

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
January 10, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, Gary K Smith
3. **Action on Minutes:** Scherting moved (passed 5-0) to approve the minutes of the Regular Board of Trustees Meeting of December 13, 2001.
4. **Treasurer's Report:** As of December 2001 we have \$7,248 in checking; \$118,852 in the operational investment account, and \$262,104 in the Bank of America reserve account, and \$103,616 the Capital One reserve account. Fundraising accounts in First Federal Savings total \$17,651.

2001 – 2002 Expenses						
	\$	\$	\$	\$	\$	%
	Budget	Nov	Dec	Y-T-D	Available	Available
General	203,452	12,463	6,623	28,523	174,929	85.98%
Water	55,311	5037	3,994	13,738	41,573	75.17%
Marina	22,500	626	1,757	2,618	19,918	88.52

5. **Committee Reports:** Environmental – The Gazebo has been ordered for Memorial Park. Working on Entrance improvements, gaining input. Report attached. Marina – Winter dredging set for January 28. Benches are to be completed in 2 weeks. Environmental Committee has requested another bench for Memorial Park. All boat owners need to pay renewal fee or lose slip. Working on aspects of expansion of Marina and improvements. Membership – George and Beth Bailey purchased Lot 17 Div. 2 in the Village. Dean Shinn purchased 52 Maple Dr. in the Village. Social - Storage area of clubhouse has been completed. The four chairpersons have met to plan rest of year activities. Report attached. Water Advisory – Progress continues on well #6. Committee recommends selling small generator and surplus tank. Report attached.
6. **Manager's Report:** Purchased used truck at cost of \$2541. Lonnie Phillips continues to do a great job of fix up and repair of equipment. Most of wiring and phone lines are in for the office area.. Plasterboard and carpet are next. Requesting permits for barn. Recycle area needs attention. Zane to implement appropriate changes. Working on cloudy water in pool. Report attached.
7. **Member Participation:** none
8. **Information:** Joyce reports that the collection of old billings has improved dramatically.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
January 10, 2002

9. **Business:**

- a. **Boating Safety Class:** Motion by Ritchie moved (passed 5-0) to authorize Power Squadron classes to be held in Clubhouse without rental fee.
- b. **Medical Insurance:** Inform membership of increase in staff medical insurance. We also can expect increases this year for our other insurances.
- c. **Clubhouse Rules:** Scherting moved (passed 5-0) to approve changes to regulations requested by Clubhouse Rental Coordinator as attached.
- d. **Renters' Policy:** Morris made the following motion: "By membership vote, shall Cape George Colony Club allow renters to use parks, beaches, and trails. Assign car decal with expiration date. Allow manager to establish procedures, administer them, and collect fees to cover costs. Board to have the right to review after 1 year." (Passed --4 yeas, 1 abstention)
- e. **By-Law Change:** To facilitate the budgeting process, Nail moved (passed 5-0) for the Board to submit to membership vote for approval the following change to the By-laws: Under ARTICLE III, SECTION B(1), page 2, delete second paragraph and replace with:

The maximum monthly assessment to provide funds for maintenance of the Common Areas may be increased each year not more than two percent (2%) above the maximum assessment for the previous year (with \$25 being the base amount for the budget year 2001/2002), with the actual amount determined by the Board. The proposed assessment shall be presented as part of the annual budget for ratification by the membership in accordance with Article VI, A3(d) and A(4), and Article VIII of these Bylaws.

In addition to the annual assessment authorized above, the Board may levy in any assessment year a special assessment for the purpose of defraying in whole or in part the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Common Area provided that any such assessment be approved by the membership.

10. **Announcements:** (a) Regular Study Session on Feb 12th at 3:00 p.m. (b) Regular Board of Trustee Meeting on Feb 14th at 7:00 p.m. Both meetings in clubhouse.

11. **Adjournment:** President adjourned meeting at 8:54 p.m.

Submitted by:

Approved by :

Gary K. Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

February 14, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Schertering, Brian Ritchie, and David Sullivan
3. **Action on Minutes:** Ritchie moved (passed 4-0; 1 abstain) to approve the minutes of the Regular Board of Trustees Meeting of January 10, 2002.
4. **Treasurer's Report:** As of February 2002 we have \$17,744.31 in checking; \$143,960.95 in the operational investment account, and \$367,145.02 in the Bank of America reserve account. Fundraising accounts in First Federal Savings total \$17,613.71.
5. **Committee Reports:** Building – Approved Deloris Westerland's request to remove trees on South Palmer (Lots 33 and 35; Div. 2; Blk. 4). Approved Chuck Lewis's request to remove two diseased trees at 121 Quinault Loop. Approved permits needed for Kathryan and Richard Rucker to construct a residence on Lot 10; Div. 3, Village; however, because the Rucker application was not accompanied by the requisite Jefferson County building permit, the endorsement of their application to CGCC is conditional on the issuance of a County permit. Approved permit for the McFarlands to construct a residence on South Palmer, Colony (Div. 2; Blk.4; Lot 32). Membership – Nancy and Albert, 234 Colman Dr., Port Townsend, purchased their Colony home from Lee and Bonnie Anderson. Social - Linoleum floor has been installed in the new storage area. Shelving will be installed after the Silent Auction. Money raised from last year's Granny's Attic and the Holiday Bazaar will be dispersed as follows: 90% will be divided equally between the Environmental, Swimming Pool, Marina, Social Club, and CG Office, and the remaining 10% to the Port Townsend Avon Breast Cancer Walk. It was approved to replace eight (four now and four later) of the existing fluorescent light fixtures with track lighting and dimmer switches in the clubhouse. Up-coming activities include February 16, Silent Auction fund raiser for mailboxes, March 16, Environmental Potato Feed fund raiser, March 31, Easter Sunrise Service and Brunch, and an out-lunch in late March or early April for the Social Club. Pool – It was decided to wait until the humidifier is fixed before applying a topcoat of paint to the new wood in the pool area. Cleaning and maintaining the bathrooms is an on-going problem and is being worked on. Hopefully it will be corrected once the humidifier is repaired. On February 20 volunteers will clean the tiles in the swimming pool. The lock to the entrance of the women's bathroom will be removed due to members locking it for privacy and not letting anyone else in to change or shower. The committee will donate a gourmet basket to the Silent Auction.
6. **Manager's Report:** The plans for the new barn will be completed as soon as the measurements are completed showing the location. The site plan will then be completed and submitted to the County for a building permit. We have had a number of mechanical problems at the pool. The part needed to repair the dehumidifier has been found and it should be installed next week following authorization to expend the money. Also there have been problems with children using the pool without adult supervision or enough adult supervision. These problems have been addressed and we do NOT expect any repeat incidents. The pump malfunction in the pool was not caused by vandalism. New vents have been added to the new storage area to combat the mold growth. That action and the caulking of all the seams both inside the storage area and in the pool area should help alleviate the problem. If this solution does not work we will expand our efforts until we find a

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

February 14, 2002

solution. The transmission on the small pickup had to be replaced.

7. **Member Participation:** none

8. **Information:** (a) Wish to thank Ann Simpson for the new signs on the road at the Cape George Wye and Beckett Point. (b) The Board is pursuing through our attorney any real estate agent that misrepresents our Club's governing documents to potential buyers

9. **Business:** Returned Checks -- Scherting moved (passed 5-0) to approve a \$25 charge for insufficient funds. Late Fee -- Sullivan moved (passed 5-0) to standardize the late fee on assessments at \$10.00 per month. Memorial Park Easement -- Morris moved (passed 5-0) to grant Bersos a permanent 5-ft easement instead of quitclaiming the property to him as agreed upon previously. Memorial Park Improvements -- Scherting moved (passed 5-0) to grant permission for the environmental committee to install RR ties and chain on the Driveway and around onto Colman Dr. Scherting moved (passed 5-0) to grant permission for the environmental committee to install a bench on the northeast corner of Memorial Park donated by a member. Ravine Trail -- Morris moved (passed 5-0) to grant permission for the Manager to install RR ties and chain at the west entrance to the Ravine trail. Club Monies Investment -- Ritchie moved (passed 5-0) to authorize Linda Cooley and Zane Wyll to manage our reserves and various accounts to receive the maximum interest income available from FDIC insured investments. This management would be overseen by the Board President and the Board Treasurer and would require their written approval for investments. Water Operator Pay Raise -- Sullivan moved (passed 5-0) to authorize manager to award pay raise to Joe Kenyon on completion of Water System Certification. Salary is within the budgeted amount. Pool Dehumidifier -- Morris moved (passed 5-0) to approve approximately up to \$1800 from pool reserves to repair dehumidifier. Truck Transmission -- Ritchie moved (passed 5-0) to approve \$1,216.60 from equipment reserves to repair transmission in pickup. Clubhouse Lighting -- Scherting (passed 5-0) to approve replacement of up to eight fluorescent light fixtures with track lighting in clubhouse from Social Club fund-raiser monies to improve lighting for social functions.

10. **Announcements:** : (a) Septic System seminar on Mar 12th at 2:00 p.m. (b) Regular Study Session on Mar 12th at 3:00 p.m. (c) Special Membership Meeting to vote on Bylaw change on Mar 14th at 6:45 p.m. (d) Regular Board of Trustee Meeting on Mar 14th at 7:00 p.m. All meetings in clubhouse..

11. **Adjournment:** President adjourned meeting at 7:54 p.m.

Submitted by:

Approved by :

Robin Scherting, Acting Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
SPECIAL MEMBERSHIP MEETING
March 14th, 2002

1. **Call to order:** The regular meeting was called to order at 6:45 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, David Sullivan, Gary K Smith
3. **Business:** Voting by membership for the following Bylaw change:

Under ARTICLE III, SECTION B(1), page 2, delete second paragraph and replace with:

The maximum monthly assessment to provide funds for maintenance of the Common Areas may be increased each year not more than two percent (2%) above the maximum assessment for the previous year (with \$25 being the base amount for the budget year 2001/2002), with the actual amount determined by the Board. The proposed assessment shall be presented as part of the annual budget for ratification by the membership in accordance with Article VI, A3(d) and A(4), and Article VIII of these Bylaws.

In addition to the annual assessment authorized above, the Board may levy in any assessment year a special assessment for the purpose of defraying in whole or in part the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Common Area provided that any such assessment be approved by the membership.

