised to get proper permits before taking any action on your lot.

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

Information Items: Manager, Patrick Rooney requested help with the list of Reserve Projects for 2020 and 2021. Some of the information gathering can be done by committee members.

We will start the implementation of Microsoft 365 at the office on December 1st. New email addresses for trustees will follow.

Member participation: none

New Business Action Items:

Motion 1: Lad Burgin moved, and Ruth Ross seconded to approve Resolution 20-004 which authorizes the creation and use of a separate website for the Marina under the supervision of the Harbormaster. Passed - 6/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 19, 2020
via ZOOM

Motion 2: Fayla Schwartz moved, and Lad Burgin seconded to approve the opening of the pool in accordance with the November 18th confirmation from the Jefferson County Dept. of Health and the WA State Dept. of Health.

Passed - 5/0/1

Open Board Discussion: A discussion was held on the status of recruiting volunteers for the Ad-Hoc Committee on Hedge Policy Review. Three members from the Board, one from the Roads & Building Committee, one from Environmental Committee and two from community members will comprise the new committee. As we are awaiting nominations for the committee members, Rich Hilfer appointed Jane Ludwig as facilitator to keep the committee formation moving forward. This will be a non-voting position in the committee.

Announcements:

Study Session – December 14, 2020 at 3:00 PM via Zoom

Board Meeting – December 17, 2020 at 3:00 PM via Zoom

Adjournment: Lad Burgin moved, and George Martin seconded to enter Executive Session at 3:59 pm.

Passed - 6/0

Lad Burgin moved and George Martin seconded to return to Regular Session at 4:37 pm. Passed-6/0

Motion 3: Rich Hilfer moved and George Martin seconded to approve employee bonuses totaling \$2,800.00 as recommended by the General Manager, payable as part of the December 10th payroll. Passed-6/0.

Lad Burgin moved and Fayla Schwartz seconded to adjourn at 4:41 pm. Passed-6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 19, 2020
via ZOOM

**ENVIRONMENTAL COMMITTEE MINUTES
ZOOM ONLINE MEETING**

Monday, September 14, 2020, 9:15 am

ATTENDANCE: Lori Cameron, Patty Dunmire, Sue Dunning, Marta Krissovich, Patrick Rooney, Ruth Ross, Kitty Rucker, Fayla Schwartz, Elaine Sullivan, Gina Webber

I. CALL TO ORDER: Patty called the meeting to order at 9:17 am.

II. APPROVAL OF MINUTES: Marta moved and Fayla seconded that the minutes from August 2020 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Current balance is \$1,858.64, reflecting \$520 received from the sale of plants. *(These are not funds that belong to Cape George Colony Club, Inc.)*

IV. OLD BUSINESS

A. Noxious Weeds

Proposal from Peninsula Environmental Group to undertake a 3-year program to control poison hemlock was presented to the board and approved in August. The initial stage of the project scheduled for 2020 has been completed with seed heads removed from the hemlock around the clubhouse, marina, and playground area. The Cape George Board authorized payment for this work. Notices about the plant sale had indicated that the money would be used to help defray the cost of the hemlock removal. Elaine moved and Lori seconded that the \$520 be given to the Cape George Community for this purpose, and the motion was unanimously approved. Patty will ask Cassie to generate a check. The committee was also informed by Pat Rooney, our General Manager, that the \$600 that the Board had approved for rain garden materials (soil etc) had not been spent. Ruth moved and Fayla seconded the motion that we ask the Board to put that money toward the cost of the hemlock removal, and that motion was unanimously approved. The committee asked Ruth, as our board liaison, to present these decisions to the Board at their next study session

B. Rain Garden

1. **Sign:** the template for the sign supplied by Bob Simmons, the WSU extension rain garden expert, includes acknowledgment for WSU and partners who contributed to the grant. The committee considered what wording we should ask Bob to insert at the bottom of the sign concerning the role of Cape George and everyone approved Marta's suggestion "Cape George Board of Trustees and Environmental Committee, June 2020." Ruth will contact Bob and ask him to add this text box to the bottom of the sign. Ruth will then present the final version of the sign to the Board for their approval.

