

Regular Board of Trustees Meeting Agenda

January 10, 2008

7:00 pm

1. **Call to Order and President's Comments** – Bill Stull, President
Thanks to the Postmaster for her presentation and to Eric Thomas for his comments on our water system.
2. **Action on Minutes:** Regular Board of Trustees Meeting, December 13, 2007
3. **Membership Report:** Gary Nelson
4. **Treasurer's Report:** Marty Bluewater
5. **Committee Reports:** Building, Emergency Preparedness, Environmental, Financial, Fitness, Marina, Neighborhood Watch, Nominating, Pool, Roads, Social Club, and Water.
6. **Manager's Report:** Rick Peirson
 - a. Status of water well drilling
 - b. Status of swimming pool renovation project
 - c. Delinquent account report
 - d. Water meter installation plan
 - e. Needs for repairs of Shop Building
 - f. Update on heat in shower rooms of pool
 - g. Clarification of scheduled paving projects – what was scheduled and what was completed
 - h. Manager's Report including timetable for completion of major projects
 - i. Status of tree removal along Colman Dip
7. **Member Participation**
9. **New Business Information Items:**
 - a. Possible need for Special Board Meeting to consider Swimming Pool proposal.
 - b. New "Table of Contents" for CGCC Governing Documents – Jeannie
 - c. Updated Forms – Jeannie
 - d. Recorded By-Laws – Rick Peirson
 - e. New septic tank State and County requirements to be communicated to membership
 - f. Need to get legal interpretation on water rights issue – see attached letter from Ecology
 - g. Do we need to set specific performance dates for Water Well Contractor?
10. **New Business Action Items:**
 - a. Motion to approve or deny Gunning height variance request
 - b. Motion to permit the Manger to purchase water meters to exceed his \$5,000 spending limit
 - c. Motion to permit the Manger to purchase utility truck with the cost to not exceed \$12,000
 - d. Motion to permit the Manager to proceed with negotiations to secure new legal counsel with specific expertise in private communities
11. **Announcements:** Study Session will be held on February 12th at 3:00 pm and the Board meeting will be held on February 14th at 7:00 pm. Both meetings will return to the comfort of the CG Clubhouse.

Cape George Colony Club
Regular Board of Trustees Meeting Agenda
February 14, 2008
7:00 PM

- 1) **Welcome and Opening Comments**
- 2) **Action on Minutes:** January 10, 2008, Regular Board of Trustees Meeting
- 3) **Membership Report:** Gary Nelson
- 4) **Treasurer's Report:** Marty Bluewater
- 5) **Committee Reports:** Building, Emergency Preparedness, Environmental, Financial, Fitness, Marina, Neighborhood Watch, Nominating, Pool, Roads, Social Club and Water
- 6) **Manager's Report:** Rick Peirson
 - a) Tree removal on Coleman dip
 - b) Progress on decommissioning of wells
 - c) Plans for water meter installation
 - d) Summary of class completed in Seattle
 - e) New roof on generator room
 - f) Purchased new Club utility truck
 - g) Status of water system manager replacement – PUD possibilities
 - h) Need for new custodial services
 - i) Need for repairs to exterior of Clubhouse and Shop Building
 - j) Club house coordinator
- 7) **Member Participation**
- 8) **New Business Information Items:**
 - a) Thanks to Jim Pickrell for information on Protectors of the Sound -Aquatic Reserves
 - b) Don't forget to insert new materials into your Board Notebooks
 - c) Lock re-keying efforts and availability to Board Members
 - d) New filing system in office for all member records – Member Carol Wilson working with Jeannie and Rick to accomplish this goal
- 9) **New Business Action Items:**
 - a) Motion to approve scope of Phase I of the Swimming Pool Proposal and to authorize the manager to seek firm bids not to exceed \$75,878 which includes sales tax (Tom Ramsey)

 - b) Motion to approve the bid for electrical repairs to include new heaters in the swimming pool locker rooms. (Leanne Ryan)
- 10) **Adjourn to Executive Session:** Motion to adjourn to Executive Session for the purpose of discussing personnel matters (Gary Nelson)
- 11) **Executive Session**
- 12) **Resume Regular Board Meeting** (motion needed)
- 13) **General Session:** Action on Motions as the result of the Executive Session. (motions may be required). Secretary needs to record these motions and the Board vote count

14) **Announcements:** March Study Session on March 11th, 2008 with Board Meeting on the 13th. Newsletter deadline is March 20. Please submit to Jeannie in office.