Ballots Cast	245
Approved	178
Disapproved	67

Bylaw change approved.

4. **Adjournment:** President adjourned meeting at 7:00 p.m.

Submitted by:

Approved by :

Gary K. Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
March 14th, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, David Sullivan, Gary K Smith
3. **Action on Minutes:** Scherting moved (passed 6/0) to approve the minutes of the Regular Board of Trustees Meeting of February 14, 2002.
4. **Treasurer's Report:** As of February 2002 we have \$19,266.82 in checking; \$144,106.23 in the operational investment account, and \$364,004.69 in reserves for a total of \$527,377.74. Our Manager will be moving funds into the following FDIC-insured accounts to maximize interest earned:

• State Farm Bank	3.40%	\$100,000	1 yr.
• IndyMac Bank	2.81%	\$100,000	6 mo.
• EverBank	2.47%	\$100,000	3 mo.
• Giantbank.com	2.60%	\$100,000	6 mo.

5. **Committee Reports:** Building – Approved permit for home (Lot 11, Blk 8, Div.3, Colony) on San Juan Dr. Approved removal of tree at 139 Cape George Drive. Gave conditional approval to install modular home on Lot 15, Blk 11, Div. 4 in Colony. Report attached. Marina – Marina is almost full; have 62 full pay slips, 7 economy. Bench in Memorial Park has been assembled and installed. Mailbox module for Huckleberry has been finished and is awaiting installation. Need street numbers. Membership – Bernard and Germaine Arthur purchased lot 1, blk 9, div 3 (Colony). Barbara and Siegfried Mayers purchased Lot 17, Blk 11, Div 4 (Colony). Pool -- Added new mats; will purchase out of fund-raiser monies a storage cabinet for cleaning supplies, primer and paint for the new wall, a water thermometer, and a new fan for equipment room. Social -- Shelves added to storage area of Clubhouse. Silent auction was huge success; \$1,500 proceeds will be used to pay for materials for new mailboxes. Easter Sunrise Service will be March 31st at 7:00 a.m. Granny's attic coming up, first weekend in May. Report attached. Water Advisory – Progress continues on well #6 drawings and specs. Jefferson County needs to update its Coordinated Water System Plan; it needs a representative from Cape George. Report attached.
6. **Manager's Report:** Joe passed the test for Water Operator #1 and has received a pay raise as planned. Need weekend volunteers to paint Office. Board actions, staff diligence and new computer equipment are helping to reduce unpaid assessments and fees. We continue to have problems with paper recycle dumpster getting trash put in it; at risk of being removed. Report attached.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
March 14th, 2002

7. **Member Participation:** Marina dumpster is getting member's trash in it. Is there a fine? CP07 shows the fine schedule for illegally dumping trash. Request for tree trimming along marina road; staff has this on its schedule.
8. **Information:** President reports (a) The Board wishes to thank Sue Marett for 8 years of dedication to the preparation of our newsletter. Linda Cooley has volunteered to take over preparation with Joyce Skoien acting as backup; this is not part of Cooley's paid duties as the Bookkeeper. (b) Also wish to thank Mel Hurley for his dedication to posting the bulletin boards for our meetings. He has decided to continue. (c) The Club is making great progress in collecting outstanding assessments.
9. **Business:** Signs -- Scherting moved (passed 6/0) to approve new signs at Memorial Park and top of Marina Drive. Reserves -- Sullivan moved (passed 6/0) to approve placing \$30,923.19 in Water Operations Reserves and \$1,817.15 in Marina Reserves from the 2000/2001 budget year; this will close out last year's accounts. FIN05 -- Sullivan moved (passed 6/0) to approve consolidating building, equipment, general, pool, and roads into one general operations reserve account to make bookkeeping less confusing and to conform more closely to auditor's recommendation; this will give us four reserve categories – water operations, marina, general and water growth. FIN05(02) amended to reflect this change. Granny's Attic -- Scherting moved (passed 6/0) to approve closure of clubhouse April 29 to May 5 for setup, selling, and cleanup of Granny's Attic. Jet Skis -- Scherting moved (passed 6/0) to grant the manager and harbormaster authority to approve jet ski launching. Water Representative – Sullivan moved (passed 6/0) to continue with Ed Skowyra as our representative to the Jefferson County's WUCC.
10. **Announcement:** (a) Regular Study Session on Apr 9th at 3:00 p.m. (b) Regular Board of Trustee Meeting on Apr 11th at 7:00 p.m. All meetings in clubhouse.
11. **Adjournment:** President adjourned meeting at 8:07p.m.

Submitted by:

Approved by :

Gary K. Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
April 10th, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Scherting
2. **In Attendance:** Duane Nail, Robin Scherting, David Sullivan, Gary K Smith
3. **Action on Minutes:** Sullivan moved (passed 4/0) to approve the minutes of the Regular Board of Trustees Meeting of March 14, 2002. Sullivan moved (passed 4/0) to approve the minutes of the Special Membership Meeting of March 14, 2002.
4. **Treasurer's Report:** As of March 2002 we have \$25,069 in checking; \$94,288 in the operational investment account, \$14,213 in reserves, and 400,000 in CD's, for a total of \$533,510
5. **Committee Reports:** Building – Approved permit for: trim trees at 172 Alder (Village), extend for an additional room - 50 Sequim Pl. (Colony). Report attached. Marina – Hulsleton Harbormaster and Fellows Marina Chair have returned to their duties. Many thanks to all who covered their duties during their absence. There are only a couple of slips open, no waiting list. Membership – William Coulter purchased home at 101 Huckleberry Pl., Derek Dahlman purchased 70 Cole Ave., David and Judi Edwards purchased Lot 11, Blk 2 Div 1 (Colony), Ann, Hilderbrand, Dawn purchased 111 Alder Dr. (Village), Mary Rothschild purchased Lot 15, Blk. 11, Div. 4 (Colony). Report attached Road -- committee has met with consultant to review maintenance on Cape George roads. Reported that roads look in good shape. Suggested to not chip and sealing, but looking forward to laying 2" asphalt for all 9 miles (at \$500 a lot) a lot at sometime in the future. Speed bumps seem to be best solution to slow down traffic. Report attached Social – Easter sunrise service was attended by 55 persons, Granny's attic will be May 3 and 4. Need chairperson for memorial Day picnic. , Mary Bruce will Chair for the months of May thru July. Next meeting : 10AM April 22nd.
6. **Manager's Report:** The new office is done. Looks great. Upstairs conference has been painted. Next, paint rest of first floor office. Getting bids on Vinyl and carpet (or re-stretch) for in clubhouse. Improved entrance to Tank Farm. Working on permit for garage/barn. Will be paving Marina gravel area as soon as weather allows plant to open. Report attached
7. **Member Participation:** A member requested that we make every effort to make the clubhouse easily available for member activities such as the Yoga course.(see Business section)

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
April 10th, 2002

8. **Business:** Rules for Use of Clubhouse – Nail moved (passed 4/0) the following change to CP02. Add item ... d. Activities that involve collecting a fee or sale of a product or service will require approval of the Board of Trustees. Cape George Colony Club committee fundraisers are exempt Revised CP02 (02) attached. Directors and Officers Liability Insurance – reviewed information provided from manager. Discussion about insurance limit of \$1,000,000. Should it be \$2,000,000??? Expense Reimbursement Form – Manager reviewed new form to be used as a way of simplifying paying various miscellaneous expenses. Another useful improvement. Preliminary Budget for 2002-2003 – Received new projected budget for next year. Will be discussed and reviewed in following weeks.
9. **Announcement:** (a) Regular Study Session on May 14th at 3:00 PM (b) Variance Meeting May 16th at 2:45 PM (c) Regular Board of Trustee Meeting on May 16th at 7:00 PM All meetings in clubhouse.
10. **Adjournment:** President adjourned meeting at 8:25 PM

Submitted by:

Approved by :

Gary K. Smith, Secretary

Robin Scherting, Vice-President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
May 16th, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Joyce Skoien, David Sullivan, Brian Ritchie, Gary Smith, Mark Morris
3. **Action on Minutes:** Sullivan moved (passed 4-0) to approve the minutes of the Regular Board of Trustees Meeting of 11 April, 2001.
4. **Treasurer's Report:** As of December 2001 we have \$23,242 in checking; \$82,847 in the operational investment account, \$50,723 in reserve account, and \$400,000 in CD's. Fundraising accounts in First Federal Savings total \$20,808.
5. **Committee Reports:** Building – none. Environmental – none. Long Range Planning – none. Marina – Requesting approval of \$3,000 from reserve for ramp. See business section. Don Lee has requested a variance from Army Corps to allow dredging at low tide on July 12 & 13. Membership – Elaine Baron purchased 560 Dennis Blvd. Bruce and Ann Candioto purchased Lot 3, Blk 5, Div 3 in Colony. Cathleen Duncan purchased Lot 53, Div 3 in Village. William and Diona Smith purchased 100 Colman Dr. Neighborhood Watch – We have 26 Block Captains and 8 have had meetings with Bob Tilly. Will be handing out EMT information packets to help in case of an emergency. Will be hosting Neighbors Night Out on August 6th. Need Captains for other areas. Pool – Approved \$375 from our fundraising account to go toward purchase of a laptop computer for the pool lock system as well as the water system. Zane will purchase paint for the unfinished wall in pool room and get Don to paint it (fundraising account). Recommend eliminating the skylights at such time as roof repairs are done. New meeting time (3:00 pm vs 10:30 am, same day). Roads – none. Social - none. Water Advisory –The State Dept. of Ecology is requesting further information on our consumption. Will be provided after some equipment upgrades. Work continues on well 6. Report attached.
6. **Manager's Report:** Building permit received for barn replacement. Pool lock has been programmed on PC. Mowing schedule has been set up. Office is now painted. Retaining wall adjacent to Memorial Park has been completed by property owner and it looks very nice. Gazebo has been installed by volunteers. Joe and Zane have completed a water class. Report attached.
7. **Member Participation:** none
8. **Information:** (a) Our attorney is retiring. The Board is interviewing for a replacement. (b) Jet ski issue has been delayed by Jackie Barr until June meeting. (c) Obtaining more bids for vinyl floor replacement in Clubhouse.
9. **Business:** Variance request - Ritchie moved (passed 4/0) to disapprove roof deck above 17 ft height for John Gieser property, Lot 11, Blk 8, Div 3, Colony. Setback - Morris moved (passed 4/0) to allow setback relief as recommended by Bldg committee for Mr. & Mrs. White, Lot 48, Div 3, Village, and Mary Cross, Lot 12, Div 3, Colony. Nominating Committee - Sullivan moved (passed 4/0) to accept new Board of Trustee candidate slate (Joyce Skoien, Gary Smith, Barbara Barnhart, and Ray Pierson). Three positions will be vacated in July. Mailboxes - Zane to discuss with Jerry Taylor to produce a replacement for the Huckleberry prototype. Pool Lock System - Ritchie moved (passed 4/0) to approve \$2407.86 from General Reserves for lock, labor, tax, cable; \$1197 from Pool Supplies budget for cards and fobs (to be returned to the budget as members purchase their fobs and cards); and \$738, ½ (\$370) from Pool fundraising

