

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
January 15, 2004

1. **Call to order:** Brian Ritchie as acting President called the regular meeting to order at 7:00 p.m.
2. **In Attendance:** Barbara Barnhart, John Garrett, Brian Ritchie, Gary Smith.
3. **Action on Minutes:** Garrett moved (passed 3/0) to approve the minutes of the December 11, 2003 regular Board of Trustees Meeting.
4. **Treasurer's Report:** As of December 31, 2003 the checking account total was \$10,331.47; the operational investment account balance was \$65,257.63; the reserve account total was \$88,701.95; the three CD accounts (without accrued interest) total \$300,000 for a grand total of \$464,290.95. Memorial and fundraising funds held in a separate account total \$12,455.81. Seven members have delinquent accounts with a total indebtedness including late charges of \$3,913.04. The three month period ending December 31 concluded the interim quarter preceding the beginning of our new fiscal year which starts on January 1. Our expenditures and income are on track. End of the year reports and our tax returns will be prepared on schedule. A new financial form, FIN05(04), will be presented to the Board at this meeting to be formally adopted, if approved, at the February Board of Trustees meeting. The Form will be published in the February newsletter to enable Members to consider the Form and, if warranted, present comments or questions to the Treasurer (Gary Smith) at the February study session. The form is being revised to incorporate additional information defining the guidelines and process for providing reserve funding for our Cape George assets. The Treasurer, on behalf of the Finance Committee will also present another new form, Form Fin06(04) for approval by the Board. That new form, entitled Check Signing Procedure, specifies the review process to be followed in connection with each Cape George check signed by each of the designated board members and the co-managers. The new procedure will facilitate the auditing process and alerts each signer to his/her responsibility to make sure each check is appropriate and is a proper expenditure.
5. **Committee Reports:** Boat/RV storage lot: No report. Building: No activity. Environmental: No report. Finance Committee: A complete write-up of the process for creating and reviewing reserves has been completed as a result of a two-year project. This write-up will be incorporated into the Cape George formal documents as reported in the Treasurer's report. Recently the process followed by the Cape George office staff for check preparation, bank statement reconciliation and physical check handling has been modified to offer better separation of duties and therefore additional safeguards for our funds. The modifications are a result of the recently completed annual audit. Marina: No written report. The Marina Committee will be sponsoring a salmon derby this year. The Committee expects that the entrance channel will not need to be dredged at this time. The 2004 Cape George Tide Books are available at the Marina. For non-Marina tenants the cost is \$1.00. Membership: Written report submitted. Steven and Ardis Beiswenger of Portland, Or purchased a lot in the Colony. John and Betty Boren purchased a home in the Colony. Lee Davis purchased a home in the Highlands. Robert and Gloria Lehnert purchased a home on Huckleberry Place. Thomas Ray, of Port Townsend, purchased a lot in the Highlands. Melvin and Bonnie Reeves of Cottonwood, Az purchased a home in the Village. Neighborhood Watch: No report. Pool: Written and oral report. A special meeting of the Pool Committee was held in early January to discuss disbursement of funds in the Pool fund raising account. The Pool committee has not met for the last two months while the pool repair and upgrade work were performed. The Committee members agreed to donate \$2,500.00 to the Cape George Fitness Center to help pay for the completion of that room. The Marina committee has completed building three benches and two of them have been installed in the pool room by Marina Committee members – costs for the

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benches should be about \$200.00. The pool room is looking great. New banners are up and the dressing rooms have been painted. Interior painting in the pool room is also coming along. Many thanks to Co-Manager Linda Cooley for her personal labors and her dedication to seeing this project completed. Roads: No report. Social Club: No report. Water Advisory: The major project of installing the 12" main is proceeding well. Hydrants have been ordered for hydrant locations on Ridge Drive. The connection at Dennis Boulevard will be underway shortly. The State Department of Health has approved our use of Well 6 and has approved our request for an additional 35 connections, bringing our total of authorized connections to 515. We will need additional water storage facilities to increase our allowed connections beyond 515. Once the current water projects are completed, our next major task is to have an additional water storage tank installed to increase our allowed hook-ups to 565. Our over-all comprehensive water plan provides for an additional tank to allow for a build-out to the 565 hook-ups. Based on the current rate of building in our community, it is anticipated that our currently authorized 515 hook-ups will be fully utilized in less than three years. This means that we should be planning now for construction of the new 25,000 gallon water storage tank in anticipation of the need to build out to the 565 hookups. Wildfire Task Force : Board member Garrett said he has learned that a Department of Natural Resources (DNR) representative may be available to lead a class for Cape George members about how to be "Fire Wise". This would include a walk in the neighborhood to spot areas which are potential fire hazards.

6. **Managers Report:** A written and oral report were presented. Jay White has been off work since December 22 with an on-the-job injury. He will see his doctor again on January 23 for an evaluation. He expects to be back at work on a light duty basis within several weeks. The Super Main project is moving along nicely – although we did have a problem with the valve at Saddle and Cape George Road. The valve would not close and it became necessary to shut down the whole system at the tank farm for several hours. We will open the valve at the next shut-off to determine what the problem is. We are required to comply with some newly issued rules for water testing – the changes for us are minimal as we have already been doing much of the testing. The water at the tank farm froze during the very cold weekend of January 3-4. After many hours of frantic work on Sunday the problem was resolved with the system back running in the nick of time. The back-flush system is now fully automated so that we no longer have to go up each day to backflush the system. The pool air and water temperatures are stabilized. The boiler problem seems to be resolved and the system is again shutting down at night. Our propane costs are high presumably because of the very cold weather and the problem with the boiler. We will monitor our energy costs closely in the next few months. New lights have been installed but we still have work out lighting for the deep end of the pool. That section was disconnected during the construction and now needs to be set up differently. New windows have been installed in the pool area and the fitness center – these windows replaced windows which had failed. Interior insulation needs to be installed in the maintenance garage—after that is inspected we can put up the sheetrock and then get the final inspection and move items into the garage. Three overhead lights have been ordered for the clubhouse parking area and should be installed within the next several weeks. The Boy Scouts put in many hours waiting to collect old Christmas trees. Only 14 to 16 trees were collected. Due to an apparent misunderstanding, persons leaving their trees neglected to make a donation to the Boy Scouts. In discussion following the Manager's report it was noted that we need to add a line item to our next budget providing for snow removal costs and we need to review our plan for sanding.

7. **Information Statement:** The Fitness Center gang is sponsoring a wine and cheese fundraising party on January 24 at the clubhouse.

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8. **Member Participation:** None

9. **New Business:** (1) Penalties Assessed Against Dog Owners: Smith moved (passed 3/0) as amended by Barnhart (passed 3/0) that the Managers be instructed to send a notice to a particular dog owner notifying the owner that his/her permission to keep the dog in question will be revoked if there is one more complaint concerning the dog. In a related matter Smith moved (passed 3/0) that an identical notice be sent to another particular dog owner notifying him/her that the right to maintain the pet will be revoked if there is one more complaint concerning the owner's failure to control the dog. In each instance the dogs allegedly were on numerous occasions allowed to run loose, allowed to chase deer, allowed to trespass on neighboring property, allowed to defecate on a neighbors deck with the owners generally failing to clean up after their dogs. Our covenants provided that members may have pets "with permission" of Cape George. Permission to keep pets may be revoked when pet owners fail to follow our rules concerning pets. (2) Violation of Building Guidelines: Barnhart moved (passed 3/0) that a \$200.00 fine be assessed against a member for failing to complete the exterior of his home within the six month period provided for in our covenants. Although provided with notice and an opportunity to appear before the Board concerning the fine, the member did not appear. (3) Transfer of Water to PUD: Based on the concurrence of the Board, Ritchie announced that the Board would reserve for consideration at a future Board meeting the request by the PUD that Cape George allow water from our system to be provided to the PUD for resale by it to four lots located adjacent to Cape George property. This issue has been referred to our attorney. (4) Transfer of Funds from Reserves to Checking: Barnhart moved (passed 3/0) that the Board authorize officers to sign a resolution transferring \$46,343.18 from Reserve accounts to a general investment account to pay for expenditures previously authorized by the Board. (5) Investment in Longer Term CD: Barnhart moved (passed 3/0) that the Board authorize the Managers to invest some reserve funds (\$100,000) in a Certificate of Deposit with a five year term in order to obtain a greater return on our funds. This decision was based on the recommendation of Treasurer Gary Smith in the light that we will predictably double our return on these funds and there is very little likelihood that we will need the funds in the interim and if we do other funds will be readily available. (6) Change Check Procedure: Garret moved (passed 3/0) that the Board adopt form FIN06(04) requiring those Board members and Managers who sign Cape George checks to complete a form indicating that they have determined that the expense is appropriate and supported by documentation. The Treasurer and the Finance Committee recommended the adoption of this form to assure accountability. Copy attached. (7) Policy Concerning Reserve Accounting: Barnhart moved (passed 3/0) that the Board propound a three page policy at FIN05(04) concerning a strategy for providing reserves for large expenditures with the Policy to be considered for final approval at the February Board meeting. Members will have a chance to consider, review and comment on the policy prior to its proposed adoption. The policy was recommended by the Finance committee and the Treasurer in order to better describe the reserve process – the policy describes our reserve process without changing it. Copy attached.

10. **Announcements:** (a) Regular Study Session on February 10, 2004 at 3:00 p.m. (b) Regular Board of Trustees meeting on February 12, 2004 at 7:00 p.m. Both meetings at Clubhouse.

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

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Submitted by:

Approved by:

Barbara Barnhart, Secretary

Brian Ritchie, Acting President

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February 12, 2004

1. **Call to order:** Brian Ritchie, acting President, called the regular meeting to order at 7:00 p.m.
2. **In Attendance:** Barbara Barnhart, John Garrett, Brian Ritchie, Robin Scherting and Gary Smith.
3. **Action on Minutes:** Smith moved (passed 4/0) to approve the minutes of the January 15, 2004 regular Board of Trustees Meeting.
4. **Treasurer's Report:** As of January 31, 2004 the checking account total was \$22,766.06; the operational investment account balance was \$111,567.72; the reserve account total was \$46,094.86; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$480,428.64. Memorial and fundraising funds held in a separate account total \$16,931.93. There are 28 delinquent accounts with a total amount owing, including late charges, of \$6,604.04.
5. At the request of the Treasurer, the board then considered and acted on two financial resolutions. (1) Transfer Excess Revenues to Reserves: Barnhart moved (passed 4/0) that certain officers be authorized to sign a Resolution authorizing the transfer of \$7,648 in excess revenue to the General Reserve and Marina Reserve accounts in the amounts allocated on the resolution. (2) Transfer Funds from Reserves to Checking: Garret moved (passed 4/0) that certain officers be authorized to sign a Resolution authorizing the transfer of \$3,217 from the General Reserve and Water Growth funds, as set forth in the resolution, to the General Investment account in order to pay expenses previously authorized.
6. **Committee Reports:** Boat/RV storage lot: No report. Building: Written and oral report. The Committee has approved three tree cutting permits, two building permits and one earthworks permit. The Committee met earlier in the month to consider and report on a variance request which was to have been heard on February 10, 2004. The request has been deferred to a later date. Environmental: Oral report. There was a minor washout in the ravine. Finance: No report. Marina: No report. Membership: Written report submitted. Malcolm Cook and Michelle Waye purchased a home in the Colony. Greg and Le Ann Getch of Port Townsend purchased a home in the Village. Julie Ann Kanarr purchased a lot in the Colony. Elizabeth Maegerle purchased a home in the Village. Neighborhood Watch: No report. Pool: No report. Roads: No report. Social Club: At its quarterly meeting in January, social club members approved a plan to change the policy concerning the allocation of funds raised at fundraisers. In the past funds were allocated to various committees with 10% given to a charity. The new policy provides that 10% of proceeds shall go to a charity with the remaining 90% to be allocated to one or more specific project(s) or use(s). This allows persons participating in fundraisers to know where their contributions are going. Committees (and others) are encouraged to submit written requests to the Social Club asking for funding assistance for projects. Social club members will vote on which projects to support and for how much. In memory of his wife Margie, Dick Kint donated a new podium to the Social Club. The indefatigable Ann Simpson built the podium. Water Advisory: **Correction:** The number of connections that will be allowed when a new storage tank is completed will be **665** connections, not the 565 included in last month's report and minutes. The 12" super main project is complete, tested and online, as are the fire hydrants at Ridge Drive and the connection at Dennis Blvd. The malfunctioning valve has been repaired. On behalf of the contractor and all involved, "thanks" to the

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members for being patient during the construction and related shut-offs. Wildfire Task Force : Garret reported that he is looking for persons interested in attending an 8 hour class (4 hours in class, 4 hours in the field) sponsored by the DNR concerning wildfire awareness. The date and time are to be set.

7. **Managers Report:** Lydel Construction did a great job on the super main project, on the restoration and clean-up after the project and on other smaller issues that arose. The maintenance garage sheetrock work will be done within the next few weeks. The pool air-to-air exchange system continues to have some problems but the contractor is very cooperative about dealing with them. The temperatures are stabilized. The pool area looks nice after the recent painting and maintenance work was completed. The electrical work has been completed in the Fitness Center and a sheetrock installer has been hired to sheetrock the interior of the room within the next few weeks. The work at the Fitness Center has been and will be paid for from donations and fundraiser proceeds from the wine tasting and pancake breakfast. Approvals are in and Well #6 should be hooked up soon. The overhead lights at the community center parking lot will be installed on February 24. We are looking for a person to work as a maintenance person, in place of Jay White. Jay is unable to work at this time because of an injury. Ken Neal, our water operator, has been doing a good job of filling in until we find a replacement. A big thanks to new Member Bernard del Valle for the many hours he has volunteered cleaning up brush and dead limbs in the park area across from the office. If you see him, say hi and express your gratitude. His efforts have drawn attention to the stressed condition of many of the trees in our common areas. Dave's Tree Service inspected the trees and reported that the problem is a result of the last four years of drought conditions including the extreme drought of the last two years. There is nothing to do but wait and see what happens. The Managers join in urging persons who have complaints about rule violations or other concerns to please bring those concerns to the attention of the Managers. The Managers are unable to address problems if they don't know about them. It's recommended that you put your concerns in writing.