2. **Weeding:** members of the committee expressed interest in weeding the rain garden but asked for guidance about what to remove. Marta and Fayla will visit the garden and take pictures to guide potential weeders.

C. Plant Information/Resolution Notebook: Volunteers still needed to work on a notebook with recommendations for beneficial plantings.

D. Fund Raising: Because it will not be possible to hold our usual Halloween party/fundraiser this year because of COVID-19, the committee discussed ideas such as an online auction, spring plant sale, or donation drive. Robin Scherting had indicated that she would be willing to help with an auction and Marta volunteered to research information on possible online tools that can be used for this purpose. *[Addendum: after further research and consideration, it has been decided to put these ideas on hold until 2021, given the difficulty of organizing these efforts in the current situation]*

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 19, 2020
via ZOOM

V. NEW BUSINESS

- A. *Plant photos.*** The committee thanked Fayla for sending out the monthly photos of flowers blooming around Cape George. Everyone has really enjoyed them and found them very educational. Fayla informed the committee that she still needs to do pictures for February and March to complete the cycle.
- B. *Flowers of Cape George Book:*** The committee asked Fayla if she would be willing to let us create a book from the photo series that could be printed and sold as a fundraiser, like the print of the Olympic mountains and the booklet on Protection Island. Fayla kindly agreed and we will work on this project in the spring when the series is completed. Everyone agreed that this would make a wonderful fundraising project and would be a welcome resource for the community.

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

Respectfully submitted by Ruth Ross

Marina Committee Meeting 5 Nov 2020 (via Zoom)

Participants, J. Bodkin, L. Burgin, P. Rooney, B. Fellows, C. Muma, M. Thayer, J. Hanks, S. Pugh, B. Ritchie, Paul S.

Welcome - Ben

Introduction to Jim Bodkin and Mark Thayer as your new Marina Committee Chair and Harbor Master.

Agenda items:

1) The south lot is full at 30. A no fee wait list have be established for the Reserve and Open parking. Discussed the need for a requirement for demonstrating occupancy of trailer/boat parking. Tabled discussion for one month to consider options/needs.

2) Board decision on overflow boat parking behind the barn. Motion denied by Board in consideration of fairness to all CG resident storage needs

3) Committee meeting frequency. Agreed to continue monthly meetings via Zoom with a desire to integrate zoom and in person meetings as in person meetings are approved. Will require improved internet capabilities at clubhouse.

Agreed to hold Committee meeting to the 'First Thursday following the first Tuesday' of each month as long as the meetings are held via ZOOM?

4. Permit update. Garry Rossow provided overview of pending permit applications. Approvals expected

Round Robin comments:

Ross Anderson will work with Mark and Jim on improving communications with CG community

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
November 19, 2020
via ZOOM

John Hanks commented on the value and possible return of the Marina sale, the Waterfront Festival, and the Regatta, as soon as safely possible.

Jim will send inquiry to Marina Committee regarding volunteers needed to make sure road and ramp gates are secured each evening. A new spring is needed on north ramp gate.

Adjourn Next meeting Thursday 3 Dec, 11 am via Zoom

**Cape George Water Advisory Committee
Meeting Report November 3, 2020**

The meeting was held at 4 PM on Zoom. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Carl Berger, Stew Pugh, Thad Bickling, and Chair Marty Gilmore.

The first of the new Highlands Booster pumps is installed and running. Final parts, gaskets and bolt sets, should be in this week for the second pump.

Work continues to install a tee and valve so that the new rain garden can be watered separately from Memorial Park. This installation includes a new backflow preventer.

A solenoid has failed in the water filtration unit. The vendor, Azek, is sending a replacement for installation by Cape George.

Of the 56 known backflow preventer valves in Cape George, 51 have completed inspection and 2 have been replaced after failing inspection. The current survey includes 172 lots and 85 responses have been received.

September water use and leakage:

547 connections

31 leaks

60 connections < 30 gpd, includes vacant lot connections

Average usage 153 gpd/connection. Two broken house water mains raised this average.

The next meeting will be Tuesday, December 1 at 4 PM on Zoom.