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
May 16th, 2002

and ½ (\$370) from Water Equipment for a laptop computer for the lock system and water system. Dog Fine - Ritchie moved (passed 4/0) to approve presented fine. Steps - Sullivan moved (passed 4/0) to approve placement of steps at the south end (Marine View Place) of the ravine; to be paid from Environmental fundraiser monies. Lawnmower - Sullivan moved (passed 4/0) to approve the purchase of a riding lawnmower if monies can be raised through donations and/or committee funds; Manager to check with committees. Bench - Sullivan moved (passed 4/0) to approve placement of bench at corner of Marina Dr, No. Palmer, and W. Vancouver; to be donated by Clare Lacy and built by the Marina Committee. Office Carpet - Ritchie moved (passed 4/0) to approve replacement of downstairs office carpet with carpet and tile; funds to be taken from general operations reserves (part of long-term reserve study). Cross CG property - Sullivan moved (passed 4/0) to approve request to use our roads to bring a mobile home to adjacent property at end of Cole road. Property owner will pay a one-day fee of \$500 and manager will secure a release of liability agreement. Nonprofit Corporation Filing - Sullivan moved (passed 4/0) to approve filing of the annual Nonprofit Corporation report. Ramp - Ritchie moved (passed 4/0) to approve marina committee's request for \$3000 from marina reserves to replace the north pedestrian ramp. Memorial Committee - Sullivan moved (passed 4/0) to approve Memorial Committee's request to be abolished. Funds to be placed in the individual committees (pool, marina, environmental, and social) and general operations fundraiser checking account. President will appoint a member to be the liaison between the Board and community for plaques and thank you notes.

10. **Announcements:** (a) Regular Study Session on Jun 11th at 3:00 p.m. (b) Regular Board of Trustee Meeting on Jun 13th at 7:00 p.m. Both meetings in clubhouse.

11. **Executive Session:** President moved to an executive session to discuss applicants for attorney replacement at 8:20 pm. No official actions would be taken after the session. Reconvened from Executive Session at 8:40 pm

12. **Adjournment:** Meeting adjourned at 8:41 pm.

Submitted by:

Approved by :

Gary K. Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

June 13, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Joyce Skoien, Robin Scherting, David Sullivan, Gary Smith, Duane Nail.
3. **Action on Minutes:** Sullivan moved (passed 5/0) to approve the minutes of the Regular Board of Trustees Meeting of 16 May, 2002 and Special Board of Trustees Meeting 20 May 2002.
4. **Treasurer's Report:** As of June 2001 we have \$10,928 in checking; \$82,929 in the operational investment account, \$43,847 in reserve account, and \$400,000 in CD's. Fundraising accounts in First Federal Savings total \$23,799
5. **Committee Reports:** Building – Working with owners of Div. 3, Lot 48 Village as they prepare for building on property. Issued permit (Div. 3, Blk 8, Lot 11 Colony), Approved request to replace rotting retaining wall at 111 Marina Dr. (Colony). Issued permit for greenhouse at 80 Huckleberry Place. Approved removal of trees at 65 Huckleberry, 410 South Palmer, and 321 Dennis Blvd. Environmental – Gazebo completed. Entrance Design (Colony) being completed, board to review. Ravine: Steps and chips on the trail were reported. Woodland Trail has been barked. Weeding, an on-going overwhelming problem. Researching weed killers. Membership – Cross purchased Lot 12 Blk. 6, Div. 6 in the Colony. Straub purchased Lot 19, Blk. 10, Div. 4 in Colony. Marina – All slips rented except one. New north ramp to be installed soon. Bench built for top of Marine road. Discussed ramp/moorage fee of \$5.00. See business action. Pool – Will be using sodium chloride instead of potassium chloride in the water softener. Signs necessary for new state law stating the stored chemicals for firemen information in case of fire. Social - Officers set for next year. Salmon BBQ (Sunday July 21st.) planning well under way. Water Advisory – Work continues on well 6. D.O.H. to respond on approval. EPA has implemented new standard for arsenic of 10 parts per billion versus 50. Well #5 tested at 12 ppb; Well #6 tests at 8 ppb. We have until 2006 to reach compliance; however a method for achieving compliance has not been presented by the EPA. (Note: The new standard is being challenged in court by other water districts.) Grants are available to help with costs. Reports attached.
6. **Manager's Report:** Zane's written report was read as he was on vacation. First mowing has been completed on lots. Office is now carpeted. The contract to pave the marina parking lot has been signed. Report attached.
7. **Member Participation:** Discussions included (1) workshop roof replacement. (Zane to respond upon his return); (2) committees may use their fundraiser monies to send memorial flowers without Board approval; (3) marina committee will make donation to mower fund; (4) brief discussion on high tide seawall protection for marina; (5) received thank you for bookcases in community building.
8. **Information:** Manager on vacation; upon return will break ground on new maintenance garage and pave the area in front of the marina workshop.
9. **Business:** Variance request – Terry and Kristi Steben (Lot 10, Div. 6, Cape George Village – Huckleberry) has requested to build a home that does not meet the minimum size dimensions of our Building Regulations. Reviewed information from the Variance Hearing held 11 Jun

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
June 13, 2002

2002 and subsequent visual inspection of the lot by various Board members.. Morris moved (passed, 4 yes/1 abstention by Scherting who is an adjacent property owner) to deny the requested variance. Jet Ski Petition and Ramp Fee -- Discussed information presented at the June 2002 study session and at this meeting regarding the jet ski situation at Cape George Marina. The Club has one member, who has written approval from the Board, who launches a jet ski, and has operated it in an acceptable manner. Morris moved (passed 5/0) to accept the Jacquelyn Barr petition of 73 signatures (48 voting members) for attachment to the minutes; to approve the revised Marina Usage CP03(02) that includes Section 15 which states members must have prior approval to launch and sign off on Form CP03-a (02); and to add "and rampage" to Section 5 of CP03(02) to clarify wording of guests fee of \$5.00/day for moorage and rampage. Documents attached. Mailbox rebuild - Delayed approving funds to gather more information from Huckleberry residents. Chlorine pumps: Morris moved (passed 5/0) to approve \$1000 from Water Reserves to replace pumps at the tank farm. The pumps are a line item in the Reserve Schedule and are funded. Insurance Renewal - Further information and discussion are necessary. Special Board Meeting to be held on Tuesday, June 18th, 2002 at 3:00pm in Cape George Colony office to select the carrier. Entrance design - Delayed until July meeting to determine if the budget can handle the costs involved in maintaining the landscaped area. Reserve Schedule -: Morris moved (passed 5/0) to establish (a) a minimum threshold value \$1,000 and a maximum replacement date of 30 yrs to trigger placement in the reserve schedule, and (b) to obligate 5 percent (5%) of our annual budget revenue to reserves.

10. **Executive Session:** Delayed until Special Board Session on next Tuesday. to review manager's contract which expires 1 August 2002.
11. **Announcements:** (a) Special Meeting at 3:00 pm on Tuesday June 18, 2002 to be held in Colony Office; (b) Regular Study Session on July 9th at 3:00 p.m. ; (c) Regular Board of Trustee Meeting on July 11th at 7:00 p.m. (d) Annual Membership Meeting on July 20th at 2:00 p.m. Meetings b, c, and d to be held in clubhouse.
12. **Adjournment:** 9:25 PM

Submitted by:

Approved by :

Gary K. Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
June 18, 2002

1. **Call to order:** The special meeting was called to order at 3:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Joyce Skoien, Robin Scherting, David Sullivan, Gary Smith, Duane Nail, Brian Richie
3. **Business: Insurance Renewal** – Nancy Cannan Vice-President Community Association Underwriters of America, Inc. (CAU) made a presentation comparing last year's coverage regarding the buildings, trucks, equipment, and etc. full scope of Cape George Colony insurances. Nancy and Zane had previously toured all the facilities prior to submitting a written offer. Our current provider has finally sent a renewal offer that is approx. \$4,000 greater then last year's \$16,000 for less insurance then the \$16,782 bid from CAU. It was noted that automobile last year was approx. \$1,000 higher than the current CAU bid. As in years past risks not covered are: flood, earthquake, dredging and non-owned automobile liability. Umbrella coverage under the CAU has increased from \$1,000,000 to \$2,000,000. Nail moved (passed 6/0) to accept the CAU proposal: \$11,894 basic package, \$2909 director's liability, and \$1,979 automobile for a total of \$16,782; to be effective 6/19/2002. (Note: the next level of liability coverage was \$15,000,000 at an additional cost of \$6,750, which the Board agreed was not possible due to our budget limitations.)
4. **Executive Session:** Reviewed Zane Wyll's contract which expires 1 August 2002.
5. **Return to Special Board Meeting:** The board has been very satisfied with Zane's performance over the past year. Morris moved (passed 6/0) for Zane to continue employment as manager at his current salary including payment of FICA, Fortis simple IRA retirement plan and any normal raises which might be extended all employees. No medical or dental is included. The EMP02 job description for manager is to be revised. Delete the section Salary/Benefits and move the item "must attend" to the Duties section.
6. **Adjournment:** 5:00 PM

Submitted by:

Approved by :

Gary K. Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
June 21, 2002

1. **Call to order:** The special meeting was called to order at 4:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Joyce Skoien, Robin Scherting, David Sullivan, Gary Smith, Duane Nail, Brian Ritchie
3. **Business:** Reviewed the Employee State Security Auditor's findings during her recent visit. Zane reported her review covered all 2001 and 1st. quarter of 2002. She determined that Cape George Colony has been using outside workers without business licenses for clubhouse cleaning, window washing, and tractor repair as well as other duties. The manager's job has also been handled in error as an independent contractor. This affects both State and Federal taxes. The auditor will re-account for 2001 and 1st quarter of 2002. There will be some taxes and fees due for this period.