8. **Member Participation:** (1) A member suggested that the new maintenance garage be referred to as the "Mac Marriott" Memorial Maintenance Building. (2) Another member addressed the board about his concerns.

9. **New Business:** (1) Negotiations with PUD about use of water: Smith moved (passed 3/1) that the Board authorize the Manager to continue negotiations with the PUD, pursuant to the conditions set forth in a written motion attached to these Minutes, concerning the potential of selling water to the PUD for resale by it to four properties adjacent to Cape George property. (2) Continuation of Renters' Access to Common Areas: Barnhart moved (passed 4/0) that the Board approve for another year the existing policy of allowing renters, who are properly sponsored by their Member landlords, to have continued access to Cape George parks, trails, parking lots and beaches. The Managers reported that seven separate tenants have been sponsored for beach access and that no complaints have been received during the preceding year. (3) Card-Lock System Authorized: Barnhart moved (passed 4/0) that the Board approve the expenditure of \$1,000 for the community center main door cardlock system. (4) Rule Enforcement: A board member moved (passed 4/0) that the Managers be directed to continue to enforce our existing rules requiring that Members pick-up after their animals, have their dogs on leash in common areas and have

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voice control of their animals in designated off-leash areas. The Managers have recently sent Notice of Violation notices to some dog owners whose animals ran unattended in the park areas, leaving deposits for others to clean up. We were reminded that all dog owners have the responsibility of cleaning up after their animals in ALL areas of our neighborhood, including ditches, empty lots, pavement and others' yards. (5) Reserve Policy: Barnhart moved (passed 4/0) that the Board approve a revision to FIN 05(04) concerning articulating the policy for emergency and designated reserve funds. (6) Ratify Employment decision: Garret moved (passed 4/0) that the Board ratify the decision of the Managers concerning the termination of the maintenance man and authorize the managers to search for a new employee.

10. **Announcements:** (a) Variance hearing, March 9, 2004 at 2:45 p.m. at the clubhouse; (b) Regular Study Session on March 9, 2004 at 3:00 p.m. at the clubhouse; (c.) Regular Board of Trustees meeting on March 11, 2004 at the clubhouse at 7:00 p.m.

11. **Adjournment:** The President adjourned the meeting at 8:40 p.m.

Submitted by:

Approved by:

Barbara Barnhart, Secretary

Brian Ritchie, Acting President

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BOARD OF TRUSTEES MEETING

March 11, 2004

1. **Call to order:** Brian Ritchie, acting President, called the regular meeting to order at 7:00 p.m.
2. **In Attendance:** Barbara Barnhart, John Garrett, Brian Ritchie, Kitty Rucker, Robin Scherting and Gary Smith.
3. **Action on Minutes:** Scherting moved (passed 5/0) to approve the minutes of the February 12, 2004 regular Board of Trustees Meeting.
4. **Treasurer's Report:** As of February 29, 2004 the checking account total was \$6,813.52; the operational investment account balance was \$37,158.18; the reserve account total was \$63,100.09; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$407,071.79. Memorial and fundraising funds held in a separate account total \$17,387.19. There are 23 delinquent accounts with a total amount owing, including late charges, of \$5,779.10. About 50% of this indebtedness is comprised of accrued late fees. Delinquent accounts are collected whenever possible by payment arrangements or civil collection procedures.
5. **Committee Reports:** Boat/RV storage lot: No report. Building: Written and oral report. The Committee approved an earthworks request and a tree removal request. Environmental: Oral and written report. Our Cape George Nursery has received additional plants including mock orange, Oregon grape, red flowering currant and red osier dogwood. About 20 plants (dog wood, serviceberry and flowering currant) were just planted at the west entrance to the ravine. On the question of beach/common area erosion, new stronger stakes were set as landmarks. A series of photographs has been taken of the beach at a +1 tide. The same documentation will need to occur once a year during the same time period and tide point. The series of photos will be maintained in a Beach Erosion Book which will be a record of the changes that occur over time. The actual record should enable us to distinguish between permanent changes to our beach and common area and ordinary seasonal changes. Bill McFarland continues to lasso blocker logs for placement on the beach at or above the mean higher high tide line. Finance: No report. Marina: No report. Membership: Written report submitted. Michael Bleakney and Eugene Pasinski of Port Townsend purchased a home in the Village. Stanley and Marlene Kropf of Elkhart, Indiana purchased a lot in the Village. Michael McDonald and Gretchen Cooper of Graton, CA purchased a home in the Highlands. Valerie and James Real of Laguna Nigel, CA purchased a lot in the Colony. Neighborhood Watch: The Committee is formalizing, updating, publishing and implementing a telephone tree for all parts of Cape George. A telephone tree is a listing of names and telephone numbers to be called in a certain order to assure the prompt and verifiable dissemination of emergency or other information to all Members and renters. Copies of the telephone trees will be made available to all members and renters and information about how to use the telephone trees will be published in the Newsletter. Block Captains or other designated persons will assure that the telephone trees are up-to-date. Pool: Written and oral report. Some members are circulating a petition to be presented to the Board seeking to have the pool temperature raised. A member noted that children and lap swimmers had not yet been contacted about their pool temperature preferences. The water temperature (too cold) continues to be an issue for some. Co-Manager Linda Cooley reported that the pool temperature has been maintained at 84 or 85 degrees while the room temperature has been raised to 82 or 83 degrees. It costs more to make the pool warmer. All were concerned that the pool be comfortable for all users noting that it will take a trial and error approach to find that balance. The dressing rooms are cooler, especially in the morning. These rooms are heated separately from the pool area, are not insulated and

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take a bit longer to warm up during the day. It was suggested that the Committee conduct a survey of members in March concerning pool use to help with activity planning. A trustee commented that the benches, newly installed, are a good improvement. Roads: No report. Social Club: No report. Water Advisory: No report. Wildfire Task Force: No report.

6. **Managers Report:** Our search is continuing for a new maintenance person and we hope to have that resolved in the next few days. The new lights are in at the clubhouse parking area and you will be able to find your cars after the next evening meeting. There is also a new light at the Colony mailboxes that is less obnoxious than the last one. We have a new sign to be used for variance requests – the large red sign will be posted on the property for which a variance is sought. This will enable members to readily identify the lot in question and aid the process. As the weather gets better and we get back to full strength with our work crew, we will be painting the stop lines and speed control bumps on our roads. We will also install the board approved speed bumps. The new exercise room is moving along nicely and is in the painting process. The carpet has been ordered. The new locks are installed in both the exercise room and the Clubhouse doors. If you had a clubhouse key, your pool card will open the clubhouse door. Rules and regulations and a waiver form will be developed for the Fitness Center. Once the Fitness Center is ready for use Members may come to the Office to have their pool card or clubhouse card activated to allow access to the Fitness Center. If you do not have a pool or community center card, a Fitness Center card may be obtained at the office, at cost, once the Fitness Center is open. We are still working on many ongoing projects including the Mac Marriot maintenance garage and the tank farm. The pool equipment is operating well and hopefully we have all of the bugs out. Our waterman has been fixing leaky gate valves and installing water meters and trying to keep up with the maintenance chores in the community. The whole crew will be happy to welcome our new maintenance person.
7. **Member Participation:** (1) A member asked that the Minutes of the preceding Board meeting be read out loud. The member did not realize that the Minutes are printed in full in the Newsletter. (2) Several members stated a variety of reasons why the board should NOT approve the sale of water to Public Utility District 1 to service four lots adjacent to Cape George.
8. **New Business:** (1) Solicit Member Vote on Sale of Water: Garret moved (failed 1/3 with 1 abstention) that a membership vote be solicited on whether to approve the proposal to have Cape George sell water for up to four lots to the PUD. (2) Sale of Water to PUD: Rucker moved (failed 2/3) that the Board approve the contract to sell water to the PUD for four lots according to the terms and conditions of an accompanying written contract terminable without cause on 90 days notice. (3) Modification of Job Description: Barnhart moved (passed 5/0) that the Board approve changes proposed by the Managers in the job description of the Maintenance Position. (4) Water Tank Cleaning: Rucker moved (passed 5/0) to approve the Hydro-Tech contract authorizing the Managers to hire Hydro-Tech at a cost of up to \$2,000.00 per year to clean a water tank and that the expenditure be added as a line item to the budget for future annual expenditures. (5) Transfer of Funds from Reserves to Checking: Garret moved (passed 5/0) that designated trustees be authorized to sign a Resolution providing that \$75,898.20 be transferred from specific reserve accounts to a checking account to pay for expenses previously authorized. (Copy of Resolution attached to Minutes.) (6) Accept Donated Property: Garrett moved (passed 5/0) that Cape George accept the donation by a Member of a lot which is adjacent to the ravine - Lot 6, Division 3, Cape George Village. (7) Acquire New Tractor: Scherting moved (passed 5/0) as amended by Barnhart's motion

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(passed 5/0) to authorize the Managers to spend up to \$30,000 to purchase a John Deere 990 tractor with front loader and backhoe. The Treasurer noted that this expense is consistent with a reserve fund of \$30,000.00 to replace the tractor with the exception that the expense item was predicted for the year 2005, rather than 2004. The tractor expense will be off-set by proceeds which we hope to receive from the sale of the old tractor. (8) Pool Temperature: Garrett moved (passed 5/0) that the managers be authorized to vary the pool and/or room temperatures over the next 60 days, track the variations in cost and report back to the Board concerning the results. (9) YMCA request: The Board discussed but did not vote on a request by the YMCA to offer programs at the Cape George Community Center. As in the past, the Board reiterated that it will consider and respond to Member Initiated requests for programs at our community center. (10) Board Action on Variance Request: Barnhart moved (passed 5/0) that the Board approve Form M1S 05 (04), a form entitled Board Action on Variance Request. The Form requires, among other things, a specific written statement describing the basis for the Board's decision. In a related matter Barnhart moved (passed 5/0) that each Form M1S 05(04) be completed in a manner that is identical to the Minutes prepared for the variance hearings.

9. **Announcements:** (a) Regular Study Session on April 13, 2004 at 3:00 p.m. at the clubhouse; (c.) Regular Board of Trustees meeting on April 15, 2004 at the clubhouse at 7:00 p.m.

10. **Adjournment:** The President adjourned the meeting at 8:45 p.m.

Submitted by:

Approved by:

Barbara Barnhart, Secretary

Brian Ritchie, Acting President

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BOARD OF TRUSTEES MEETING

April 15, 2004

- 1. Call To Order.** President Joyce Skoien called the meeting to order at 7:03
- 2. In Attendance.** John Garrett, Kitty Rucker, Robin Scherting.
- 3. Minutes.** Scherting moved (passed 3/0) to accept the minutes of the March 11, 2004 Regular Board of Trustees Meeting, as amended. Section 8 (10) was corrected from Form MIS05(04) to Form BG04a(04) and Section 8(6) was changed to add the word "possible" in front of the word "donation".
- 4. Treasurer's Report.** Robin Scherting gave the Treasurer's report. As of April 15, 2004, the checking account total was \$276.92; the operational investment account balance was \$37,180.88; the reserve account total was \$47,2300.36; the three CD accounts with a total amount (without accrued interest) is \$300,000.00; for a total for all accounts of \$384,688.16. There are 10 delinquent accounts with a total amount owed, including late charges, of \$3,908.77. Better than half of this amount is owed by one member. We have attached a lien against this property, but that will not be satisfied until the property is sold. Two other members have agreed to payment arrangements.
- 5. Committee Reports.** Boat/RV Storage Lot Committee. No report. Building Committee. Three earthwork permits were issued. Seven tree cutting permits were approved. One building permit was approved on condition that the house be moved back two feet from the road to comply with the 25-foot setback rule. Environmental Committee. Spent \$1000 on maintenance of common areas. Bernie Del Valle saved us over \$500 by removing Scotch Broom in Memorial Park. Work has begun to repair the Huckleberry access to the Ravine Trail. If you want to assist in this project please contact Bob Tilley. The nursery has been moved near to the old barn. Clare Lacey is donating money to plant an area on Marine Drive as a memorial to Pauline Magrillo. The committee met with the View Committee to discuss common areas. We agree that we need to address dead, diseased, or dangerous trees on the common right of way areas. There will be a Pancake Feed on Saturday, May 22, from 8-10 to raise funds for projects. Membership Report. There is one new member in the Colony. Ron and Patricia Nelson purchased 151 Vancouver Drive from Robert and Dawn Madden. Neighborhood Watch Committee. No report. Roads Committee. No report. Social Committee. The Easter Egg Hunt was a big success. We sponsored an Easter Service and Breakfast. The Social Club third quarter meeting will be held on Monday, April 26, at the Clubhouse at noon. Water Advisory Committee. No report. Wildfire Task Force. No report.
- 6. Managers' Report.** We hired Donald Weathersby as our maintenance man. The new tractor has arrived. We will sell the old tractor. Ken and Don have cleaned up around the barn area. We received a donation of telephone poles to be used for fencing projects, for landscaping and erosion control of the beach. We sprayed for horsetail and weed control on the right of way. Well #6 is now on line. We are approved for 515 connections. A new storage tank will bring us to 665, which is more connections than we have lots. Most equipment is now in the new garage. The exercise room is finished; there will be an open house on Saturday, April 17, from 10:00 to 2:00. Eventually, a roof will be added over the entrance. The pool temperature was raised one degree and it is running at 85-86 degrees. We are redirecting air onto the windows to reduce moisture on them.
- 7. Member Participation.** Ray Pierson asked why the paint wore off the speed bumps so quickly. Old paint was used, and it was probably too cool. It will be painted again in late spring. Ben Fellows asked for an update on the condemned house on the cliff. Linda will check on progress on

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demolition for our next meeting. Ben also asked about our liability if the old barn falls down. The plan is to seal off the building. Many members do not want to see it removed. Linda will call our insurance agent to check on our liability on this issue and on the speed bump proposal for people with bad backs. We will discuss these issues at our May meeting. There is \$20,000 allocated in our reserve fund to eventually tear down the barn.

8. Information. (a) Open House for the Fitness Center will be held on Saturday, April 17, 10:00 A.M. to 2:00 P.M. (b) The Board reviewed the View Committee accomplishments and requested that they continue the community information gathering for future consideration. (c) There is a new Welcome Committee Chairperson, Sue Poole. Other members are Kitty Rucker, Ann Simpson, and Barbara Weimann. If you hear of new members in the community, please call Sue Poole.

9. New Business. (a) Exercise Room Rules and Waiver -- Scherting moved (passed 3/0) to approve the amended forms. (b) Camera System – Rucker moved (passed 3/0) to purchase a 24-hour camera system (4 cameras, 1 VCR, 4-way splitter) to monitor the pool, exercise room and clubhouse against vandalism. (c) Dog violation fine – Rucker moved (passed 3/0) to issue a fine for a loose dog. (d) Marina Dredge -- Scherting moved (passed 3/0) to sell the marina dredge because no one in the community can operate it anymore. (e) Reserve Transfer – Garrett moved (passed 3/0) to transfer funds from the reserves to pay for the tractor; see attached resolution.

10. Announcements. Regular Study session is May 11 at 3:00 P.M. in the clubhouse. Regular Board of Trustees Meeting is May 13 at 7 P.M. in the clubhouse.

11. Adjournment: Meeting was adjourned at 7:35 P.M.

Submitted by:

Approved by:

Kitty Rucker, Acting Secretary

Joyce Skoien, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

May 13, 2004

1. **Call to order:** Joyce Skoien, President, called the regular meeting to order at 7:00 p.m.
2. **In Attendance:** Joyce Skoien, Barbara Barnhart, John Garrett, Brian Ritchie, Kitty Rucker and Robin Scherting.
3. **Action on Minutes:** Scherting moved (passed 5/0) to approve the minutes of the April 15, 2004 regular Board of Trustees Meeting.
4. **Treasurer's Report:** As of April 30, 2004 the checking account total was \$13,245.73; the operational investment account balance was \$27,199.43; the reserve account total was \$29,583.71; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$370,028.87. Memorial and fundraising funds held in a separate account total \$11,571.38. There are 5 delinquent accounts with a total amount owing, including late charges, of \$3,475.56. The vast majority of this indebtedness (about \$3,000.00) is owed by one account. Delinquent accounts are collected whenever possible by payment arrangements or civil collection procedures.
5. **Committee Reports:** Boat/RV storage lot: No report. Building: Written and oral report. The Committee approved five tree cutting permits and two earthworks requests. Environmental: No report. Finance: No report. Marina: No report. A member noted that the Marina committee netted over \$2,000 from its "dock sale.". Membership: Written report submitted. Ted Campbell of Spokane inherited a home in the Village from the Estate of his father, Clarence Campbell. Jean Klein purchased a home in the Village. Ron and Karen Lechner of Santa Cruz, California purchased a home on Quinault Loop. Dan Meyer and Susan Stenger purchased a home in the Village. Neighborhood Watch: Written report. The Cape George telephone trees have been distributed. The Committee will focus on Neighborhood Watch this next year. The Committee will seek Board approval at this meeting to post Neighborhood Watch signs at community entrances. The Committee will be hosting one or more meetings soon where Mark Bowes will describe how to assemble a home emergency preparedness kit and where representatives from Emergency Management and the Red Cross will make presentations. Nominating Committee: Skoien reported that the Meet the Candidates meeting for Board of Trustees candidates will be on June 8 before the study session. Candidates may submit a nomination form until May 19, 2004. Garrett moved (passed 4/0 with 1 abstention) to accept the slate of board candidates which has been submitted to date. The names and candidate statements will appear in the June Newsletter. There was some discussion about future consideration of whether to extend the Board term from two to three years with a 3-2-2 candidate cycle rather than the 3-4 cycle we now have. Any such change would require a By-Law change which must be approved by a majority of the voting members. Pool: Written and oral report. Skoien provided a summary of the results of the Pool Survey. A copy of the Survey is attached to these Minutes. The pool temperature has been raised one degree so that it now averages 85 to 86 degrees. It is difficult to determine what the additional degree costs because there are so many other variables affecting cost including room temperature and outside air temperature. Some responders to the Survey made proposals for changes in pool rules – changes should be brought to the Pool Committee for their consideration. The Ad Hoc Fitness Gang, working under the auspices of the Pool Committee, will prepare a Charter for Board consideration at a later meeting. Committee members are recommending the formation and continuation of a Fitness Center Committee to manage and address fitness center issues. Roads: No oral report. The Committee submitted two reports for Board review concerning the

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

May 13, 2004

design of the intersection at Palmer and Cape George Way and considering speed bumps and the speed limit. Social Club: Written and oral report. At the quarterly meeting on April 26 the following persons were elected as new officers: President, Nancy Stilbert; 1st Vice President, LeAnne Ryan; 2nd Vice President, Patsy Madara; Secretary, Robin Scherting; Treasurer, Mary Maltby; and Kitty Rucker as Board Liaison. The officers will chair the Salmon BBQ with Mary Ann Besel in charge of fish and fire and Rose Horvath chairing publicity and ticket sales. The Committee voted to donate up to an additional \$1,500.00 to the Fitness Center to pay off the carpet and to buy blinds for the windows. The funds are part of the proceeds from Granny's Attic. Water Advisory: Written and oral report. Tanks 4, 5 and 6 have been cleaned and inspected. Tanks 5 and 6 were fine but Tank 4 has some problems that will be addressed when the tank is drained after the installation of new tank 7. We are seeking bids for the construction of tank 7. The installation of tank 7 will take us to build-out under our permits. A Board member asked whatever happened to tanks 1, 2 and 3. Those three original tanks have been abandoned. Wildfire Task Force : Oral and written report. The Committee is sponsoring a "Fire Wise" meeting on May 19 from 6:00 to 7:00 pm at the clubhouse. Guest speakers will include Julie Knott, the "Firewise" coordinator for the Washington State Extension Service, Fire Chief Banks and a ranger from the Department of Natural Resources. We need to increase our fire risk awareness and our preparedness, particularly since the last several years have been so dry. Normal water content for fir trees is 15% to 30%: Fir trees in our area now have an actual water content of just 3% to 9%, greatly increasing the fire risk. The meeting will address individual home risks as well as area risks. Goals of the meeting include developing a local firewise class, to heighten general awareness of fire issues and to establish a working group to improve our resistance to fire.

6. **Managers Report:** Oral and written report. The old tractor was sold for \$5,500 and is gone. Some interest has been shown in the dredge, which is also for sale. All three water tanks were professionally cleaned on May 1. New flow meters were installed at the tank farm and those are now running again. The old ones had broken and the replacement required extensive replumbing because the new meters would not fit our setup. The flush valve at Quilcene has been replaced. We are gradually fixing numerous valves throughout the area that had been leaking, including one at the south end of the marina. The lot mowing has begun and hopefully will be finished next week, weather permitting. We obtained numerous telephone poles from a member and some of those have been cut up to make some decorative fencing around the parking area at the new Marriott Maintenance Building. The area west of the fitness center has been cleaned up and a very attractive walkway was constructed by Ann Simpson from the fitness center door to the sidewalk to the pool. If you haven't seen it, go check it out. Thanks Ann for your work. We found a local person to repair the Marina Drive gate and it is now operating again. The south end exterior of the pool building has been prepped for painting and we will do that in the next few days. When asked about the fee charged for mowing member lots, the co-manager indicated that the fee was being reevaluated as it is too low.

7. **Member Participation:** A member asked how long "perc holes" could be left unfilled. Unfilled perc holes are often several feet deep and wide and would be dangerous if someone stepped into one. The co-manager stated that the County requires that perc holes remain uncovered for as much as one year or more, long enough to allow there to be a "rainy season" to enable the County to evaluate the permeability of the soil. Once the County analysis is done, then a member has a duty under our rules to promptly fill the hole.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

May 13, 2004

8. **Information:** (1) The Board advised the Managers to install the yellow speed bumps along the dashed line at the Palmer/Cape George Road intersection as a trial to see if this improves the vehicle/pedestrian issue. (2) Because of new information she received from the State of Washington, Barnhart rescinded her request that the Board consider deferring dues for those lower income Members who qualify for the deferral or exemption of all or a portion of real estate taxes under state guidelines. The Newsletter will include an article about the deferral of real estate taxes. (3) The Board needs and has requested additional information before it acts on certain issues including: (a) locking mailboxes; (b) an ancillary building regulation; (c) a policy on trees/vegetation in the right of way; and (d) potential changes in the term to be served by trustees.

9. **New Business:** (1) Trees in right of way: In response to a request from several members, Scherting moved (passed 5/0) that the Managers cause the removal of certain trees situated in the right of way at 160 Spruce Drive. (2) Install Neighborhood Watch Signs: Barnhart moved (passed 5/0) to approve the installation of certain Neighborhood Watch signs, to be paid for by the Social Club, at the entrance to the Highlands, Huckleberry and the Colony and at the entrances to the Village, with Cape George to provide the materials and labor. (3) Acceptance of slate of Board Candidates: See entry under Committee reports, Nominating committee.

10. **Announcements:** (a) Meet the Candidates meeting at 1:30 p.m. before the Variance Hearing; (b) Variance hearing on June 8 at 2:30 pm concerning roof pitch; (c) Study Session on June 8 at 3:00 p.m. at the clubhouse; and (d) Regular Board of Trustees meeting on June 10, 2004 at the clubhouse at 7:00 p.m.

11. **Adjournment:** The President adjourned the meeting at 7:50 p.m.

Submitted by:

Approved by:

Barbara Barnhart, Secretary

Joyce Skoien, President

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
June 10, 2004**

1. **Call to order:** Joyce Skoien, President, called the regular meeting to order at 7:00 p.m.
 2. **In Attendance:** Joyce Skoien, Barbara Barnhart, John Garrett, Brian Ritchie, Kitty Rucker and Robin Scherting.
 3. **Action on Minutes:** Barnhart moved (passed 5/0) to approve the minutes of the May 13, 2004 regular Board of Trustees Meeting.
 4. **Treasurer's Report:** As of May 31, 2004 the checking account total was \$33,657.29; the operational investment account balance was \$27,213.62; the reserve account total was \$29,599.15; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$390,470.06. Memorial and fundraising funds held in a separate account total \$11,335.26. There are 49 delinquent accounts with a total amount owing, including late charges, of \$10,235.85. One account owes about \$2,900.00, 44 accounts each owe under \$200.00 and 4 accounts owe less than \$360.00. The vast majority of this indebtedness arises from a failure to pay the May assessment. The delinquencies are attributed to Members' unfamiliarity with the change-over this year from quarterly payments to payments due every four months. Past due notices have been sent with an expectation that most of these accounts will be current by next month. For those accounts which remain unpaid, our practice is to collect delinquent accounts whenever possible by payment arrangements or civil collection procedures.
 5. **Committee Reports:**
 - Boat/RV storage lot: Brian Ritchie, Chair, stated that there was no report.
 - Building: Written and oral report by Don Lee, Chair. The Committee approved five tree cutting permits, two earthworks requests and two building permits were issued. The Committee did preliminary reviews of plans for two residences and reviewed a request to remodel a home including a variance request to install a flat roof. The Committee submitted a report to the Board recommending the approval of the flat roof variance request. In response to questions, Don Lee, Chairman, stated that tree cutting permits had been issued in 2 instances because of dying trees, in 1 instance in connection with building a new home and in 2 instances to approve view – either a neighbor's or the owner's.
 - Environmental: Written report with oral report presented by Scherting. The Pancake feed netted \$292.00. Money was spent on plants for the office flower boxes. The Committee will review maintenance needs throughout the community and obtain bids from outside persons concerning the cost of taking care of our common areas. The Committee will want the Board to approve as a line item in the budget specific funds for maintaining the common areas. Bob Tilley and Bernie DeValle put mulch from the PT dump at the Village entrances, the mailbox areas, the community center garden and Memorial Park. Bob sprayed for horsetail at Memorial Park. Money for plantings in Memorial Park has been donated in memory of Member George Brown. The Native species nursery has been moved from the tank farm to an area near the old barn. We suggest a clean up of woodland areas be done by the Firewise Committee with help from our committee. Quarterly weeding will be done the last week of June by Budding Earth. There is a continuing problem with Members' failure to clean up after their dogs on all common property areas. Poison Hemlock continues to be a problem – Members are urged to remove it from their property, following proper protection steps.
 - Finance: No report.
 - Marina: Written and oral report by Dale Huselton, Chair. Channel dredging will take place in July – a permit variance is being sought to allow for dredging early in the month, rather than later in the month. The Committee will be considering various approaches to reworking the south jetty channel entrance (sea) wall and the south end ramps. The sea wall pilings have about reached the end of their useful life and will need some attention. There is a need for more parking space for boat trailers – the Marina is considering whether to recommend that reserved space for a fee be allowed. The committee would like some space in the general area behind the old barn to be considered for boat trailer storage space. Committee members met with a marina expert concerning possible changes to the marina. The expert indicated that it would be very expensive (not economically feasible) to increase the size of the marina and gave some opinions on other issues.
 - Membership: Written report submitted. Molly Brooks of Port Townsend purchased a lot
- Regular Board of Trustees Meeting
10 June 2004