Smith moved (passed 6/0) to:

- (1) terminate all contracted workers to be replaced by salaried or part-time employees;
- (2) have CGC Secretary send a letter to the Internal Revenue Service stating the discovery of this error and that it has immediately been acted upon for proper resolution;
- (3) recalculate and pay any outstanding taxes and fees for the 2nd quarter.
- (4) modify Clubhouse rental form to have renting member pay Social Club directly for the coordinator's services.

4. **Adjournment:** 4:25 PM

Submitted by:

Approved by :

Gary K. Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
July 11th, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Joyce Skoien, Robin Scherting, David Sullivan, Gary Smith, Duane Nail, Brian Ritchie.
3. **Action on Minutes:** Scherting moved (passed 6/0) to approve the minutes of the Regular Board of Trustees Meeting of 13 June, 2002 and Special Board of Trustees Meeting 21st June 2002.
4. **Treasurer's Report:** As of June 2001 we have \$-1,937* in checking; \$82,996 in the operational investment account, \$40,934 in reserve account, and \$400,000 in CD's. Fundraising accounts in First Federal Savings total \$23,020. *Negative amount due timing of transfer from one account to the other. Funds were available when checks were sent.
5. **Committee Reports:** Building – Approved: tree removals 70 Cole, Lot 19, Div (Village), 132 Quinault Loop; Deck remodel 90 East Rhododendron; Replacement of manufactured home 91 Cole. Environmental – Trying to locate water shut-off for Memorial Park. Reported on poison hemlock infestation. Residents at Huckleberry Rd. putting in stairs to ravine with financial support from environmental committee. Community center weeding by Amy and Barb was reported. Common area maintenance funds were requested from budgeted items. Any entrance landscaping should be supported by maintenance funds from budget before implementation. Membership – Purchases: Benson, Lot 28, Div. 7 (Highlands); Biery, 80 S. Palmer; Swanson, Lot 56, Div. 3 (Village). Marina – Dale reported: Paving completed, great; demonstration of fire equipment to marina members; Placed NO WAKE sign at marina water entrance. Neighborhood Watch - Instead of National Night Out (Aug 6th) we will have a Labor Day Picnic as a way to communicate on NW. Looking for volunteers for CPR training. Pool – Need to add alarm to double door. Will be posting Pool Information on bulletin board. Social – Completing plans for Salmon BBQ (July 14th). The Silent Auction funds (\$1,505) originally earmarked for new mailboxes were switched to the office to help with the purchase of a new riding lawnmower. New officers installed, with Mary Ann Besel as President. Water Advisory – no report. (All reports attached.)
6. **Manager's Report:** Zane thanked all the committees for their generous financial support in allowing us to purchase a riding lawn mower and a two-wheeled trimmer for maintaining the common areas; paving completed at Marina; construction of Maintenance Garage has begun. Zane will be on vacation the last two weeks in July. Please contact Dana in his absence. (Report attached.)
7. **Member Participation:** Discussed the clubhouse foggy windows. They are on order and under warranty as per Zane.
8. **Information:** Joyce mentioned: a) At study session manager explained the relocating of the stakes by a few feet that outline the site of the Maintenance Garage in order to accommodate a large fir tree. Board accepted this change; b) The new insurance policy for CGC has increased our umbrella liability coverage from \$1,000,000 to \$2,000,000 at no additional premium. Our previous insurer's bid was an increase in premium from approx. \$16M to \$20M at the lesser coverage. It was mentioned that for \$20/yr a homeowner's policy can add \$50,000. of homeowner association coverage (this was Safeco's fee); c) The Long-Range Planning information has been used in a new computer program that gives the office and

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
July 11th, 2002

board a tool to project the reserve requirements of all significant CGC assets. Gary Smith will make a presentation during the budget portion of the Business session regarding the usage of the system. A charter for the formation of a Finance Committee has been written and will be included in this month's newsletter. Its major purpose is to advise on the immediate and long-range financial needs of CGC. Charter attached.

9. Business: Marina sign and rack -- Nail moved (passed 6/0) to allow harbormaster's requests (a) install "no wake zone" signs in marina; (b) build/install a rack for dredge hoses in marina south parking lot. Office chairs -- Scherting moved (passed 6/0) to authorize \$123.35 from reserves for office chairs; it is a line item in the schedule. Huckleberry mailboxes -- Motion by Morris to approve purchase of mailbox structure building materials of up to \$200 for Jerry Taylor to build a structure for Huckleberry was postponed by vote of 6/0 awaiting further information. We are in favor of project, but need to discuss the project further with Jerry. Pool roof -- Nail moved (passed 6/0) to authorize Manager to hire a building contractor to take out pool skylights and repair the roof damage caused by them; to spend up to \$10,000 if needed. If damage is extensive, return to Board (will call a special meeting if necessary) for further funding. Swim Team -- Sullivan moved (passed 6/0) to approve request from Geanie Glasgow, Port Townsend Swim Team, to use our pool for up to 2 hours daily for 3-4 kids/coach to continue with their training for a 19-state swim meet; their facility had a fire that destroyed pump. Only temporary until their pump is fixed. Will need insurance certificate from their organization and will not be during regular scheduled events times or close the pool to general swimming. Budget -- Scherting moved (passed 6/0) to approve 2002/03 budget for ratification by membership. Includes a reserve schedule and a resolution to place end-of-year excess funds in reserves. Colony entrance landscape -- Scherting moved (denied 6/0) the allocation of \$500 additional funds to new budget for Colony entrance maintenance. Dredging -- Nail moved (passed 6/0) for \$4,798.67 to be spent from the marine budget for dredging by outside contractor scheduled for August 8th and 9th.
10. **Announcements:** (a) Annual Membership Meeting on July 20th at 2:00 p.m. (b) Regular Study Session on August 13th at 3:00 p.m.. (b) Regular Board of Trustee Meeting on August 15th at 7:00 p.m. All meetings in clubhouse.

11. **Adjournment:** 9:50 PM

Submitted by:

Approved by :

Gary K. Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
MEMBERSHIP MEETING
July 20th, 2002

1. **Call to order:** The membership meeting was called to order at 2:03 p.m. by Skoien.
2. **In Attendance:** Joyce Skoien, President; Gary Smith, Secretary. Other board members were present to answer questions.
3. **Action on Minutes:** Ed Skowyra moved (passed unanimously) to approve the minutes of the Membership Meeting of 14 July, 2001.
4. **Treasurer's Report:** See attached budget and financial status report as of 30 June 2002.
5. **Committee Reports:** Building – Year summary; 8 building permits, 14 permits for removal of trees, 2 excavation permits, 4 variance appeals reviewed. Environmental – verbal report on some of year's progress. Long Range Planning – Joyce reported the completion of this committee's work and indicated the next step is to create a Finance Committee for on going projecting analysis. Membership – 45 lots or homes have changed ownership. Of the 45, 27 were homes. 23 in Colony, 20 in Village, 2 Highlands. Marina – reported paving completed, great; demonstration of fire equipment to marina members; dredging to be done in August. Neighborhood Watch - Now have 20 areas represented. 12 of these have had the Bob Tilley presentation on security. Seeking more Block Captains in areas not yet represented. Planning a CPR training session this fall and winter. Pool – New lock system installed. Pool was opened to all members. Pool programs continue to be well attended. Social – August: annual bazaar. September: bid for new storage closet accepted. October: work parties worked on Bazaar. November: Bazaar was great success. December: Attended by 80 members. Water Advisory – The loss of Mac Marriott was a great blow for our water system. We hired a replacement who became certified and gained understanding of the system. Last Fall the state accepted the new water system plan. More improvements are planned. Expanding the 12 inch piping system to ensure proper water pressure in the Village is top project on list. Cape George is in good position to not have salt water intrusion since our wells are well above sea level. We are also slightly below the arsenic level this latest sampling period. Reports attached.
6. **President's Annual Report** -- Report attached.
7. **Manager's Report:** Included as part of President's report.
8. **Reserve Schedule:** Presentation by Gary Smith of the new Asset Projecting Program which uses the information from the long-range project to plan future reserve and expenditure requirements.
9. **Trustee Election Results:** Election Chairman Marilyn Hider reported 245 ballots were cast for the three trustee positions. Positions filled were Joyce Skoien (187), Gary Smith (186), and Barbara Barnhart (183). Ray Pierson received 132.
10. **Member Participation** Bob Olsen asked about the moorage buoy/float out in front of his house. Joyce responded that the Club has no authority over that area and he must request information from other official sources.
11. **Announcements:** The vote on the ratification of the 2002-03 budget will occur at the clubhouse on September 12th, at 6:45 p.m., before the Regular Board of Trustees meeting.

CAPE GEORGE COLONY CLUB
MEMBERSHIP MEETING
July 20th, 2002

Mail in ballots must arrive no later than 10:30 a.m. on Wednesday, September 11th. This ballot will also include the renter's policy issue and approval to roll over any remaining assessment funds into our reserves as required by Federal regulation.

12. **Adjournment:** 3:05 PM

Submitted by:

Approved by :

Gary K. Smith, Secretary

Joyce Skoien, President

**CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
JULY 20, 2002**

1. **Call to order:** The special meeting called to order at 3:16 p.m.
2. **In attendance:** Joyce Skoien, Gary Smith, Robin Scherting, Duane Nail, Mark Morris, and Barbara Barnhart.
3. **Business:**
 - Selection of new Board officers: Morris moved (passed 5/0) to appoint the following:
Joyce Skoien President
Robin Scherting Vice President
Barbara Barnhart Secretary
Gary Smith Treasurer
 - Board Liaison Assignments:
Building Brian Ritchie
Environmental Mark Morris
Finance Gary Smith
Marina Duane Nail
Membership Barbara Barnhart
Neighborhood Watch Barbara Barnhart
Nominating Joyce Skoien
Roads Duane Nail
Social Club Robin Scherting
Swimming Pool Joyce Skoien
Water Advisory Gary Smith
4. **Executive Session:** Reviewed personnel situation.
5. **Adjournment:** meeting adjourned at 4:10 p.m.