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
June 10, 2004**

in the Village. Gary and Jean Coard of Port Townsend purchased a lot in the Highlands. Barbara Donovan and Louis Schwartz of Port Townsend purchased a home in the Village. Robert Kalar and Julie Liebenow purchased a home in the Colony. Gloria Lamson purchased a home in the Village. Ron and Karen Lechner of Santa Cruz, California bought a lot in the Colony. Brett and Debora Thomsen of Port Townsend purchased a lot in the Colony. Cynthia Wilson and Gerald Gill purchased a home in the Village. Neighborhood Watch: Written and oral report by Mikel Stull, Chair. The Neighborhood Watch signs have arrived and will be installed at the Cape George entrances. The Telephone trees need some corrections which we are asking the contact people to make in connection with a practice run. If you make corrections on your telephone tree please let others on your tree know of the corrections and let the office know. Three block areas on Sunset Drive had a potluck meeting last month with 35 persons attending. They got acquainted and readjusted their Block watch areas and telephone trees. Nominating Committee: No report – the ballots have been mailed out. There was a typographical error on the cover letter – at one point the year should be 2004 rather than 2003. Pool: Written and oral report by Marilyn Hider, Co-Chair. The fourth bench built by the Marina committee has been installed. A “thank you” will be sent to them for all of their help. The Managers will be asked to arrange to have the Fitness and Pool windows cleaned on the same schedule as the Clubhouse windows. The Committee will purchase some vinyl tiles to lay between the dressing rooms and the pool because that area can be quite slippery. The Committee will obtain a pool equipment catalogue to review equipment choices in connection with requests for a step and railing for the little pool and an additional railing for the step on the other end of the pool. A lap swimmer expressed satisfaction with the current lap swim times, from 10:15 until 1:00. Roads: No report. Social Club: The Salmon barbecue is on! Water Advisory: Written and oral report, by Ed Skowrya, Chair. Ed reported that he has received budget figures for the cost of the new water storage tank and related engineering services totaling about \$43,000.00. This is the last known infrastructure improvement to take our system to build out. At today’s meeting the Committee will be asking for Board approval for the Managers to contract with N.T.I. at a cost of up to \$5,000.00, to prepare the documentation necessary to obtain the approval of the State Department of Health for the tank installation. Once approval is obtained, we will have flexibility concerning when we want to begin the project. It was noted that when the extra tank is on-line it will provide extra water for fire fighting needs and will allow us to repair Tank 4 without service interruption. It was noted that the Firewise specialist had commented on how outstanding our system is compared to others in the area. Among other plusses, we have a back-up generator with fuel for three days in case of a major power problem. Wildfire Task Force : Oral report by John Garrett, Chair. The Committee’s May 19 “Fire Wise” meeting was attended by a couple of dozen persons. The Firewise representative is available to do fire risk assessments of individual homes and our common areas. Fire department access is good in the Colony and the Village but homes in the Highlands with long narrow or overgrown driveways would be difficult or not possible for the Fire Department to serve. Our Managers sent out letters last year notifying Highland Members of potential access problems. Trees growing close together, brush, dead snags and long grasses all create fire risks. John noted that some fire departments instruct firemen that they are not to go closer than 150% of the height of a burning tree (i.e. no closer than 75 feet to a 50 foot burning tree) because of the fire “splatter” affect of a falling burning tree. He also noted that the more fire resistant roofing materials, such as asphalt shingles or metal roofs, were preferable to wood shake roofs. That is not a reason to replace a good roof, but it should be a consideration when it is time for a new roof.

6. **Managers Report**: Written report and oral report by Linda Cooley, Co-Manager. Cape George now has a weed wrench that members can borrow to pull scotch broom. Members should contact the office if they wish to borrow it. We have two propane weed burners that have not been returned. All implements must be signed out from the office. The generator had to run for a couple of hours due to a power outage on May 22 and it did the job with no problems and no interruption of water service. Our water filtration system is no longer removing the manganese from our water. We have had the technician from Atec out to look things over and they will be presenting us with a proposal for how to solve the problem. Once they present their proposal we

Regular Board of Trustees Meeting
10 June 2004

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
June 10, 2004**

will review it with the Water Advisory Committee and make a determination of the best approach. The new tractor has been in for repair and we have fallen a little behind. The tractor came back on Wednesday and once the new hookups that were backlogged are done we can get back to lot mowing, if the weather permits. And then we can tackle ditches. Plasterboard is done in the Marriott Maintenance building and we are working on painting. When that is done the guys will be putting up shelves and moving their supplies in to the building in an organized manner. We have received a letter from the successor trustee of the trust of Phyllis Eckstrom, a deceased Member, notifying us that Phyllis had directed that the proceeds from the sale of her Cape George lot will be donated to Cape George for its maintenance budget. The lot is currently for sale. The pool end of the community center and the doors into the pool and outside bathroom have been painted. It's a great improvement. The pool is operating well and the propane bills continue to go down as the weather improves.

7. Member Participation: One or more members asked questions and received responses concerning the following matters: (1) Podium: Now that the new podium is done, why isn't it being used? The response was that it was too heavy to move for the diminutive woman who was setting up. It was noted that the podium does have wheels – those who do set-up will be shown how to move it. (2) Barn: Will the Board commit to set a firm date by which the old barn will be completely emptied and closed up? The Manager responded that the Barn should be ready to be closed within six months. (3) Mowing: What is the policy concerning mowing ditches, lots and other areas and shouldn't lot owners be charged more than the current \$25.00? The Manager and Board members stated that ditches and private lots are mowed, not for beautification, but to reduce the risk of fire. The cost of lot mowing will go up next year after the Board reviews data about time and equipment cost as a basis for setting the new fees. Some lots are overgrown with trees, saplings, broken branches, grasses, scotch broom, black berries or are otherwise not capable of being mowed, although their abandoned condition does create a fire risk or other concerns for neighboring owners. The Manager will send out notices asking that these lots be cleaned up. (4) Agenda Posting: Can the Agenda for the Study Session and the Board Meetings be posted with more advance notice of what is scheduled? Our By-Laws provide that these agendas are to be posted 48 hours in advance of the meetings – we often don't know the agenda, or the full agenda, until shortly before the meetings. New agenda items are added right up to the 48 hour mark. The agendas are posted on all of the bulletin boards and on the web-site. (5) Study Session results: How do Members know what happened to Study Session items that are not carried over and dealt with at the related Board Meeting? Right now the only way to know what disposition was made of those matters is to attend the meeting, as no minutes of the Study Session are maintained. It was suggested and the Board members agreed that the Board Minutes shall hereafter contain a new subsection, called Study Session Items, that reports what was decided about those matters not carried over to the Board meeting. This allows for some record of what happened and provides information to Members. (6) Try "Consider": A member suggested and the Board agreed that the wording of the "New Business" section of the Board's agenda will substitute the word "consider" for the word "Approve" when describing issues to be decided by the Board. The current use of the word "Approve" makes it look like the Board has already decided the issue, when that is not the case. The word "consider" is unambiguous, accurate and avoids the chance of misleading a reader.

8. Study Session Items: One matter from the Study Session Agenda of June 8, 2004 (a complaint concerning the proliferation of over-head wires) was disposed of at the Study Session and does not appear on the Board Meeting agenda. The Managers will review the contracts with utility and cable companies to determine the standards provided for in the contracts for overhead wires. The Managers will contact the utility companies if it appears that there is noncompliance.

8. Information: None

9. New Business: (1) Decision of Variance: Barnhart moved (passed 5/0) to approve the variance request made by Gary Rossow and Georgette Semick of 31 N. Rhododendron (Lot 2, Regular Board of Trustees Meeting
10 June 2004

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
June 10, 2004**

Div. 3 Blk 5) concerning being excused from complying with the 3:12 minimum roof pitch standard and that they be allowed, instead, to construct a flat roof on their remodel of an existing home, all of which will be at or less than the 17 foot height restriction. The Board adopted as the basis for its decision the Building Committee's report and recommendation in favor of the variance. (2) Fitness Room Charter: Rucker moved (passed 5/0) that the Board approve the proposed Fitness Room Committee Charter and that Phyllis Ballough be appointed as Chairman of the Fitness Room Committee. A copy of the Charter accompanies these Minutes. (3) Vegetation in Right of Way: Barnhart moved (passed 5/0) that the Board approve the Policy Regarding Vegetation in Right of Way (CP17(04)) concerning the routine maintenance of the Cape George road rights of way. A copy of the Policy is attached to these Minutes. (4) Ancillary Structures: Scherting moved (passed 5/0) as amended by Barnhart (passed 5/0) that the Board approve for publication in the Newsletter and website, for review and comment by Members, the proposed revision to the definition of "Ancillary Buildings" found at Section III, General Provisions of the Building and Property Regulations for Cape George Colony Club, with the Board to decide at its next meeting whether the proposal or any amendment thereto should be submitted to a vote of the Members with the budget ballot in the fall. Copy of the proposal is attached to these minutes. The regulation describes the kinds of secondary building which Members may be build and expressly prohibits certain other structures. (5) Vegetation Management and View Preservation Proposal: Rucker moved (passed 5/0) as amended by Barnhart (passed 5/0) that the Board approve for publication in the Newsletter and on the web site the "Vegetation Management and View Preservation" proposal submitted to the Board by the Tree/View Committee in order to obtain additional Member comments on the proposal before the potential submission of a regulation to Members for a vote in the late fall. (6) Obtain Legal Opinion: Barnhart moved (passed 5/0) that the Board authorize the submission of the Vegetation Management proposal along with related provisions in our C,C & R's to an attorney expert who specializes in the area of Home Owners Associations for a recommendations and an opinion on its potential enforceability. (7) Removal of Tree on Common Area: Garret moved (passed 4/1) to postpone consideration of the removal of a tree on Marine View Drive until the next Board meeting to allow consultation with the Road Committee, Bob Tilley and an arborist. (8) Fireworks OK on July 4 at Beach: Garrett moved (passed 5/0) to approve Members' use of fireworks at the common area by the clubhouse from 9:30 until 11:00 p.m. on July 4 subject to cancellation by the Manager or the Fire Department. (9) Mailboxes: Garret moved (passed 5/0) to approve the formation of a committee to research and present to the Board a plan for mailbox renovation using locking mailboxes and a plan to replace the existing mailbox structures while keeping regular mailboxes. These plans may provide a basis for a future decision by the Board of whether to submit to a Membership vote a request for a special assessment requiring Members to pay for a locking mailbox, if approved by a majority of the Membership. (10) Hire Water Engineer: Scherting and Garrett simultaneously moved (passed 5/0) to authorize the Managers to hire Northwest Territories Inc. ("NTI"), for an amount not to exceed \$5,000.00, to prepare documents to start the process for obtaining approval from the State Department of Health for the installation of a water tank. (11). Resolution to Transfer Funds: Barnhart moved (passed 5/0) that the Board authorize certain officers to sign a corporate resolution to transfer \$2,777.88 from a general reserve account to the investment account to pay costs for materials for work previously authorized on the Mac Marriot garage.

10. **Announcements:** (a) Regular Study Session on July 13, 2004 at 3:00 p.m. at the clubhouse; (b) Regular Board of Trustees meeting on July 15, 2004 at the clubhouse at 7:00 p.m.; (c) Ballots for Trustee Election must be received in Cape George office by 10:30 a.m. Friday July 16; (d) General Membership Meeting on Saturday, July 17, 2004 at 2:00 p.m. at the clubhouse (e) Executive Board Meeting at 3:30 pm at the Clubhouse on July 17, 2004.

11. **Adjournment:** The President adjourned the meeting at 9:00 p.m.

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
28 June 2004

1. **Call to order:** Skoien called the Special Meeting to order at 4:30 p.m.
2. **In Attendance:** Joyce Skoien, Robin Scherting, Barbara Barnhart, Kitty Rucker and Brian Ritchie. Zane Wyll, Manager, and Don Lee, Chairman of the Building Committee and the Tree/View Committee also attended.
3. **Purpose of Meeting:** The Special Meeting was called in anticipation of adjourning to an Executive Session for the purpose of allowing the Trustees to select an attorney who specializes in Homeowner Association issues and regulations to advise the Board concerning potential view regulations. Barnhart moved (passed 4/0) that the Board adjourn to an Executive Session at 4:35 p.m. and that Manager Zane Wyll and Chairman Don Lee be allowed to be present and participate in the Executive Session.
4. **Executive Session:** While adjourned to Executive Session the Board discussed the qualifications of three attorneys who specialize in Homeowner Association issues and the Board discussed the scope of the opinion to be sought from the attorney. Written information concerning the attorneys was available for review by the Board. Scherting moved (passed 4/0) to resume the Special Session at 5:15 p.m.
5. **Resumption of Special Session:** After a resumption of the Special Session, the Board conducted the following business: (1) Attorney selected: Rucker moved (passed 4/0) that attorney Marion Morganstern be hired to provide legal services concerning a proposed view regulation and related matters and that the actual scope of her assignment be determined by the Board at its next regularly scheduled meeting on July 15, 2004 or as soon thereafter as is practicable. The Board directed and Barnhart and Lee agreed to prepare a proposed attorney engagement letter for review by the Board at its next meeting and to assemble documents for review by the attorney. (2) Attorney Fee authorized: Scherting moved (passed 4/0) that attorney fees for Morganstern in an amount of up to \$3,200.00 be authorized; (3) Authorized contact: Rucker moved (passed 4/0) that at least two of the following three persons - the new Board President, a Manager and/or Don Lee - were to be present during conversations with the attorney.
6. **Adjournment:** There was no further business to discuss so the President adjourned the Special Session at 5:30 p.m.

Submitted by:

Approved by:

Barbara Barnhart, Secretary

Joyce Skoien, President

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
July 15, 2004, 7:00 PM**

Call to order: Barbara Barnhart, Acting President, called the meeting to order at 7:00 PM.

1. In Attendance: Barbara Barnhart, John Garrett, Kitty Rucker, and Robin Scherting.

2. Action on Minutes: (1.) Scherting moved (passed 3/0) to accept the minutes of the June 10, 2004 Board of Trustees Meeting. (2.) Rucker moved (passed 2/1) to accept the minutes of the June 28, 2004 Special Board of Trustees Meeting. The dissenter, who was not present at the Special meeting, raised no objection to the accuracy of the minutes but did object to the scope and timing of the meeting. The minutes were signed by the President and Secretary, with 5 board members attending. The dissenter made no motion in connection with his dissent. In response to a procedural question (not a question about the accuracy of the minutes) the motion was repeated, seconded and passed 3/1 with Barnhart voting and announcing that since there were no additions or corrections the Minutes were accepted.

3. Treasurers Report. As of June 30, 2004 the checking account total was minus (\$790.60). A transfer of funds the next day eliminated this negative balance. The operational investment account balance was \$26,839.27. The reserve account total was \$40,010.87. There is \$300,000.00 in three C.D.s. Memorial and fundraising funds are in a separate account and total \$11,057.12. There are 22 delinquent accounts with a total amount owing of \$5,581.29, including late charges. One account owes \$2,972.54, 20 accounts owe under \$200, and one person owes under \$300. This list is down considerably from June's 49 delinquencies and \$10,235.85 total. We will continue to collect delinquent accounts whenever possible by arranging payments or by civil collection procedures.