Respectfully Submitted:

Gary Smith, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
July 31, 2002

1. **Call to order:** The special meeting was called to order at 3 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Joyce Skoien, Robin Scherting, Barbara Barnhart, Duane Nail, Brian Ritchie
3. **Executive Session:** Personnel Issue - The Board went into Executive Session to consider the continued employment status of Joseph Kenyon. After a general discussion the Board returned to its Special Meeting.
4. **Open Session:** Barnhart moved that Joe Kenyon's employment be terminated effective July 31, 2002. The motion was seconded by Nail. After a general discussion, the motion was amended by Morris, seconded by Scherting, that Kenyon be terminated effective July 31, 2002 and that a letter be immediately prepared and delivered to Kenyon terminating his employment and that it be accompanied by a letter from Linda Cooley, Cape George Bookkeeper, with his final paycheck and an explanation of the calculation supporting the final paycheck, and explaining his rights and benefits.

The Motion as amended was passed 6/0.

5. **Adjournment:** 3:25 PM

Submitted by:

Approved by :

Barbara Barnhart, Secretary

Joyce Skoien, President

**CAPE GEORGE COLONY CLUB
VARIANCE HEARING
AUGUST 13th, 2002**

1. **Call to order:** Skoien called meeting to order at 2:30 p.m.
2. **In attendance:** Joyce Skoien, Gary Smith, Robin Scherting, Duane Nail, Mark Morris, and Brian Richie. Barbara Barnhart absent.
3. **Business:** Phil Johnson, contractor, presented owner Jim Westall's (Lot 18, Div 5, Cape George Village, Highlands) plans for building a residence on his property. Board reviewed a new architectural design in order to meet the 1000 square foot living area requirement of the Building and Property regulation. The contractor also requested a 5-foot variance to the 17-foot height restriction. No action taken.
4. **Adjournment:** Hearing adjourned at 2:48 p.m.

Respectfully Submitted:

Gary Smith, Acting Secretary

Joyce Skoien , President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
August 15th, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Joyce Skoien, Gary Smith, Duane Nail, Brian Ritchie. Robin Scherting and Barbara Barnhart absent.
3. **Action on Minutes:** Morris moved (passed 4/0) to approve the minutes of Regular Board of Trustees Meeting of 11 July 2002, Special Board of Trustees Meetings of 20 July 2002, 22 July 2002, and 31 July 2002.
4. **Treasurer's Report:** As of August 2002 we have \$6,211.41 in checking; \$83,395.81 in the operational investment account, \$39,238.08 in reserve account, and \$400,000 in reserve CD's. Fundraising accounts in First Federal Savings total \$19,499.16. Reviewed the yearly audit requirement and the audit engagement letter from our CPA firm. Recommend engaging current auditor for this year. I've completed reviewing the current accounting procedures performed in the office to meet By-law requirements – approximately ¾'s done.
5. **Committee Reports:** Marina – entrance was dredged on Aug 8th & 9th; next dredging will most likely occur in early Feb 2003. Don Lee is drafting letter to Army Corps requesting a variance in our permit to allow us to dredge on Jul 13th & 14th, 2003. The flotation under the lower ramp float has been replaced. The Village mailboxes are being refurbished. A new radial arm saw has been purchased using memorial funds; old saw available for \$50 (see Dale Huselton). Membership – Ray and Lisa Stout purchased Lot 8, Blk 1, Div 1 of the Colony; Helen Smith purchased Lot 14, Blk 14, Div 7 in the Colony; and Richard and Maryl Weir purchased 291 N. Palmer in the Colony. Social – An ice cream social special meeting to be held on Aug 21st at 7:00 pm; to vote on purchase of four 10x20-ft awnings for a total of \$735 out of fundraiser monies. A Labor Day picnic is also planned. Water Advisory – Collecting data for the Dept of Health on Well #6; also want a Susceptibility Analysis for V.O.C's and S.O.C's for this well. We have requested they provide us with the procedures to follow in performing this study. Expect to have everything completed in the next several weeks.
6. **Manager's Report:** We have four candidates for the part-time water position and sixteen candidates for the full-time maintenance position. We expect to hire both positions soon. Would like to thank members for bearing with us as we try to get back up to speed. I have numerous volunteers to frame the maintenance garage and will get to it as soon as we have crew working here. Workshop roof still scheduled for replacement in early September. Been unable to find a general contractor to tackle the pool roof. The pool's west door has a new alarm to stop traffic from using that door. Thanks to all the volunteers who pitched in to help; things will get better.
7. **Member Participation:** (a) Member asked when will we have water on in Memorial Park; Manager has been unable to locate the turn-off valve that Mac put in – still searching. Using hose from neighboring member's lot to water plants. (b) Member asked to have presentation on Shine area project; Board is OK with using Clubhouse as long as both sides of issue are presented – member to coordinate meeting.
8. **Information:** Our water/maintenance person has been terminated, and the Board is recruiting a part-time water operator and a full-time maintenance person.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
August 15th, 2002

Business: Variance Request – Morris moved (passed 4/0) to grant 5-foot height variance of residential structure on Div 5, lot 18 (Highlands, Saddle Drive) – owner Jim Westall. Office Closure – Nail moved (passed 4/0) to approve closing office on Fridays and not replace the part-time receptionist. EMP01 Correction – Ritchie moved (passed 4/0) to correct the wording in Section IV, Item 6 “Retirement Plan” as presented (see replacement page). New Position Descriptions – Nail moved (passed 4/0) to approve the revised position descriptions for all staff members, EMP02, as presented. Finance Committee – Nail moved (passed 4/0) to approve finance committee charter as presented (see attachment). Ritchie moved (passed 4/0) to appoint Cliff Prout as chairman of this committee. Long-Range Planning Committee – Nail moved (passed 4/0) to abolish the long-range planning committee. Board wishes to thank all the past committee members for their help in establishing the Reserve Schedule. End-of-Year Audit – Smith moved (passed 4/0) to approve Letter of Engagement with Jay Vandle to perform our financial audit. Clubhouse Floor Tile – Morris moved (passed 4/0) (a) to approve contract with McCrorie Carpet One to install new floor tile and stretch present carpet; funds to remove/reinstall toilets and appliances; and funds to replace wheels on tables/chairs carts – total to not exceed \$11,500; and (b) to have Social Club Board select color of floor tiles Clubhouse Use Requirements – Smith moved (passed 4/0) to approve changes to Form CP02-1 as presented (see attachment).

9. **Announcements:** (a) Variance Hearing (5-ft height variance on Lot 11, Div 3, Cape George Village; Marine View Place; owner Richard Poole) on September 10th at 2:45 p.m., followed by the Regular Study Session. (b) Regular Board of Trustee Meeting on September 12th at 7:00 p.m. All meetings in clubhouse unless floor tile being installed; otherwise upstairs in office (watch bulletin boards for actual location).

10. **Adjournment:** 8:05 PM

Submitted by:

Approved by :

Gary K. Smith, Acting Secretary

Joyce Skoien, President

**CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
AUGUST 21, 2002**

1. **Call to order:** The special meeting was called to order at 1:00 p.m. by Robin Scherting, vice-president.
2. **In attendance:** Robin Scherting, Duane Nail, Mark Morris and Barbara Barnhart.
3. **Business:** The purpose of the meeting was to consider the recommendation of Zane Wyll concerning whether to hire certain persons for the positions of part-time Water Delivery Manager ("WDM") and the full time position of Maintenance Person. Zane confirmed that these positions had been advertised locally and that he had considered the applications and qualifications of all persons who had responded and that he had interviewed qualified candidates. Based on his interviews and his contacts with persons who were references for the candidates Zane recommended that Robert Connors be hired for the WDM position and that Jay White be hired for the full time Maintenance position. After a discussion concerning their qualifications Barnhart moved and Morris seconded a Motion to hire Robert Connors for the part-time WDM position. The Motion passed 4/0. Barnhart moved and Morris seconded a Motion to hire Jay White as full-time Maintenance Person. The Motion passed 4/0. There being no further business, Barnhart moved and Nail seconded a Motion that the Special Meeting be adjourned.
4. **Adjournment:** meeting adjourned at 1:15 p.m.

Respectfully Submitted:

Barbara Barnhart, Secretary

Robin Scherting, Vice- President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
September 12, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Scherting, who served as President in light of Skoien's absence.
2. **In Attendance:** Duane Nail, Robin Scherting, Mark Morris and Barbara Barnhart
3. **Action on Minutes:** Nail moved (passed 3/0) to approve the minutes of the Regular Board of Trustees Meeting of August 15, 2002.
4. **Treasurer's Report:** As of August 31, 2002 we have \$1,962.10 in checking; \$83,480.07 in the operational investment account; \$28,311.57 in reserves, and \$400,000 in CD's, for a total of \$513,753.74. The balance in the Fundraising and Memorial Fund accounts, which is maintained separately, is \$18,291.91.
(Report attached)
5. **Committee Reports:** Building – Approved tree removal permits for five properties: (1) James Gibbons at 30 Maple Drive (Village); (2) Rodney Josten, Lot 36, Div 2, Blk 4 (Colony); (3) Gordon Clemans, 40 Quilcene Place (Colony); (4) Mary Rothschild, 184 Quinault Loop (Colony); (5) George Marciano, Lot 7, Blk 11, Div. 4 (Colony). Also approved an application by Candioto for earthwork on a lot in the Colony; Kimberley Taylor's application to build a storage shed behind a residence in the Village; a permit for the Schlentners to install a manufactured home in the Highlands and approved a permit for the Pooles to build a residence in the Village. Also submitted a separate memo to the Board regarding Jim Westall's appeal for a height variance on Lot 18, Div. 5 – Saddle Drive (Highlands). (Report attached) Finance- Gary Smith has reviewed our bookkeeping practices and has determined that appropriate oversight procedures are in place. He and Cliff Prout (the committee members) will meet with Auditor Jay Vandal when Mr. Vandal makes his site visit. (Report attached) Marina – Harbormaster Huselton discussed the Minutes of the September 10, 2002 Marina Committee Meeting. The flag pole at the marina channel entrance has been completely refurbished and reinstalled by volunteers. Special thanks to Ray and Eileen Pierson for all their work. With Board approval the Committee would like to install a park bench in the ravine trail area – the bench has been donated by Bob and Joyce Skoien. The Committee would like to install improved water height gauges at the entrance to the marina channel. Committee members have cleaned the shop and will continue the practice of loaning tools but the Committee is frustrated that some Members neglect to return the loaned tools or keep them much longer than the day or two that they are loaned for. The Committee is also frustrated by the dilemma that despite the installation of new dock gate locks for the protection of all, some Members persist in leaving the gates ajar (even wiring them open). The Committee would like to hear from Members on what more could be done to prevent

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
September 12, 2002

Members from leaving the gates open. (Report attached) Membership – Robert Beazley is now the owner of record of Lot 1, Div. 4 (Village) – a lot previously owned by his father. Ross Anderson and Mary Rothschild purchased lot 16, Blk 11 Div. 4 in the Colony. Bret and Kathryn Gagliardi purchased 361 Dennis Blvd. In the Village. Catherine Simmons is the new owner of record of 200 N. Rhododendron in the Colony. Paul Beck purchased 481 Dennis Blvd in the Village. Steven and Sharon Mitchel purchased 231 Victoria Loop, in the Colony. Report attached Social – A special meeting and Ice Cream Social was held on August 21 where 80 members consumed many gallons of ice cream and unanimously approved the purchase of awnings for use at outdoor events. The Committee has selected the tile color for the clubhouse floor. The Committee's Labor Day picnic was successful – 75 to 80 hardy souls attended. The next meeting will be the mandatory quarterly meeting on September 23. Part of the agenda for that meeting will concern the proposal for the purchase of new carpet for the clubhouse. A committee has selected several samples and has obtained bids for the new carpet as well as for the removal of the old carpet. The Board is the final authority on the issue. (Report attached) . Water - We're continuing to work with the State and other water regulatory agencies to get Well 6 on line.

6. **Manager's Report:** Jay White has been hired as our full time maintenance person and Rob Connors has been hired as our part-time water person. The Workshop and the picnic shelter have both been reroofed. A pump failed at the booster station that supplies water pressure to the Highlands. The existing pump was repaired and a new backup pump has been ordered. When the new pump arrives we will put it on line and use the repaired pump as back-up. Framing on the Maintenance Garage will begin on Friday the thirteenth – we still need volunteers. Two local contractors, John Gieser and Terry Steben, have volunteered to help. Volunteers Dale Huselton and Ann Simpson coordinated others and completely refurbished the mailbox rack at the Village. They and the other volunteers did a tremendous job. The clubhouse floor installation has been postponed until November 11 because the tiles were unavailable. Beginning the week of September 9, the pool will be CLOSED from 1 PM – 3 PM Wednesdays for maintenance. Zane Wyll will be going to JAIL on September 18 at 1 PM at Manressa Castle. Zane is doing this to help raise funds for the Muscular Dystrophy Association (“MDA”). Zane will be accepting “Bail Money” (make checks payable to MDA) the money will help send children with this disease to camp. Call Zane to help him with his bail – if you double your donation he will be kept in jail longer! (Report attached)
7. **Election Report:** Marilyn Hider, Election Chairman, certified to the Board the following results of election:

- a. Budget ratification: Total ballots cast: 230. Approve: 220. Disapprove:

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
September 12, 2002

10. The budget plan stands Approved.
- b. Budget funds to Reserve account: Total ballots cast 221. Approve: 215. Disapprove: 6. The roll-over to the Reserve Account stands Approved.
- c. Advisory Ballot for Renter's Beach Access: Total ballots cast: 221. Approve:141. Disapprove: 80. (Certified tally sheets attached)
8. **Member Participation:** Various members commented that: (a) the new bulletin board in the Village has been trashed – he suspects that it is kids in the area who did it. (b) a dog has been running loose – Zane noted that he can't do anything unless members bring their complaints to the office. (c) Zane should be thanked for the good work he has done to get the marina area blacktopped and the shop and picnic shelter reroofed. Applause.
9. **Business:** Cliff house concerns: Wyll and Barnhart will contact the owners of the condemned house on Victoria Loop to determine the current status and plans for the property. Some had expressed concern that this house or parts of it would fall off the high bank or that children or others could be hurt if their curiosity caused them to explore the deck of this house. Variance request: Morris moved (passed 3/0) to grant five foot height variance for a residential structure at Lot 11, Div. 3 Cape George Village, Marine View Place owned by Mr. and Mrs. Richard Poole. One neighbor had expressed concern that their view would be blocked if the home was built near the street – the trustees noted that this concern was satisfied as the house was being built at the far back side of the property. New Pump – Barnhart moved (passed 3/0) that a new pump be purchased for the tank farm with the money to pay for it to come from the reserve account. Two large rocks – Nail moved (passed 3/0) that the Board (for Cape George) accept two large rocks which will be donated to the community by John Geiser for placement at the entrance to Memorial Park. John will move them to the park where they will be used in connection with a sign for the park. The Marina committee will assist in the placement. Ravine bench – Morris moved (passed 3/0) to accept the park bench donated by the Skoiens which will be installed by the Marina committee in the ravine. Hawser bumps - Morris moved (passed 3/0) that the Manager be authorized to look into the acquisition and placement of hawsers (giant ropes) at the four way stop at Palmer and Cape George Way to act as speed bumps. This inquiry is prompted by the concerns of many members about persons failing to stop at the intersection and about persistent and dangerous speeding. Basketball Hoop – Barnhart moved (passed 3/0) that the Board accept the donation of a basketball hoop (and post) with the location of the hoop to be determined and installation to be accomplished by a basketball committee. Donations for the hoop will be gratefully accepted. Flower Planting – Nail moved (passed 3/0) that Claire Lacey be authorized to

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
September 12, 2002

plant flowers behind the bench in the daisy field at the intersection of N. Palmer and Marina drive.

Dental Insurance – Morris moved (passed 3/0) that, consistent with requirements of our insurer, dental insurance shall be provided to Zane Wyll.

Compass Rose – Barnhart moved (passed 3/0) that the Marina committee be authorized to design and install, in a manner and location they determine is reasonable, markings on the parking lot to correspond to those compass markings which would be helpful to boaters wishing to calibrate a compass.

10. **Announcement:** (a) Regular Board Study Session on October 8 at 3:00 PM
(b) Regular Board of Trustees Meeting on October 10 at 7:00 PM. All meetings in clubhouse.

11. **Adjournment:** The Vice-President adjourned meeting at 8:10 PM

Submitted by:

Approved by :

Barbara Barnhart, Secretary

Robin Scherting, Vice-President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
OCTOBER 10, 2002

EXECUTIVE SESSION:

- 1. Call to order for Executive Session:** An executive session of the Board of Trustees was called to order at 6:45 p.m. by Skoien. The executive session had previously been announced during the Board's study session of October 8, 2002. The purpose of the executive session was to discuss a personnel issue.
- 2. In Attendance:** Mark Morris, Joyce Skoien, Gary Smith, Duane Nail, Robin Scherting and Barbara Barnhart. Brian Ritchie joined the session in progress.
- 3. Business:** The General Manager presented certain information for the Board's consideration concerning the replacement of the part-time water systems operator.
- 4. Adjournment:** Following the completion of the meeting the executive session was adjourned at 6:57 p.m. and the general Board of Trustees meeting commenced.

GENERAL MEETING:

- 1. Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
- 2. In Attendance:** Duane Nail, Gary Smith, Robin Scherting, Brian Ritchie, Mark Morris, Barbara Barnhart.
- 3. Action on Minutes:** Morris moved (passed 6/0) to approve the Minutes of the September 12, 2002 Board of Trustees meeting except that the Treasurer's Report shall be amended to state that the balance in the fundraising account, which includes some Memorial funds, is \$18,291.91.
- 4. Treasurer's Report:** As of September 30, 2002 we have \$23,544.95 in checking; \$53,797.61 in the operational investment account; \$59,632.78 in the reserve account; and \$400,000 in 4 \$100,000 reserve CD's for a total of \$536,975.34. The memorial and fundraising monies are in a separate account with a balance of \$18,034.18. Prout, Cooley, Smith and Wyll will meet with the auditor for the annual audit, to be conducted on October 31. Smith reported that the operations have been well to budget or better. Legal costs are down because fees have been recovered from third parties in litigation and in settlements. Only four members have delinquent accounts and three of those have amounts owing of under \$200.00. (Reports attached)
- 5. Committee Reports:** Building Committee: Pending actions will be described in the November report. Environment: (Report attached) There will be a work party on October 14 to clean up the Colony mailboxes. Beach erosion has been gradually occurring – a committee member has sought assistance and advice from the County to keep us informed. We need new leadership for the Cape George Road clean-up efforts. Board action was requested in three areas: (1) permission to install a waterline near the Colony entrance; (2) permission to develop additional paths from the Ravine to Huckleberry and Marine View Place; and (3) to dedicate the maintenance garage to Alan Marriott ("Mac") with the Committee to provide a memorial plaque for the building and a small memorial landscaped area. Finance: the committee will meet in connection with the annual audit and to prepare for the next audit. Membership: (1) Sharon Borgstrom purchased lot 1, Blk 13, Div. 6 in the Colony; (2) Patrick and Delrene Buckley purchased Lot 5, Div. 3 in the Village; (3) David and Pamela Clark purchased lot 32, Div. 3 in the Village; and (4) Jamie Palmer purchased lot 10 in Cresthaven, the Colony. Neighborhood Watch: Some Colony neighborhoods have

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
OCTOBER 10, 2002

combined to hear an orientation session from Tilley. We expect to have a meeting for Block Captains concerning emergency preparedness – brochures on the topic were distributed to all Members. Cape George may wish to prepare an emergency preparedness plan. (Report attached). Swimming Pool: the pool is in good shape – the dehumidifier has been replumbed to operate more efficiently, and we have new floor mats for the entrance and orca pennants for the back wall. Social: 35 persons attended the quarterly meeting. The membership approved the purchase of new carpet for the clubhouse and will seek Board approval. The members discussed club house rental issues and the rental fees and after a hearty debate determined that the Social club board should review the Clubhouse Use rules and provide changes to the Board of Trustees. (Report attached)

6. Manager's Report: The area behind the workshop has been graded and graveled to block the intrusion of high water during winter storms. We will have an expense for water when Well 6 comes on line. The trusses will arrive within a day or so for the maintenance building. In general, all is well.