4. Committee Reports. Boat/RV Storage – No report. Building – Written and oral report by Don Lee, Chair. There were 3 tree removal requests approved and the committee reviewed and recommended approval of two height variance requests. Environmental – Written and oral report given by Kitty Rucker, acting chairperson. The committee contracted for the maintenance of common property by “Budding Earth”, volunteers deadheaded the rhodies at the mailboxes in the Village. Dick Rucker sprayed for horsetail fern in Memorial Park; Ron Nicolil is planning a road cleanup in the next month. He will be asking for help. Poison hemlock will be pulled in early August. Volunteers will be needed. Barbara Hill has resigned as guardian of the doggie bags. Her position will be taken over by Maryl Weir. Exercise Room – no report. Financial – no report. Marina – Dale Huselton reported that the dredging went well and that they have not been able to sell the dredge yet. Membership – Written report submitted. Craig Colomb, Richard Daly and Patricia Washougal, Barbara Donovan and Lou Schwartz, and Terry and Kristi Steban purchased lots in the Village. Kyle and Tracy Kinnan purchased a lot in the Colony. Rhebe Greenwald, Tom and Jeannie Ramsey, Steve and Tina Silberman,

D'Aunn Simpson, and Janice Stone purchased homes in the Colony. Neighborhood Watch – no report. Pool – no report. Roads – no report. Social – Kitty Rucker said that they had purchased two new stoves for the kitchen. Robin Scherting said that they were hard at work on the Salmon Bake. Water Advisory – no report. Wildfire Task Force – an oral report was given by John Garrett. He is trying to arrange a class in fire preparedness later in the year when the fire season is over and the experts will be free to work with us.

5. Manager's Report: Written and oral report given by Zane Wyll. The Board allowed Fireworks again this year at the beach under the supervision of the Manager and Volunteer Firefighters from Jefferson County Fire Protection #6. A special Thanks to Chief Mark Banks and CG member Lt. Phil Arnold and their Crew for a job well done. Cape George members were courteous, cautious and quit setting off fireworks promptly at 11 P.M. The firefighters hosed down the bluff and park afterwards to eliminate any chance of a spark igniting a brush fire. As you know we have been having trouble with the manganese removal at the tank farm filters. This has resulted in more frequent incidents of discolored water throughout Cape George. This last week the crew and I bypassed the filter system and cleaned the media. This involved emptying the filters adding citric acid and refilling each tank with water. Citric acid neutralizes the chlorine build up on the media and allows it to be back flushed out. The media is then soaked in potassium permanganate overnight. Although it is too early to tell if this is a long-term solution to our problem, the initial reading of the manganese level was 0.0088, which indicates that we are removing almost all of the manganese at this time. We will continue to take manganese levels twice a week to monitor the results. If we are able to stay below 0.05 no further action will be needed. The latest reading this morning was .0022, which means at this point in time we are removing virtually all of the Manganese from the water.

Some other good water news. If anyone remembers, a year and a half ago we were ordered to measure all the water coming out of our wells on a yearly basis (which we were already doing) and report it to the State Department of Ecology. Our flow meters were old and we had no knowledge of when they had last been calibrated. We applied for a grant from the Department of Ecology to replace the flow meters and re-plumb at well 4 and 5. D.O.E agreed to pay 80% of the costs for this project. Last Saturday we received a check from the State for a little over \$3200.00 on completion of that project. A big thanks to Ed Skowrya for his work on the original grant. I will be asking the Board for permission to spend that \$3200.00 on a digital graph recorder to keep a continuous record of our water use and record the peak usages in the community

6. Member Participation – no one spoke.

7. Information. At the study session the Board discussed the Cedar Ravine area and instructed the Manager to mow and weed-whack as needed to remove the fire danger now present (This was done yesterday.) and to maintain this area just like the other common areas. At the study session the Board also explored the possibility of having pro and con statements sent out with all ballot issues. This was not felt to be a practical idea.

8. Old Business: Ancillary Buildings – Scherting moved (passed 3/0) to approve the revised Ancillary Building Guidelines given to us by the Building Committee and to submit them to the members for approval in the fall. Marine View Tree Removal. Garrett moved (passed 3/0) to remove the tree planted in the road at the end of the cul-de-sac on Marine View Place.

9. New Business: Gary Parker Variance Request. Scherting moved (passed 3/0) to grant the 5-½ foot height variance to the 17-foot house height limitation requested by the Parkers. Notice of the variance request was properly posted and no neighbors complained. John Gieser Variance. Rucker moved (passed 3/0) to grant the requested 2’ 10” height variance to the 17-foot house height rule. The lot is on a steep slope and the peak of the roof will be below the level of the lot behind. Notice of the variance request was properly posted and no neighbors complained - the owner of a neighboring lot approved of the request and said it would not affect her view. Additional Paid Holidays for Club Employees. Scherting moved (passed 3/0) that employees be given three additional holidays: the day after Thanksgiving, Presidents’ Day, and one day of their choice. Our employees had received 6 paid holidays and now will receive 9. Many companies give employees 12 holidays. Addition of a line to Water Connection Permit Application BG03(03). Rucker moved (passed 3/0) that we add the following line to the application, **“I understand that placement of the water meter will be entirely at the discretion of Cape George Colony Club unless a formal arrangement is made through the manager.”** Violation and Fine for Dog Running Loose. Garrett moved (passed 3/0) that we fine the owner \$25. Violation and Fine for Maintenance Obligation Violation. Rucker moved (passed 3/0) that we fine the member \$50 if the maintenance is not done to the manager’s satisfaction by September 15. If the violation continues, the thirty-day period for a second violation and fine will begin on that date. Listing of Agenda Items in Newsletter. Rucker moved (passed 3/0) that the monthly newsletter include a list, in a small box, of any items that we know will be discussed at the next board meeting, with the understanding that other items will be added later and that these items could be removed prior to the meeting. This is an effort to better inform members of board business. Maintenance of marina trailer parking area. Rucker moved (passed 3/0) that Cape George clear the weeds from and spread gravel in the marina trailer parking area. The Club will pay half of the amount of gravel (to a maximum of \$999) and the Marina will pay the other half. Rampage for tenant who is a Geologist for the Department of Natural Resources. Scherting moved (passed 3/0) that we allow the renter to use our ramp for three months (July 15 – October 15) to conduct a survey of the bluffs in this area. He will be charged a rampage fee of \$50, a \$5 key fee and meet with Dale Huselton to see if there is available trailer storage for his boat for that 3-month period.

10. Announcements. (1) The annual Membership Meeting will be on Saturday, July 17, at 2 PM in the Club House. Election results for new board members will be announced at that time. (2) The next study session will be held on August 10, at 3:00 PM in the Club House. (3) The next board meeting will be held on August 12, at 7 PM, at the Club House

11. Adjourn to Executive Session: At 8:20 pm Scherting moved (passed 3/0) that the Board go into executive session to discuss a letter to our lawyer regarding the view issue.

Manager Zane Wyll and Don Lee, Chairman of the tree/view committee were invited to attend.

12. Executive Session: During the Executive session the Board discussed correspondence with counsel concerning a proposed regulation. Scherting moved (passed 3/0) that the Executive session adjourn at 8:40 pm and that the regular session resume.

13. Resumption of Regular Board Meeting Business: Attorney letter: Scherting moved (passed 3/0) that the proposed attorney engagement letter and attachments A-F be sent to counsel. Parker variance supplement: Rucker moved (passed 3/0) that the record indicate that in addition to the reasons already described, the Board adopted the statements of the Building Committee in its July 6 Memo as the basis for granting the variance and also considered that the set back from Quinault Loop was fifty feet for this perimeter lot, minimizing the chance of any negative impact on surrounding lots. Gieser variance supplement: Rucker moved (passed 3/0) that the record indicate that, in addition to the factors already described, the Board adopted the statements of the Building Committee in its July 6 Memo as the basis for granting the variance including the fact that the neighbor most directly affected chose to support the request.

14. Adjournment. There being no further business, Scherting moved (passed 3/0) to adjourn the meeting at 8:45 pm.

Submitted by:

Approved by:

Kitty Rucker, Acting Secretary

Barbara Barnhart, Acting President

**MINUTES OF CAPE GEORGE BOARD OF TRUSTEES MEETING
AUGUST 12, 2004**

- 1. Call To Order.** Barbara Barnhart, President, called the meeting to order at 7:00 p.m.
- 2. In Attendance.** Barnhart, Ben Fellows, John Garrett, Brian Ritchie, Kitty Rucker, Robin Scherting.
- 3. Minutes.** Scherting moved (passed 5/0) to approve the Minutes of the July 15, 2004 regular Board of Trustees Meeting.
- 4. Treasurer's Report.** Oral report and written report attached to Minutes. Rucker read the Treasurer's report. As of August 12, 2004, the checking account total was \$234.01; the operational investment account balance was \$15,007.18; the reserve account total was \$34,138.93; the three CD accounts total (without accrued interest) \$300,000.00 for a total for all accounts of \$349,380.12. The Memorial and Fundraising funds, held in a separate account, total \$9,843.00. There are 8 delinquent account with a total amount owed, including late charges, of \$3,891.54. More than half of this amount is owed by one member. We have a lien against this property. Another delinquent member is selling his property and will pay when the property closes. A deceased member made a testamentary gift of the proceeds from the sale of her property to Cape George with account delinquencies to be paid at the time of sale.
- 5. Summary of Committee Reports.** Boat/RV Storage Lot Committee. Written report submitted after close of meeting. Copy attached to Minutes. Ritchie reported that the committee has examined and considered the pros and cons of three possible storage areas for boat trailers (a lot in the Highlands, property behind the fire station and property adjacent to the maintenance garage and red barn). They decided that the area near the red barn seemed to be best. The Managers are opposed to this site for trailers as they need the space for general purposes. The Committee does not know what the demand, if any, will be for any new site. The Committee will meet again to study the issue further and made no recommendations for consideration by the Board at this time. Building Committee . Written report attached to Minutes. One tree cutting permit was approved. Three building permits were approved. Environmental Committee. Oral report and written report, attached. There was no meeting this month. The Committee sprayed horsetail fern at Memorial Park. Tansy Ragwort is thriving and needs to be pulled. The annual Road Clean Up will be held on Monday, August 30, from 9:00 to 11:00. Volunteers can meet at the Club House. Fitness Committee. No report. Marina Committee. Oral report and written report, attached. The Committee received an estimate on graveling the parking lot. It was very high, so they will seek another and perhaps only gravel part of the lot. They started construction on the new ramp docks. There is concern that the marina gate is not activating as it should at night. They are considering having reserved boat trailer parking for an added fee. There is concern that there are derelict boats and trailers taking up space. They will not do tide books this year - not financially feasible. They asked that the propane truck check their tanks at the crab cooker each month. Membership Report. There are three new members in the Colony: Hank and Kathleen Brakebush purchased a home at 41 San Juan Drive; Diane Cowan bought a home at 121 Sunset Blvd; and Sandra Nelson bought a home at 91 Victoria Loop. Jeff Gibbons purchased a home in the Highlands. Flo Palumbo and Colette Eisele purchased a home at 101 Ridge Dr. in the Village. Neighborhood Watch Committee. Oral report. The Committee is updating the

emergency phone tree monthly. Camille Branch agreed to be co-chairperson of the committee. They are working to update their goals. The Committee is seeking Board approval to allow the charter to be changed to eliminate the responsibility for emergency preparedness. Nominating Committee. No Report. Pool Committee. No Report. Roads Committee. No report. Social Committee. Oral report. The Committee sold all of the old folding chairs and made over \$200. They also paid half of the cost of the new folding chairs. The Salmon Feed was a huge success. The next Quarterly Meeting will be held on Monday, September 27. Water Advisory Committee. Oral report. The application to the state for adding a new water tank is pending. Wildfire Task Force. Oral Report. The Committee had a fire prevention expert come to check certain areas. The fire chief gave some Members a written fire safety checklist but did not do individualized fire danger assessments.

6. Managers' Report. We received a grant from the NW Emergency medical committee for an automated defibrillator. It will be installed in the Clubhouse, and there will be a training session on its use and also CPR. Second lot mowings have been done. The readings on magnesium are good with the regeneration of the media in the water filters. We sent out notices to residents warning of Ragwort danger. Surveillance cameras are now working. A sinkhole was discovered at the corner of N. Palmer and Vancouver Drive. The problem has been resolved and the area will be repaved in October. The 2005 budget is being formulated and we will review it in September.

7. Member Participation. A member is concerned that outsiders are coming in and using our beach and clubhouse area. He has seen many cars without CG stickers or visitors' passes. He would like to see better security. He has not talked to the Manager about his concerns and had not been using our parking ticket warnings. Another Member felt that cars should be towed away on weekends. He was also concerned about parasailors landing in our picnic area. Another member wondered if we should have an electronic gate on the road down to the marina, requiring all members to insert a card to raise the gate, and/or whether we should hire an off-duty sheriff or someone to patrol on weekends. The shop will be provided with a copy of the month's reservation agenda (it's now posted on the Clubhouse door) so that they know who is supposed to be at the Clubhouse and when. There also was concern about visitors using other facilities and going to other areas, such as the marina and the surrounding areas. A member asked that all Clubhouse renters be warned to restrict guests from going into other areas. Another member asked about being allowed to have her husband's small eclectic orchestra practice at the Club House from time to time, noting that the practices could be attended by Members, that members might be able to play with the orchestra, if appropriate and that the orchestra would give some free concerts to Cape George members.

8. Information. Newsletter considerations were discussed at the study session and it was decided to leave the newsletter as is. Linda Cooley and Joyce Skoien will share production of the newsletter. No action was taken at the study session on items regarding the fine schedule. We discussed water overuse charges at the study session and decided not to make changes at this time.