7. Member Participation: A member has asked that at a date and time to be announced the area in front of the barn be used as a pick-up point for food donations in connection with the W.A.V.E food bank drive. This is a county-wide food drive with a long history in Jefferson County. On a different issue, a member has asked about our advertising policy in our newsletter for not for profit enterprises. A member noted the difference between charitable and noncharitable not for profit enterprises. After discussion it was decided to leave the issue (of when, whether and how much to charge) to the discretion of Mary Maltby who handles the advertising for the newsletter.

8. Business: Employee Selection: Barnhart moved (passed 6/0) to ratify the termination of the prior parttime water systems operator and to ratify or confirm the hiring of Ken Neal for that position. Variance Request – the request for a 17-foot variance to the 17-foot height limitation has been withdrawn. Revision of Clubhouse Rules: The Social Club proposed changes to certain Clubhouse Rules. Their proposals were considered at the Study Session where, after discussion, certain revisions were proposed. Certain of the proposals and revisions were presented for a vote of the Board and were acted on as follows (the text approved by the board is attached as an exhibit to these minutes): (1) Barnhart moved (passed 6/0) to accept Revised Section 1; (2) Barnhart moved (passed 6/0) to accept revised Section 2; (3) The Social Club proposed to restrict Member use of the clubhouse as follows: “**Political, religious and advocacy functions are not permitted.**” After heated discussion, the Board of Trustees determined that this was such a major departure from past practice that Members should have several opportunities for input to the Board concerning the proposed change. It was noted that forbidding religious functions would eliminate many weddings as well as our Christmas and Easter parties. Morris moved (passed 4/2) to not adopt the proposed change. Morris moved (passed 6/0) that the Board arrange at least two future meetings (an evening and a day meeting) to allow Members to express their feelings about the change in use proposed by the Social Club; (4) Barnhart moved (passed 6/0) to accept the proposal for the change in Rule 5 concerning signs; (5) Barnhart moved (passed 6/0) to accept the revision of Rule 12 concerning liquor laws.; and (6) Barnhart moved (passed 6/0) to accept the Social Clubs recommendations for certain additions and deletions to CP-02 (02) concerning reservations and scheduling of the Clubhouse. New Carpet: Scherting moved (passed 6/0) to accept the Social Club's selection of carpeting for installation in the clubhouse. The cost of \$3,085.26 will be paid by the Social Club. Reserve CD: Barnhart moved (passed 6/0) to place \$100,000 with Capital One in a certificate of deposit. It was noted that we have a policy of having laddered certificates of deposit. Victoria Loop House: The owner of this house has agreed to

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
OCTOBER 10, 2002

block off the deck area of this house to prevent trespassers from going on the deck and risking possible harm. The owner has plans to demolish the house. The General Manager was authorized to write a letter to the Owner asking for a written time line or commitment concerning when the house will be demolished. Renters Policy: Morris moved (passed 6/0) to ask the Manager to prepare an administrative plan to allow renter access to the beaches, parking lots and common parks. Speed bumps: Scherting moved (passed 6/0) to direct the Manager to acquire and install hawser rope as speed bumps at the four-way stop at Palmer and Cape George Dr.. Building Committee: Scherting moved (passed 6/0) to appoint John Cooley to the Building Committee. Food Drive: Morris moved (passed 6/0) to allow W.A.V.E. to collect for the food bank at a time and date to be announced. Water Line: Barnhart moved (passed 6/0) to authorize the Environmental Committee to arrange for the installation of the requested water line; to be paid for by Environmental fundraiser monies. Ravine Trails: Nail moved (passed 6/0) to authorize the Env. Com. to build the ravine trails as requested. Mac Dedication: Scherting moved (passed 6/0) to authorize the Env. Com. to obtain a plaque and to arrange landscaping for the new maintenance building as a memorial to "Mac". Hedge Complaints: A member has complained to the Board that there are at least 25 homes in the Colony which are in violation of the 8-foot height restriction for hedges. The complaining member noted that rows of trees constitute hedges under our definitions and he asked that the Board take action and cause the offending hedges to be brought into compliance with our rules. Nail moved (passed 6/0) that the Board (1) place an informational announcement in the next newsletter containing a description of the complaint and the relevant rules and regulations which pertain to hedge height and (2) appoint an ad hoc committee to investigate the hedge height complaint and to recommend a plan of action to the Board concerning enforcement. Ben Fellows and Bob Tilley volunteered to be on the committee to aid the Board in this matter.

8. Adjournment: The President adjourned the meeting at 9:15 PM

Submitted by:

Approved by :

Barbara Barnhart, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 14, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, Gary K Smith, Barbara Barnhart
3. **Action on Minutes:** Nail moved (passed 6-0) to approve the minutes of the Regular Board of Trustees Meeting of October 10, 2002.
4. **Treasurer's Report:** As of October 31, 2002 we have \$14,350.51 in checking; \$76,916.33 in the operational investment account; \$61,628.94 in the Reserve account and \$400,000 in eight reserve CDs at four institutions for a total of \$552,895.78. The memorial and fundraising monies are in a separate account totaling \$18,247.33. Twenty five members have delinquent accounts with only one member having a delinquency greater than \$300.00.
5. **Committee Reports:** Building: No report. Environmental: Report attached. Ron Niccoli has volunteered to lead the Cape George Road litter control group. A new chain barrier has been placed along Colman Road. Bob Tilley needs more donated 2 gallon or larger pots for plants. The Committee will obtain a bid from a private consultant concerning advising us on how to prevent or forestall beach erosion. Turn-out was low (only one person) for the Colony mail box rehab efforts. Ravine trail work continues. Colman entrance planting will be delayed until the Memorial Park water is fixed. Some committee members will continue their vigilance concerning protecting Discovery Bay, including speaking out against Atlantic salmon fish farming in the bay, should that ever become an issue. Finance: Report attached. Smith, Prout and Wyll met with Auditor Jay Vandal. The committee felt the auditor provided good service. There is a need to review the extent of our insurance coverage and perhaps increase the umbrella coverage. There will be no end-of-year numbers until December, for action in January. The committee will be reviewing the appropriateness of our financial statement presentation to assure that it is useful and meaningful. Marina: Report attached. Bill McFarland will serve as the new Chair of the Committee, subject to Board confirmation. Ben Fellows will assume responsibility for dredging permit efforts, replacing Don Lee who will become Chair of the Building Committee. Request petty cash limit be increased to \$200.00. Membership : Report attached. Pamela Beck from Bonners Ferry, Idaho purchased a lot in the Colony; Boyd and Wanda Cochran from Snohomish, WA purchased a lot in the Village; Rhebe Greenwald purchased a home in the Colony; Mark and Barbara Henthorn of Glenwood Springs, CO purchased a lot in the Colony; David Ritt and Heather Woods of Port Townsend purchased a home in the Highlands; and Susan Tandy purchased a home in the Colony. Neighborhood Watch: No report. Roads: No report. Social: No report. Swim Pool: Report attached. New entryway floor mats are in and if you want the new combination to the lock on the exercise equipment storage container call Nancy Stilbert, 385-5724. The de-humidifiers have been replumbed and work well. The

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 14, 2002

next committee meeting is January 29, 2003. Water Advisory: Report attached. We are waiting for Dept. of Health approval to complete the installation of Well No. 6. The Susceptibility Study (required) has been started and we have recorded the required covenants for a 100-foot radius around Well 6.

6. **Manager's Report:** Report attached. The maintenance garage is coming along – the roof is on and doors and windows are ordered. Special thanks to the volunteer efforts of Terry Steben, a local builder and a member for all his help. The new vinyl floor is in at the Clubhouse and the toilets and hot water heater are to be reinstalled. Ken Neal has received his A/C pipe certification and is now certified to work on water pipes. Jay attended a chlorine and a water system maintenance class. Our crew has been very busy assisting committees with their projects as well as keeping up with road repairs and other work. Ed Skowyra deserves special thanks – he qualified us for a grant which save us about \$3,400.00 of the cost (85%) of upgrading our water metering system at the tank farm.

7. **Member Participation:** Mailbox light: A Village member asked for a light for the area around the Village mailboxes. Zane indicated that the light would be installed – he noted that all Members are free to bring issues like this to his attention and that he will do his best to take care of them. Members may just submit their request/complaint in writing directly to him – then if he thinks he needs Board approval, he will seek it. But many issues are general maintenance and can be taken care of directly by Zane and our crew. Neighbor Complaints: A member complained of the behaviors of a neighbor who is a tenant at the property. The member wanted to know “Who monitors renters’ behavior?” Zane answered that members should bring complaints about neighbors to his attention so that the issues can be addressed. Another member noted that complaints about neighbors arise without regard to their status as owner or renter.

8. **Information:** Hedges: The hedge committee will have information for the Board by the December meeting – it was agreed that a member meeting on hedges be scheduled for January 2003. Clubhouse Use: The hearing on this issue will be held in January 2003. Written opinions from members on both issues will be accepted by the Board until the hearing date.