9. Old Business. None.

10. New Business.

a. BG02-2 (04) Typical Driveway Connection: Garrett moved (passed 5/0) that the Board adopt the new drawing and standards on driveway connections presented by the Road Committee, which includes, among other things, a 6 foot minimum mandatory asphalt apron connection between the paved road and the private property.

b. Committee Chairmen: Scherting moved (passed 5/0) that we accept the appointment of Joyce Skoien as Elections Committee Chairman, Dixie Romadka as Pool Committee Chairman and Camille Branch as co-Chair of neighborhood Watch. Fellows moved (past 5/0) that a notice asking for a chair for the Nominating Committee be published in the newsletter.

c. Emergency Preparedness Committee: Garrett moved (passed 5/0) that an article be placed in the newsletter seeking people who are interested in chairing and/or being members of an Emergency Preparedness Committee with the understanding that training would be provided in the fall.

d. Neighborhood Watch Committee Charter: Scherting moved (passed 5/0) that we approve the revised Neighborhood Watch Committee Charter, removing the emergency preparedness responsibilities.

e. CP01 (01) Swimming Pool Rules: Garrett moved (passed 5/0) that we approve the revised swimming pool regulation giving the manager discretion to suspend violators, removing the stipulation that only adults can be involved in water exercises and lap swimming, and clarifying that the entire pool area, not just the main swimming pool, is closed except for those specific activities during the posted time.

f. Kid Conference: Ritchie moved (passed 5/0) that we place a notice in the newsletter announcing a meeting for parents and others to discuss planning for child-related activities for the community with Barnhart to facilitate the meeting.

g. Red Hat Request: Ritchie moved (failed 5/0) that we approve the Red Hat Society request to use the Clubhouse for an overnight activity. The Board noted that the request was rejected because the activity was not open to all members (men are not involved) and because the clubhouse should not be used for any overnight activities.

h. Request for use of clubhouse for chamber ensemble practice. Fellows moved (passed 5/0) as amended that we allow Member David Ritt to use the clubhouse for ensemble practices which would be open for member participation, either as musicians (if appropriate) or by coming to the open rehearsals with the ensemble to provide, on occasion, free concerts for CG residents.

i. Reserve Transfers: Rucker moved (passed 5/0) that the Board authorize certain officers to sign a bank Resolution providing for the transfer of \$1,549.50 from the Bank of America Investment Reserve Account to our Checking Account to repair and replace chlorine pump and to pay one half of cost of new chairs for Community Center.

j. Violations: Based on information reported by the co-Manager and after being assured that proper notices had been sent, the board imposed the following fines: (1) Garret moved (passed 5/0) that a \$100.00 fine be imposed for a Maintenance of Property Issue where trash had been left in the yard and truck despite several warnings and complaints over the last year. (2) Garrett moved (passed 5/0) that the Member be fined \$100.00 for a Maintenance of Property Issue where trash was left in the yard despite several warnings. (3) Fellows moved (passed 5/0) that a Member be fined \$100.00 for neglecting to clean up an undeveloped lot with tansy, tall thistle, weeds and unmowed grass.

9. Announcements: (a) The Regular Study Session will be held on September 14, at 3:00 PM in the Clubhouse. (b) The Regular board of Trustee Meeting will be held on September 16, at 7:00 PM in the Clubhouse.

10. Committee Liaison Selection: The Board members chose liaison committee positions as follows:

- Building Committee – Brian Ritchie
- Emergency Preparedness Committee – John Garrett
- Environmental Committee – Robin Scherting
- Election Committee – Kitty Rucker
- Finance Committee – Georgette Semick and Brian Ritchie
- Fitness Committee – Robin Scherting
- Marina Committee – Barbara Barnhart
- Membership Committee- NA
- Neighborhood Watch – John Garrett
- Nominating Committee – Barbara Barnhart
- Pool Committee – Georgette Semick
- Road Committee Ben Fellows
- Social Committee – Kitty Rucker
- Water Committee – Ben Fellows
- Welcome Committee – Kitty Rucker

11. Meeting was adjourned at 8:45 P.M.

Presented by:

Approved by:

Kathryn Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
September 16, 2004

1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:02 P.M.
2. **In Attendance:** Barbara Barnhart, John Garrett, Kitty Rucker and Georgette Semick.
3. **Action on Minutes:** Rucker moved (passed 3/0) to approve the minutes of the August 12, 2004 regular Board of Trustees Meeting and the September 10 Special Board Meeting.
4. **Treasurer's Report:** As of August 31, 2004 the checking account total was \$11,583.98; the operational investment account balance was \$6547.60; the reserve account total was \$32,619.21; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$350,750.79. Memorial and fundraising funds held in a separate account total \$9,962.30. There are 7 delinquent accounts with a total amount owing, including late charges, of \$3,712.54. One account owes about \$3,000. Two accounts owe under \$250. 4 accounts each owe under \$200.00. Past due notices have been sent with an expectation that most of these accounts will be current by next month. For those accounts which remain unpaid, our practice is to collect delinquent accounts whenever possible by payment arrangements or civil collection procedures.
5. **Committee Reports:** Boat/RV storage lot: : No report. Building: Written and oral report by Don Lee, Chair. The Committee approved three tree cutting permits and five earthworks requests, and five building permits were issued. Environmental: Written report and oral report by Kitty Rucker. Our annual road clean up netted .38 tons of rubbish. We met with Linda Cooley and she will try to budget money for maintenance of flower areas and tree removal for fire danger. John Garrett updated the committee on mutual concerns regarding fire prevention. They developed a new welcome letter for new members. A copy is attached. The committee established their goals for 2005. Finance: No report. Fitness Committee: No Report. Mailbox Task Force: Bill Stull asked the board to decide at the October meeting whether to endorse the mailbox proposal "in concept" and to decide whether the task force should obtain an estimate of costs in preparation for submitting the question of whether to acquire the mailboxes to a vote of the Members next year. A written report was submitted to the Board indicating preliminary estimates for mailboxes for everyone to be about \$50,000 plus structure cost of about \$35,000. Marina: Written and oral report by Dale Husselton, Harbormaster. Some of the harbormaster's duties will be performed by some marina committee members, rather than all of responsibilities falling on the harbormaster, alone. The committee would like to fix up the old green workboat and with Board approval, will sell it. They plan to construct a bulletin board with a collage of pictures of members at work and at play. The committee completed three new docks at the boat ramp. Some committee members would like to turn the south end parking area into a reserved parking area. Membership: Written report submitted by Kitty Rucker. We had six new members this month. The following four purchases were in the Colony. Eugene and Jo Cavanagh purchased 491 Sunset Blvd. from Edith Brown. Leroy and Carolyn Ramey purchased Lot 16, Blk 1, Div 1, from Lynne Sterling. Steve and Ann Treacy purchased 101 So. Palmer Dr. from Mel and Marie Breitspecher. Wood and Dahl purchased Lot 20, Blk 11, Div 4, from George Balaski. The following two purchases were in the Village. Steven and Colleen Gin purchased 423 Ridge Drive from Ted Campbell. Geraldine Hodgkins purchased 472 Dennis Blvd from Sid and Carolyn Brown. Neighborhood Watch: Written and oral report by Mikel Stull, CoChair. They are planning a Social for the Highlands on Sunday. They will arrange further socials for other areas during the year. They continue to update and pass out new phone trees. They will also pass out a monthly newsletter for block captains. Nominating Committee: No report. Pool: Oral report by Dixie Romadka, Chair. The pool is going along fine. The committee would like to have a parent on the committee to represent young people. Roads: Written report presented at study session by Larry Southwick, Chair. The committee would like to have the Board approve a snow and ice control plan for winter and

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
September 16, 2004

disseminate this to the members. They also suggest that we purchase a hopper spreader to attach to our dump truck. Social Club: No report. Water Advisory: No Report. View/Tree Task Force: No Report. Wildfire Task Force: Oral report by John Garrett, Chair. He met with the Environmental Committee to inform them of needs for fire prevention. The most dangerous fire areas are the brush areas toward the hillside above the marina and the area near the highway. He suggests that we remove dead trees and low brush in the marina area. He also plans further classes for members.

6. **Managers Report Summary**: written and oral report by Zane Wyll, Co-Manager. Our water system is not working as it should. The manganese numbers are rising again. They plan to clean the media again next week using a pressure-washer and citric acid. If this doesn't correct the problem they plan to replace the media for a more permanent fix. Dana will be on vacation from Sept. 20-Oct. 4. Please be patient with the office during this time.

7. **Member Participation**: There were questions regarding the water system.

8. **Information**: The Board will (a) publish a members' code of conduct for association meetings; (b) publish an article in the newsletter regarding meeting times for study sessions; (c) post and publish a board statement regarding Tree/View Regulation. The Board will also defer until on or after the October board meeting, depending on the availability of financial or other information, decisions concerning (d) a request for \$10,000 for a biological evaluation for dredging; (e) a proposal for parking fees for boat trailers; (f) the adoption of a winter road maintenance policy and the purchase of a road sander for winter roads maintenance; and (g) a decision on marina moorage rates. Barbara Barnhart will act as the liaison for the Finance Committee, and Brian Ritchie will act as liaison for the Marina Committee.

9. **New Business**: (1) Variance Request: Garrett moved (passed 3/0) to oppose the request of Larry Coupe and Laura Gallo for a 3'4" variance to the 17' height restriction for an addition to their home on 134 San Juan Drive. This is not a perimeter lot. Proper notice was given in connection with the variance hearing. Coupe and Gallo submitted a written statement to the Board on September 15 supplementing their oral presentation at the September 14 hearing. The denial of the variance was based on adopting the Building Committee's written recommendation against granting the variance. The Board considered four neighbors who spoken against granting the variance and two who were in favor of it. The Board did not want to set a precedent of allowing variances on non-peripheral lots. (2) Manganese Filter Media: Rucker moved (passed 3-0) to approve \$12,000 to replace the manganese filter media if next week's final cleaning does not correct the problem. (3) Phyllis Ekstrom Trust: Garrett moved (passed 3/0, as amended) that the Manager be authorized to inform the trust executor that Cape George would be pleased to accept the bequest of Phyllis Ekstrom's property, Lot 5, Div 3, Block 9, Parcel #938 400 905, on condition that there are no liens or encumbrances on the property and that the Manager would discuss any such issues with the trustee. (4) YMCA Activities For Children: Garrett moved (passed 3/0) that we approve the continued planning for YMCA provided swim lessons for Cape George children and also for plans to establish a Committee to address the needs of children in our community. (5) Marina Picture Board: Rucker moved (approved 3/0) to approve the Marina committee's request to build a picture board to display pictures of everyday marina activities. (6) Donated Boat Sale: Semick moved (approved 3/0) to approve the Marina committee proposal to restore and sell a community work boat to raise funds and make space available in the parking area. (7) Political signs in right-of-way. Rucker moved (failed 2/1) that we postpone enforcement of our current rule until it can be reworked to better meet our needs. Semick moved (failed (0/3) that we ask the managers to send letters to notify members of violations of the political sign rule. Since we already

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
September 16, 2004

have this in the rule and since there are no more signs in violation of the rule, this motion did not apply. Rucker moved (passed 3/0) that at the October meeting we consider revisions to the rule and suggestions from the manager to make it more appropriate (8) Notice of Fine for Violation: Garrett moved (failed 2/1) that we approve a \$50 fine for a subsequent violation of a dog running loose off of the owners' property. Garrett requested that an explanation of his dissent be printed. His "dissenting vote on the 'dog running loose' violation was based upon the fact that the dog owner indicated an effort to resolve the issue was in progress." (9) Notice of fine for violation: Moved by Semick (passed 3/0) that the member be given an additional month to finish the maintenance of their backyard. This is based upon the fact that the member has almost completed the project. (10) Resolution: Rucker moved (passed 3/0) that we authorize certain officers to sign a bank Resolution to transfer \$2,592.24 from certain reserve accounts to the operations investment account.

10. **Announcements:** (a) Regular Study Session on October 12, 2004 at 3:00 p.m. at the clubhouse; (b) Regular Board of Trustees meeting on October 14, 2004 at 7:00 P.M. p.m. at the clubhouse.

11. **Adjournment:** The President adjourned the meeting at 9:00 p.m.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
October 8, 2004

1. **Call to order:** Barbara Barnhart, President, called the special meeting to order at 2:00 p.m.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, Brian Ritchie, Kitty Rucker, Robin Scherting, and Georgette Semick.
3. **Announcement:** The Board will adjourn to Executive Session at the end of the Special Meeting to discuss the hiring of a new manager.
4. **Discussion of Initial budget proposal 1.0:** Georgette Semick explained the initial budget proposals that had been presented by the budget committee and answered questions posed by Board members concerning all aspects of the budget
5. **New Business:** Budget proposals. Fellows moved (passed 5/0) that we conditionally adopt the fee proposals and fee increases set forth on the attached fee schedule and that the charges be posted on the web site and the mailbox bulletin boards for members to review in advance of final consideration of the proposed increases at a Special Board of Trustees Meeting to be held at the end of October.
6. **Executive Session.** At 3:55 pm Rucker moved (passed 5/0) that we adjourn to Executive Session to discuss personnel issues concerning replacing the Managers. The Board discussed the personnel issue and at 4:10 pm the Executive session was adjourned and the Board returned to the Special Meeting.
7. **Resumption of Special Meeting:** Manager Hiring Committee: Rucker moved (passed 5/0) to appoint a committee (Zane Wyll, Dana Vischer, Brian Ritchie, and Barbara Barnhart) to review applications for the manager's position, to do initial interviews, and to prepare a short list of candidates for consideration by the full board for a final decision.
8. **Adjournment:** The President adjourned the meeting at 4:15 p.m.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

Attachment to Board of Trustees Minutes for October 8, 2004.

Summary of Proposed Fee Increases Adopted for Publication by Board:

A. WATER BUDGET:

- 1. Increase in water fee:** From \$16.00 to \$20.00 per month for base rate. (This is + \$4.00 per month)
- 2. Increase in water hookup fee:** From a \$500.00 fee to a \$1,000.00 fee.

B. GENERAL OPERATIONS:

- 1. Increase in monthly dues** from \$25.00 to \$26.00 per month. (This is + \$1.00 per month, a 4% increase.)
- 2. Increase in charges for rental of clubhouse as follows:**
 - a. 0 to 25 persons: no increase
 - b. 26 to 75 persons: from \$100.00 to \$150.00
 - c. 76 to 100 persons: from \$150.00 to \$300.00
 - d. 101 persons to 170 persons (the maximum): from \$200.00 to \$500.00
- 3. The assessment of a new annual fee for boat trailer parking** at parking lot at south end of marina as follows:
 - a. \$120 per year (\$10/month) for reserved parking
 - b. \$60.00 per year (\$5/month) for unreserved parking
- 4. Increase in lot mowing fee:** From \$25.00 to \$50.00 per mowing

C. MARINA OPERATIONS: No increases in moorage proposed.

**ADDENDUM 2 TO SPECIAL BOARD MEETING
October 8, 2004**

2004-2005 Expense Comparison – Budget Summary

- Projected expenses increased by \$41,212 over 2004 yearend estimate, or 14.5%.
- \$27,600 of this increase is the result of the following major items:

Line No.	Item	Amount
6	add parttime weeding staff to assist Environmental Committee with landscaping	\$3,000
5	major increase in Benefits – medical expected to rise 33% at first estimates	5,200
7	payroll taxes L&I increase for workmen's comp claim	8,000
9	R&M roads includes \$3,000 for tree removal	3,000
18	R&M grounds includes \$3,000 for tree removal	3,000
19	Contract Services Accounting – 2004 was unusually low because the change in accounting year did not include an audit	2,200
30	Water supplies was unusually low in 2004 because we received a one-time rebate of \$3,200 in 2004	3,200
TOTAL	<i>Total of major expenses contributing to variance from 2004</i>	\$27,600

- In this budget we are for the first time showing the target for reserves.
- Major risk items in the budget:
 - Change in management staff – no idea of new salary or how that might affect benefits
 - Potential need for part time bookkeeper – depending on skills of new manager.
 - Reserves for water will be relatively low after building of last tank. Believe we need to begin rebuilding those reserve funds since it is a major asset.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
October 14, 2004

1. **Call to order:** Robin Scherting, Vice-President, called the regular meeting to order at 7:02 P.M.
2. **In Attendance:** Ben Fellows, John Garrett, Brian Ritchie, Kitty Rucker, Robin Scherting, and Georgette Semick.
3. **Action on Minutes:** Minutes of Regular Board Meeting of September 16, 2004 – Fellows moved approval (passed 5/0). Minutes of Special Board Meeting of October 8, 2004 – Rucker moved (passed 5/0) approval as amended to add 2 pages of expenses with the reasons for the increases in assessments
4. **Treasurer's Report:** As of September 30, 2004 the checking account total was \$33,708.31; the operational investment account balance was \$9,146.27; the reserve account total was \$30,059.00; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$372,913.58. Memorial and fundraising funds held in a separate account total \$9,968.44. There are 48 delinquent accounts with a total amount owing, including late charges, of \$10,322.96. Most of these are people who did not pay their trimester dues on time in September. There are 2 accounts that are over 90 past due. Past due notices have been sent with an expectation that most of these accounts will be current by next month. For those accounts which remain unpaid, our practice is to collect delinquent accounts whenever possible by payment arrangements or civil collection procedures.
5. **Committee Reports:** Boat/RV storage lot: Brian Ritchie, No report. Building: Written and oral report by Don Lee, Chair. The Committee approved three tree cutting permits, and two earthworks requests; and one building permit was issued. Environmental: Written report and oral report by Kitty Rucker. The committee has put in plants at the Village entrance at Dennis and at Memorial Park. We chose plants that would fill in and choke out weeds. We agreed with Linda Cooley to have a part time weeding person instead of hiring a professional gardener to save money. We are planning an informational meeting for CG members on how to plant trees and maintain them by pruning so that they will not cause problems for neighbors. We thought that informing members of how to save view and protect trees would be helpful in stimulating cooperation among neighbors. Finance: No report. Fitness Committee: Written report submitted by Phyllis Ballough, chair. Usage is growing. We are asking members to help with supplies for cleaning and maintenance. We currently have \$1098.10 in our account. \$350 is designated for equipment. We plan to have an auction in February to buy one more professional piece of equipment. We have had a rule change, which will allow young people to use the room with supervision and prior approval. Marina: Written and oral report by Dale Huselton, chair. We worked on the south end of the marina ramp around the sink area. We worked on the marina boat that we are going to sell. We discussed the trailer parking lot fees. The picture board is almost done. We worked on the marina budget. Membership: no report given. Neighborhood Watch: Written report by Mikel Stull, Co-Chair. We sponsored a neighborhood get together for the Highlands. We had 20 members attend along with three board members. We now have all Block Captains in the area and will do a training session soon. We plan to have other get togethers since this went so well. Nominating Committee: No report. Pool: Oral report and written by Dixie Romadka, Chair. We purchased and installed new life rings. The holes in the showers have been repaired. Additional railings on the wading pool and west side of the main pool are being considered. Denise Parker is a new member of the committee, representing the Children's Committee. Roads: Written report presented at study session by Larry Southwick, Chair regarding the Snow removal policy. Social Club: Oral and written report presented by Robin Scherting. New stoves have been installed. 96 apple pies have been made and are available for sale for \$8.50 each. We will host a potluck supper Christmas Party on Sat., Dec. 18 in the Club House. We have

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
October 14, 2004

a new Welcome Committee Chair, Doris Hamby. Mary Maltby is chairing the Bazaar and it will be on Nov.5 and 6. Mary Ann Besel and Robin Scherting volunteered to do a Thanksgiving Pot Luck dinner on Thanksgiving Day. Water Advisory: Oral and written report given by Ed Skowyra. We will submit an addendum to our Water System Plan. This will extend our need for a new Water System Plan update for two years, until 2010. We should then be able to submit a simplified WSP that just updates our operating and testing procedures. Wildfire Task Force: no report.

6. **Managers Report:** Oral report by Zane Wyll, Co-Manager. Since our last cleaning, the media has held up well. It reads at .031, which is well below the state required standard. We got a bid for \$12,000 for replacement of the media if needed. This does not include installation. We have received quite a few applications for the manager's position. Interviews will begin next week. Since Linda and I will probably not be managers for the next meeting, we would like to thank the Board and the members for their cooperation.

7. **Member Participation:** There were no questions or comments.

8. **Information:** (a) Kitty and Georgette provided the Board with reports outlining the information acquired at the recent CAI conference. The Board conducted a lively discussion of proactive and reactive responses to rules violations and decided to keep the status quo.

9. **New Business:** (1) CP16 (04). Exercise Rule Change. Rucker moved (passed 5/0) to accept the rule change to allow young people 14-18 to use the exercise room with adult supervision, after meeting with a Fitness Committee member to go over rules and regulations. (2) PP06 (04) – Sign Regulation Change. Garrett moved (passed as amended 5/0) to accept the rule change on placement of signs, with the last line of the last paragraph removed. (3) CP03 (04) Marina Usage Garrett moved (passed as amended 5/0) to accept the rule changes regarding payment of a parking fee, the number of stored boats, and requiring boats to be in operating condition. "Once a boat is determined to be inoperable, it must be removed within 30 days unless other arrangements have been made with the harbor master." Part (d) was added which says "Members with rampage or moorage and guests may park their boat trailer for no more than 24 hours, unless approved by the Harbor Master." (4) Children's Committee Charter. Rucker moved (passed 5/0) to accept the Children's Committee Charter. (5) Children's Committee Request for changes of the Fitness Committee Recommendations. Rucker moved (passed 5/0) to deny the requests that adult supervision be waived on a case by case basis for children 16 or older, that a special children's time be established, and that young children be allowed to play in the fitness room while parents use the equipment. (6) CP18 (04) Snow and Ice Removal Policy. Fellows moved (passed 5/0) that we adopt the policy as presented with the addition of Huckleberry to LEVEL ONE ROADS. (7) Mailbox replacement concept. The Board asked the committee to consult with the post master and find out what he will allow regarding having both kinds of mailboxes (locking and non-locking), if the post office will help allay some of the expense of purchasing locking mail boxes, and can mailboxes be placed in several different areas of the community instead of grouped all together. They should report back to us at the November meeting. (8) Newsletter Outsourcing. Fellows moved (passed 5/0) to table this issue until the November Board Meeting so that the Social Club has an opportunity to approve the proposal to have the office handle the advertising and use the money to help support the outsourcing of the printing. (9) Letters from Boat Owners (2). Fellows moved (passed 5/0) that the manager send letters to the two members with a copy of the new regulation and asking them to comply with the new rule. (10) Request For Use of Clubhouse For Annual Student Sleepover. Fellows moved (passed 5/0) to deny the request for the student sleepover at the clubhouse. It is our desire to eliminate anyone sleeping in the Club House. (11) Request For Waiving of Club House Rental Fee for Safe Harbor Recovery Center. Garrett moved

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
October 14, 2004

(passed 5/0) that the request be denied. We felt that since members have to pay for the use of the Club House, it should not be used without fee by outside groups. (12) Marine Biological Evaluation. Fellows moved (passed 5/0) that we approve up to \$4,500 for the evaluation needed to acquire our dredging permit and that we use Amy Leitman, Marine Surveys and Assessment of Port Townsend. (13) Road Sander. Rucker moved (passed 5/0) to approve the purchase of a truck-mounted sander for winter road safety. The sander is to be chosen by the Roads Committee and the Manager and not to exceed \$7,500.

10. **Announcements:** (a) Regular Study Session on November 9, 2004 at 3:00 p.m. at the Club House; (b) Regular Board of Trustees Meeting on November 11, 2004 at 7:00 P.M. p.m. at the Club House; (c) There will be a Special Board of Trustees Meeting on October 27 or 28 to discuss the budget; (d) Since there has been no recommendations by any members regarding the change of times for our Study Session and the Board of Trustees Meeting, we will continue to meet and the established times in the future.

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

Submitted by:

Approved by:

Kitty Rucker, Secretary

Robin Scherting, Vice-President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 11, 2004

1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:00 P.M.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, John Garrett, Brian Ritchie, Kitty Rucker, Robin Scherting, and Georgette Semick.
3. **Action on Minutes:** Rucker moved (passed 6/0) to approve the October 28, 2004 Minutes of Special Board Meeting.
4. **Treasurer's Report:** As of October 31, 2004 the checking account total was \$28,757.41; the operational investment account balance was \$4,008.17; the reserve account total was \$35,239.11; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$368,004.69. Memorial and fundraising funds held in a separate account total \$9,968.44. There are 17 delinquent member accounts, with a total amount owing, including late charges, of \$5,514.96. One account is responsible for \$3,112.54. of the total delinquent amount. We expect to receive payment from the pending sale of this property. There is one delinquent account of \$534.42 with the remaining 15 accounts each owing under \$200.00. Past due notices have been sent with an expectation that most of these accounts will be current by next month. Our practice is to collect delinquent accounts whenever possible by payment arrangements or civil collection procedures.
5. **Committee Reports:** Boat/RV storage lot: No report. Building: Written and oral report by Don Lee, Chair. The Committee approved one tree cutting permit and two building permits. Environmental: Written report and oral report by Kitty Rucker. The committee has put in more plants at the Village entrance at Dennis and at Memorial Park. Plants were chosen that would fill in and choke out weeds. An informational session is planned for January or February with Richard Hefley, a well known arborist. He will speak on how to prune trees successfully. Finance: The committee recommends that projected costs for employee health insurance benefits, community insurance policies and utility costs be closely monitored. These expenses are expected to go up significantly. If this occurs we may have to find new suppliers or lower our coverage. The committee also plans to review individual items more closely and to meet with committee chairs to discuss finances in the new year. A board of trustees meeting will be held to suggest modifications, if needed. Members of the Finance Committee will take turns reconciling the monthly Cape George bank statements in the next year as recommended by our auditor. The committee plans to publish a reserve funds report with the next quarter's financial report. Fitness Committee: No report. Marina: Written and oral report by Dale Huselton, chair. The marina crew has started to prepare the parking lot for storage. One or more of the kayak storage racks may be moved to allow for more boat trailer storage. They are also considering building a dingy storage rack. The picture board has been completed. The sink at the south end of the marina is finished. The committee decided not to sell the marina work boat. Derelict boats are being removed. The shop is missing a lot of tools that members have "borrowed" and forgotten to return. Membership: Written and oral report by Kitty Rucker. The Village has two new members. Michael Hinojos purchased 40 Spruce Drive from Michael Bleakney and Eugene Pasinski. Terry and Kristi Steben purchased Lot 11, Div. 2, from David Wilson. In the Colony Elma Beary bought 291 Victoria Loop. John Gieser purchased Lot 9, Div. 4, in the Highlands from Ken Slattery. Lawrence and Rita McLawhorn purchased 65 Huckleberry Place from Terry and Kristi Steben. Neighborhood Watch: No report. Nominating Committee: No report. Pool: Oral and written report by Dixie Romadka, Chair. The committee is looking for a new representative from the Children's Committee. They approved the hours for YMCA swimming classes from 4:00 to 5:00 on Tuesday and Thursday starting in January. There is concern that the pool is too dark in the evening. They are reviewing options to address this and they are installing a grab rail in the wading pool. They ordered 6 additional Delta Bells for the

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 11, 2004

exercise classes. They also installed an enlarged copy of the pool rules. Rope buoys were cleaned by the early exercise group and the shower stalls were repaired. Roads: No report. Social Club: Oral and written report presented by Mary Maltby. The Bazaar made a net profit of \$2,912.82. Granny's Attic made a net profit of \$1,889.00. They donated 10% of the total profits from the two events (\$482.00) to Fire District 6. The Christmas party is on Dec. 18th. It will be a pot luck, with entertainment. Water Advisory: Oral report given by Ed Skowyra. Zane Wyll is a new member of the Water Committee. Everything is running well. Wildfire Task Force: No report.

6. Managers Report: Oral report by Bob Phillips, Manager. Plants will be transplanted from Zane Wyll's property to Memorial Park. The sand spreader has arrived. It will be installed on the one ton truck. Since we use the truck for plowing also, we will be looking at purchasing another truck so that we can do both activities at the same time. Since the last cleaning, the media has held up well. Manganese levels still meet the state required standard. We are removing water equipment and structures from the Ridge Drive tank area. We are also trying to find an inexpensive way to dispose of the dredge. We are working on a plan to use the old 60kw generator for a mobile backup system to be used in power outages.