9. **Business:** Variance Request: Barnhart moved (passed 6/0) to grant the Etheridge/Bullen request for an eleven foot variance to the seventeen foot height restriction for a home to be built on the east side (Cape George Road side) of Quinault Loop on a perimeter lot. Skoien submitted a written statement describing the special circumstances and considerations which were present in the request and noted that the circumstances satisfied all of the conditions necessary for a variance. Some factors included that even with the height variance the new home will not be as high as several neighbor houses which are either higher on the hill or are a “walk-out” basement style with a height which exceeds the twenty-eight feet sought by the variance. The house will fit right in to the existing neighborhood and adjacent neighbors supported the request. One member actively opposed the variance. Westall request: Nail moved (passed 6/0) that Jim Westall be granted permission to live up to six months in one module of his home while construction continues on the other two modules. Marina budget: Scherting

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 14, 2002

moved (passed 6/0) that the Marina petty cash budget be increased to \$300.00. Manager's Spending Limit: Ritchie moved (passed 6/0) to increase to \$1,000.00 the limit on expenditures which may be incurred by the Manager for line items without obtaining prior approval from the Board. New Building Committee Members: Scherting moved (passed 6/0) to accept Ann Simpson and Ray Pearson as new Building Committee members and to appoint Donald Lee as Chairman of the committee. Renters Use of Beaches, Parks and Parking Lots: Morris moved (passed 4/3) to implement the administrative plan prepared by Wyll to allow renters conditional access to the beaches, parks and parking lots effective January 1, 2003 so long as the renters and the Owner landlords sign the documents and meet the conditions set forth in the Plan, including the requirement that a Landlord must sponsor the tenant. The Plan shall be changed to require the payment of \$35.00 for all renter parking stickers. Following the vote it was noted that the advisory ballot provided that the Board would review the renter access issue after one year based on Member and renter input concerning how the program was working. It was also noted that the Board has the power to revoke the Plan at any time. Water: Nail moved (passed 6/0) that an expense of \$700.00 be authorized as part payment toward the new meters and recorder for measuring water, with the balance of the costs of this equipment to be paid as a result of the grant money received. Marina Committee Chair: Barnhart moved (passed 6/0) that Bill McFarland be appointed as Chairman of the Marina Advisory Committee. Secret Garden Tour: Member Camille Branch has been asked to allow her home to be included in the Secret Garden Tour sponsored by the Master Gardeners. She asked for Board approval to have her home and probably other Cape George homes included in the Tour for June 2004. Barnhart moved (passed 6/0) that this Member be allowed to have her home and other homes included in the 2004 program. It was noted that Members probably do not need the Board's permission in matters like this, but Branch was concerned about possible traffic and parking impacts on neighbors and wished the Board to be informed.

10. **Announcement:** (a) A variance hearing on Dec 10th at 2:45 p.m. on an application by Mary Rothschild and Ross Anderson for an eight foot variance to the height restriction for a home planned for the west side of Quinault Loop on a nonperimeter lot. (b) Regular Study Session on Dec 10th at 3:00 p.m. (c) Regular Board of Trustees meeting on Dec 12th at 7:00 p.m. All meetings in the Clubhouse.

11. **Adjournment:** The President adjourned the meeting at 8:30 p.m..

Submitted by:

Approved by:

Barbara Barnhart, Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
December 12, 2002

1. **Call to order:** The regular meeting was called to order at 7:00 p.m. by Skoien.
2. **In Attendance:** Mark Morris, Duane Nail, Joyce Skoien, Robin Scherting, Brian Ritchie, Barbara Barnhart
3. **Action on Minutes:** Barnhart moved (passed 5-0) to approve the minutes of the Regular Board of Trustees Meeting of November 14, 2002.
4. **Treasurer's Report:** No Report. The minutes incorporate by this reference a written report submitted by Smith (attached to these minutes) which provides that as of November 30, 2002 we have \$3,853.92 in checking; \$5,042.20 in the operational investment account; \$123,583 in the Reserve account and \$400,000 in eight reserve CDs at four institutions for a total of \$532,479.12. The memorial and fundraising monies are in a separate account totaling \$18,432.69. Seventeen members have delinquent accounts with only one member having a delinquency greater than \$152.00.
5. **Committee Reports:** Building: Two variance requests were processed. The Committee provided the Board with written summaries and recommendations concerning each request. The variance requests are discussed later in these minutes. Environmental: No report. The Minutes of this committee will be available at the Office. Finance: No report. Marina: No written report. Huselton reported that the Committee would seek Board approval for the establishment of a memorial for outstanding Marina Committee volunteers who are now deceased. The proposed memorial is a small lighthouse with name plaques. The lighthouse (picture submitted) would be placed in the small planting area at the southeast corner of the workshop. The Committee will also seek Board approval for the placement of ship's lanterns on the posts at the entrance to the driveway at the south side of the workshop. A dredging permit is being sought for February 14, 2003. Dock hoops have been obtained. The Committee will donate \$400.00 toward the purchase of additional tools for the shop. Membership : Report attached. Phil and Sharon Baumgaertner of Bremerton, WA purchased a home in the Colony. William and Linda Cline of Carson City, Nevada have purchased a lot in the Colony from Millennium Homes. Alan Fredrickson purchased a home in the Colony from Millennium Homes. Alexander and Elizabeth Saliba have purchased a home in the Highlands. Neighborhood Watch: Report attached. There will be an Emergency Preparedness Meeting on February 26, 2003 at 7:00 p.m. at the Clubhouse for all Cape George residents. Mikel Stull and other Neighborhood Watch representatives attended a Neighborhood Preparedness Group Workshop for neighborhoods within Jefferson County. Committee members will represent Cape George at future meetings and will participate in this county wide preparedness effort. The Preparedness Group will assist neighborhood groups, like Cape George, in being ready and organized in the event of emergencies. The county-wide efforts and our own efforts will rely on volunteers and will address such areas as equipment and resource needs, a

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
December 12, 2002

county wide skills/equipment data base, training for Community Emergency Response Teams (CERT), communication teams, first aid, damage assessment, risk assessment, pet care and staying current with emergency preparedness information. Roads: No report. Social: No report. Swim Pool: No written report. The committee will contribute materials to Joyce and Bob Skoien who have agreed to make a bench to be placed outside the exterior entry to the pool. Social : Written report. Christmas Dinner will be served at 3:00 p.m. on Christmas Day for members who will not be with their families. The Committee hosted both a Thanksgiving dinner (for 45 people) and a Christmas party (55 persons) which were enjoyed by all in attendance. Contributions for the Christmas fund for needy families totaled \$1,500.00 – presents for the families will be purchased and delivered. The Committee has purchased an eight foot ladder for the clubhouse – it is available for loan for other club purposes. Water Advisory: No written report. The Susceptibility Study report has been completed. The committee regularly consults with the County concerning Well 6 and a permit is likely.

6. **Manager's Report:** Report attached. The water system has been completely flushed and three new meters have been installed. The levels of manganese are higher than what we want – to address this the filters have been back flushed which has improved the manganese levels. If satisfactory levels are not reached, the wells may be taken off line for additional service. If this happens we will post notices so all are aware of the need to reduce water use for a short while. The water system is healthy and safe to consume. We are waiting to hear from Puget Sound Energy about getting a light installed on their pole by the Village mailboxes – this should happen soon! The ravine trail has been completed – thanks to our crew and Bob Tilley and the Environmental committee. A vent fan has been installed in the women's restroom at the pool and the pool now has two thermometers – one should read 87 degrees and the other 90 degrees when the temperature is normal.
7. **Member Participation:** None.
8. **Business:** (1) Anderson/Rothschild Variance Request: Morris moved (passed 5/0) to deny this request for an eight foot variance to the seventeen foot height restriction for a home to be built on the west side of Quinault Loop on a nonperimeter lot. The Building Committee by its report had recommended against this variance because it failed to meet several of the criteria needed for a variance. Several neighbors submitted objections to the granting of this variance. (2) Blinder Variance Request: Nail moved (passed 4/1) that Roberta Blinder's request for a variance to the 25 foot set back requirement be granted. This member seeks to build a home on high bluff property (at the north end of N. Palmer) and has been required by the County to build further back from the bluff than originally expected, thus shifting the house closer to the road. The requested variance involves two small sections of the house (not the entire house) which will encroach about five feet into the twenty five foot set back. The Building Committee recommended that the variance be allowed as it is consistent with an exception to the setback requirement set forth in our covenants. This exception allows less setback than

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
December 12, 2002

twenty-five feet if the "contours" of the land require it. The high bluff was viewed as a "contour of the land" so that the variance was consistent with the covenant. Neighbors were present to discuss the variance but there was no specific objection to this variance. (3) Reserve Fund Transfer: Scherting moved (passed 5/0) that the following transfers be made to reserve accounts based on remaining balances: (1) \$49,274.02 to the General Reserve Account; (2) \$22,652.50 to the Water Operation Account; (3) \$14,817.82 to the Marina Reserve Account. (4) Employee Bonuses: Scherting moved (passed 5/0) that year-end bonuses be paid to all employees as follows: Dana and Zane to each receive \$150.00 and Linda, Jay and Ken to each receive \$100.00. (5) Notice of Violation: Nail moved (passed 5/0) that a fine of \$25.00 be levied against a Member for failing to execute a rental agreement. As required, the Member was notified of the proposed fine and failed to appear and defend himself at the December 12 Board meeting. (6) Facilitator: Scherting moved (passed 4/1) that, subject to a \$250.00 ceiling on costs, Zane be authorized to hire a facilitator to assist with the upcoming community meeting concerning clubhouse use. (No meeting date has been announced.) (7) Hedge Report: Ritchie moved (passed 5/0) that the board receive the written report from the hedge committee. (8) Revised Form: Morris moved (passed 5/0) that the Board accept the revision to Form BFO4 proposed by the Building Committee concerning variance requests. (9) Sailboat Issue: Barnhart moved (passed 5/0) that Skoien be authorized to reply in writing to a member sailboat owner denying his request for certain special ground accommodations and referring him to the Marina committee for assistance offered by them. (10) Dredging: Nail moved (passed 5/0) that the Marina Committee be authorized to spend up to \$2,000.00 for dredging on February 14, 2003. (11) Nominating Committee: Scherting moved (passed 5/0) to appoint Bill Stull as chairman of the Nominating Committee. (12.) Bench funds: Ritchie moved (passed 5/0) to authorize the Pool committee to pay for materials to be used for the outside bench. (13.) Parliamentarian: Scherting moved (passed 4/0, I abstain) to appoint Barnhart as Parliamentarian and Bill Stull as alternate Parliamentarian.

9. **Announcements:** (a) Regular Study Session on January 14 at 3:00 p.m. (b) Regular Board of Trustees meeting on January 16 at 7:00 p.m. All meetings in the Clubhouse. (c) Christmas Dinner on December 25, 2002 at the Clubhouse at 3:00 p.m. (4) Emergency Preparedness community meeting at Clubhouse on February 26, 2003 at 7:00 p.m.

10. **Adjournment:** The President adjourned the meeting at 8:15 p.m..

Submitted by:

Approved by:

Barbara Barnhart, Secretary

Joyce Skoien, President