7. Member Participation: (a) Dale Huselton asked the Board to set a monthly fee to be charged for subleasing of moorage slips with the income to be allocated to the Marina budget. (b) A member expressed concern about the new \$50 annual fee for storing boat trailers. He felt that it was inequitable that rampage members would have to pay it while moorage members do not. (c) A member expressed concern about the lack of information on the ballot concerning the ancillary building issue. The rule change was proposed by the Building Committee to provide some objective guidelines and standards for the Committee and Members in connection with the issue of permits for ancillary buildings.

8. Information: (a) The question of whether time should be set aside for adult only lap swim, as requested by several members, will be reviewed at the December meeting. The Pool Committee and interested members may present their views at the Study Session and, to a lesser extent, at the Board Meeting. (b) A member requested that a carded gate to the marina and club area be installed. Since there has been little damage and no problems at the marina, the request was withdrawn. (c) Changes to the Pool Committee Charter will be considered at the December Board Meeting.

9. New Business: (1) PP03(04) Outdoor Burning Regulation Changes: Garrett moved (passed 6/0) to approve the new Outdoor Burning Rules (copy attached) which provides that members must obtain a county burning permit **and** a Cape George permit to burn yard waste. Nothing other than "natural vegetation" may be burned. (2) Alternative Means of Distributing CG Newsletter: The Manager was asked to include a questionnaire in the assessment mailing asking members to indicate whether they would prefer to receive their newsletter by direct mail, at the community distribution boxes or by downloading it from our web site. (3) Appointment of Boat Storage Lot Manager: Scherting moved (passed 6/0) to appoint Bill Mc Farland to the position of Boat Storage Lot Manager. (4) Appointment to Finance Committee: Fellows moved (passed 6/0) to appoint Linda Cooley to the Finance Committee. (5) Review of Personnel Policy Regarding Vacations: This issue was postponed until the December Board Meeting so that the manager can gather more information on how other communities are handling this issue. (6) Marina Rules Revision: Garrett moved (passed 6/0) to change the Marina Rules and Regulations #18d to conform to the new boat trailer storage policy. The revision provides: "*Members with rampage who do not pay for boat trailer storage and guests of members may store their boat trailer for no more than twenty-four (24) hours without the approval of the Harbormaster.*" (7) Annual Fees Discount: Scherting moved

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 11, 2004

(passed 6/0) to give a 2% discount to members who pay their full yearly assessment by January 1, 2005. Those who pay by January 1 would pay \$300.00 while those paying triannually (or monthly) would pay \$306.00 for the full year. This would be for 2005 only. Funds paid in advance would generate some interest income for Cape George. (8) YMCA Swim Lessons: This issue was withdrawn until after the first of the year. (9) Environmental Committee Welcome Letter: Ritchie moved (passed 6/0) to accept the letter from the Environmental Committee to welcome new members to the community. (10) Application For A New VISA Card: Garrett moved (passed 6/0) to authorize the manager to apply for a VISA card for Cape George Colony Club, Inc. providing for signature authority to Dana Vischer, Administrative Assistant or Bob Phillips, Manager with the Visa Card to have a credit limit not to exceed \$10,000.00.

10. Announcements: (a) **Paaartyyy!!** Don't miss this one!!! Starting at 4:30 p.m. on Wednesday, December 8 there will be a Good-bye Party for our ex-co-Managers Zane and Linda and a "Hello Bob" party for our new Manager, Bob Phillips. (See article in Newsletter.) (b) There will be a Members Meeting on December 8, at 6:45 p.m. at the Clubhouse where in person votes will be tallied and proxy vote results will be announced concerning the 2005 Budget and ancillary building rule change. (c) The Regular Board Study Session will be held on December 14, 2004, at 3:00 p.m. at the Club House. (c) The Regular Board of Trustees Meeting will be held on December 16, 2004 at 7:00 P.M. p.m. at the Club House.

11. Adjournment to Executive Session To Discuss Personnel Issues: The board approved Christmas bonuses for CG personnel and gifts for departing managers, copy attached.

12. Return From Executive Session: The board returned from Executive session at 8:50 p.m.

11. Adjournment: The President adjourned the meeting at 8:50 p.m.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
SPECIAL MEMBERSHIP MEETING
DECEMBER 8, 2004

1. **Call to order:** Barbara Barnhart, President, called the Special Membership Meeting to order at 6:45 pm.
2. **In Attendance:** More than forty Members were present.
3. **Business:** The purpose of the Special Meeting was to allow Members to vote in person or by proxy, as required by our By-Laws, for the issues appearing on the Ballot recently mailed to all Members, namely whether to approve (1) the proposed Budget for 2005; (2) the roll-over of excess funds from 2004 to reserve accounts; and (3) a proposed rule concerning ancillary buildings. The President announced that the polls would be open from 6:45 pm until 7:00 pm, with five persons indicating they wished to vote in person. Members wishing to vote were directed to a Member of the Elections committee to cast their votes. At 7:00 pm, the President closed the polls and accepted from Election Committee officials the official election tally sheets for each issue showing that all three issues had passed. The results were: (1) **2005 Budget:** Yes-238; No-41 for a total of 279 votes cast with a pass rate of 85%; (2) **Reserve Rollover:** Yes-249; No-24 for a total of 273 votes cast and a pass rate of 91%; (3) **Ancillary Building Rule:** Yes – 200; No – 70, for a total of 270 votes cast and a pass rate of 74%. The total Member turnout was 284 persons, with five votes disqualified because of no signature. It is believed that this is one of the highest Member turnouts in many years.
4. **Adjournment:** The President adjourned the Special Meeting at 7:05 p.m.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
December 16, 2004

1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:00 P.M.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, John Garrett, Kitty Rucker, Robin Scherting, and Georgette Semick.
3. **Action on Minutes:**
 - a. Rucker moved, as amended by Semick (passed 5/0) to approve the Minutes of the November 11, 2004 Board Meeting subject to the following corrections: the Treasurer's Report is amended to read "We expect to receive payment from the **future** sale of this property." and the Finance Committee Report was amended to read "The committee also plans to review individual **reserve** items more closely".
 - b. Scherting moved (passed 5/0) to approve the Minutes of the December 8, 2004 Special Membership Meeting.
4. **Treasurer's Report:** As of November 30, 2004 the checking account total was \$19,313.41; the operational investment account balance was \$4,013.45; the reserve account total was \$35,285.57; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$358,612.43. Memorial and fundraising funds held in a separate account total \$11,092.63. There are 9 delinquent member accounts, with a total amount owing, including late charges, of \$4,830.96. One account owes \$3,112.54. We may receive payment when the lot is sold. One delinquent account owes \$544.42, two accounts owe under \$300 and the remaining four accounts are for balances under \$200. The practice is to collect delinquent accounts whenever possible by payment arrangements or civil collection procedures.
5. **Committee Reports:** Boat/RV storage lot: No report. Building: Written and oral report by Don Lee, Chair. The Committee approved four tree-cutting permits, one earthwork request and one building permit was issued. Environmental: Written report and oral report by Kitty Rucker. We met with the Manager and Eileen and Ray Pierson to plan for the common areas. We added Kitty Rucker as co-chair. Bob Tilley will handle work details and Kitty will handle organization, meetings, and written work. Varieties of heather to bloom all year backed by taller plants will be planted at the common area on W. Vancouver. A newsletter article describing Cape George common areas will be submitted to the newsletter. Richard Heftley, arborist, will present information on pruning on January 22 at 2 pm at the clubhouse. Finance: No report. Fitness Committee: No report. Marina: Written and oral report by Dale Husselton, chair. The Board will be asked to appoint Gary Rossow as the new Marina Chairman. Bill McFarland, past Chair, has been appointed to manage the boat trailer storage area. The committee will move two kayak racks to a place near the ramp, leaving one rack at its existing location. The docks are being pressure washed. Some broken and missing hand tools will be replaced. The dredge has been sold. When it is moved the pipe storage rack will be used for dingy storage. A gauge will be set to monitor the boat basin erosion rate. Membership: Written and oral report. The Village has two new members. Jana Havorson purchased Freda Woolsey's home at 140 Pine Drive. Michael and Diane Henderson purchased Erv and Esther Fortneys home at 340 Ridge Drive. In the Colony, Patrick and Joyce Alford purchased Jean Mennella's home at 360 Colman Drive. Colby Fox purchased a home at 150 N. Palmer from the Kossian Estate. Britt Litchford and Elaine Jong purchased a home from Jo Molisky at 31 Dungeness. Neighborhood Watch: No report. Nominating Committee: No report. Pool: No report. Roads: No report. Social Club: No report. Water Advisory: Ed Skowyra presented a written and oral report. All information for approval of Tank #7 has been sent to the state. A recalculation of storage requirements resulted in the need to increase the tank diameter from 26' to 30', thereby increasing the cost by \$6000 to \$7000. If the state approves our addendum to the water system plan, the date when our update plan is due might be postponed. This would give us a great deal of

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
December 16, 2004

flexibility in the bidding process. Wildfire Task Force: No report.

6. Summary of Managers Report: Written and oral report by Bob Phillips, Manager. There was a problem today with pink water caused by an open valve that allowed potassium permanganate to leak out after a cleaning treatment. It was not harmful, and members were asked to run their water until the pink was gone. Staff also flushed the lines to clear them. The marina dredge was sold at auction for \$4000 and will be removed by mid-January. A street sweeper was purchased for the John Deere tractor. The Highlands and the Village were swept and we are pleased with the results. A chalkboard has been hung in the office where members and staff may write in concerns and identify matters that need attention. New house starts are also listed there to make it easier to note when the completion date should be reached. Arrangements have been made to resolve concerns about three allegedly non-serviceable boats at the boat storage lot.

7. Member Participation: (a) Dale Huselton would like the Board to help purchase a mechanical posthole digger for replacing posts. It costs less than \$500, and the Marina will pay half the cost. (2) A member asked why there was no agenda posted for the meeting. Barnhart explained that it was because she was gone yesterday. Usually it would be posted on the Wednesday before the meeting.

8. Information: (1.) Television dish service for the Clubhouse costs \$50 a month and very few people use it. It is not clear that such limited usage justifies an expense of \$600 per year. A request will be placed in the December newsletter asking interested members to donate the needed funds. If we do not have enough interest and financial support the service will be discontinued at the end of January. (2.) The Board decided to let the Social Committee continue to manage the advertisements in the newsletter and to receive and apply the revenue for community improvements. (3) The Manager was asked to respond to a member who requested a Cape George multi-family garage sale, as follows: They may have a multi-family garage sale but advertisements they place must not suggest or imply that Cape George Colony sponsors it. The Manager will also request that such a garage sale not be scheduled around Granny's Attic time.

9. New Business: (1) Appointment of Marina Chairman: Fellows moved (passed 5/0) to appoint Gary Rossow as Marina Chairman. (2) Appointment to Water Advisory Committee: Fellows moved (passed 5/0) to appoint Zane Wyll to the Water Committee. (3) Appointment of Co-Chair of Environmental Committee. Scherting moved (passed 5/0) to appoint Kitty Rucker as co-chair of the Environmental Committee with Bob Tilley. (4) CP01 (12/17/04) Rules and Regulations – Use of Club Property: Swimming Pool #7. Rucker moved (passed 5/0) that the Board adopt a rule change, attached, which provides that the lap swim hours be changed to have Adult Only Lap Swim from 10:15 am until noon, and to have General Lap Swim from 12 pm (noon) until 1 pm. (5) CP03 (12/17/04) Use of Club Property, Marina Usage, #3, Sub-lease Language. Semick moved (passed 5/0) that the attached rule revision be adopted which, with the consent of the moorage tenant, provides for the short-term sub-lease of leased but temporarily vacant moorage space on a month to month basis, with those on the waiting list having first priority, at a rate of \$1.25 per foot per month with proceeds to be credited to the Marina account. Garrett moved (passed 5/0) that the language be amended to say that monies collected be given to "Cape George" and not "the Manager". (6) EMP 01 (12/17/04), Rules and Regulations – Personnel, Paid Vacations. Semick moved, as amended by Fellows (passed 5/0) that the Board approve the attached revision of EMPO1 (12-04) concerning additions to and clarification of the vacation schedule for paid employees. (7) Pool Committee Charter Change: Garrett moved (passed 5/0) that the changes set forth on the revised Pool Charter, attached to these Minutes, be approved and that Section 2 be amended to read: " from a representative group of pool users who are members in good standing".

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
December 16, 2004

(8) Board Statement on Locking Mail Boxes: Semick moved (passed 5/0) that the Manager be directed to post notice of the Board's position on locking mailboxes by publishing the written statement, "Mailbox Update", attached to these Minutes, in the newsletter and by posting it on the bulletin boards. (9) Letter of Commendation: Scheriting moved (passed 5/0) that the Manager be directed to send a letter of commendation for George Poole, our mailman, to the United States Post Office at Port Townsend. (10) Purchase of 1987 Chevrolet Diesel ¾ Ton 4 Wheel Drive Truck: Fellows moved (passed 5/1, Ritchie phoned in his vote) that the truck be purchased for use in snow situations and other uses and to be available for employees now using personal vehicles. (11) Pickle Ball Court: Rucker moved (passed 5/0) that we allow temporary pickle ball court markings to be placed on the asphalt by the basketball hoop and allow the game to be played there on a pilot basis for a 6 month period and then reconsider the efficacy of that space for a temporary sport court.

9. Adjournment to Executive Session: At 8:20 pm Rucker moved (passed 5/0) that the Board adjourn to Executive Session to discuss personnel issues. The Manager was asked to attend to provide information.

10. Executive Session: The Board discussed pay rates and possible pay increases for employees and then adjourned to the General Session.

11. Return to Regular Session: The Board resumed the General Session at 8:50 pm. Staff Pay Raises: Semick moved (passed 5/0) that the Board approve those pay raises and cost of living increases for those employees (but not the Manager) as set forth on the attached Schedule.

12. **Announcements**: (a) The Regular Study Session will be held on January 11, 2005, at 3:00 p.m., in the Club House. (b) The Regular Board of Trustees Meeting will be held on January 13, 2005, at 7:00 P.M. p.m., at the Club House.

12. **Adjournment**: The President adjourned the meeting at 8:53 p.m.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President