15) **Adjournment**

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
February 26, 2008, 7 PM
Meeting Location: Meeting Room Upstairs in Office Building

1. **Call to order** Bill Stull, Board President
2. **General Session** Adjourn to an Executive Session of Board to discuss a personnel issue. (Requires motion and vote.)
3. **Executive Session** Discussion of personnel issues is confidential and limited to Board Members only.
4. **Resume General Session** Results of Executive Session stated in terms of a motion which must be made and passed by the Board in the resumed General Session.
5. **Adjournment**

Cape George Colony Club
Regular Board of Trustees Meeting Agenda
March 13, 2008
7:00 PM

- 1) **Welcome and Opening Comments**
- 2) **Action on Minutes:** Feb. 14, 2008, Regular Board of Trustees Meeting, Feb 26, 2008 Special Board Meeting
- 3) **Membership Report:** Gary Nelson
- 4) **Treasurer's Report:** Marty Bluewater
- 5) **Committee Reports:** Building, Emergency Preparedness, Environmental, Financial,
 - a) Fitness, Marina, Neighborhood Watch, Nominating, Pool, Roads, Social Club and Water
- 6) **Manager's Report:** Linda Cooley
- 7) **Member Participation**
- 8) **New Business Information Items:**
 - a) Swimming Pool Proposals have been moved to April Study Session
 - b) Decommissioning of wells on private property. Certified letter from the Dept of Ecology has been sent to Mr. Foss requesting decommissioning of the two wells
- 9) **New Business Action Items:**
 - a) Motion to pay the well drillers a progress payment of \$8,000.00 for drilling and to authorize manager to proceed with a contract.(David Stanko)
 - b) Motion to post signs at the playground & Marina concerning Poison Hemlock. (Leanne Ryan)
 - c) Motion to approve \$1,500.00 for improvement to the entrance area of the village (Tom Ramsey)
 - d) Motion to approve the temporary use of the marina for Protection Island researchers (Leanne Ryan)
 - e) Motion to approve the hiring of a new janitorial service (Leanne Ryan)
 - f) Motion to approve Don Lee as the new Building Committee Chairman (David Stanko)
 - g) Motion to donate one picnic table including the bench for the dogs to use (Leanne Ryan)
- 10) **Adjourn to Executive Session:** Motion to adjourn to Executive Session for the purpose of discussing personnel matters (Marty Bluewater)
- 11) **Executive Session**
- 12) **Resume Regular Board Meeting** (motion needed)
- 13) **General Session:** Action on Motions as the result of the Executive Session. (motions may be required). Secretary needs to record these motions and the Board vote count
- 14) **Announcements:** April Study Session on April 8th, 2008 with Board Meeting on the 10th. Newsletter deadline is April 20. Please submit to Jeannie in office.
- 15) **Adjournment**

**Regular Board of Trustees Meeting Agenda
April 10, 7:00 PM**

1. **Call to Order - Bill Stull**
2. **Action on Minutes - Minutes of Board Meeting held March 13th and Minutes from Special Board meeting held on March 25th**
3. **Membership Report - Gary Nelson**
4. **Treasurer's Report - Marty Bluewater**
5. **Committee Reports - Building, Emergency Preparedness, Environmental, Financial, Fitness, Marina, Neighborhood Watch, Nominating, Pool, Roads, Social Club, and Water**
6. **Manager's Report - Linda Cooley**
7. **Member Participation**
8. **New Business Information and Discussion Items**
 - a. **Calendar for 2008 Elections - change time for "Meet the Candidates" on May 10th to 7:00 PM in the Clubhouse**
 - b. **Marilyn Hider request to step down as Co-chair of Elections Committee**
 - c. **Other**
9. **New Business Action Items:**
 - a. **Motion for approval of Manager to spend up to \$5,000 for removal of trees on Colman Dip**
 - b. **Motion for approval of manager to dispose of the "old" ford tractor and "chipper" where value may exceed \$1,000 for each**
 - c. **Motion to accept Ad-Hoc Committee's report including the approval of contract with West Sound Workforce of Poulsbo, WA, as "search" firm for recruitment of manager for CGCC**
 - d. **Approval of job description for the part time bookkeeping/accounting person or service as well as asking the manager to proceed immediately in filling this position**
 - e. **Resolution thanking Jack and Nancy Stilbert for their long service to CGCC**
10. **Announcements – May 13th Study Session (3:00 pm) and May 15th (7:00 pm) Board Meeting**
11. **Adjournment**

Special Board Meeting Agenda
May 7, 2008
10:00 am at Cape George Fire Station

1. **Welcome and Comments**, Bill Stull, Board President
Variance Hearing on May 13th at 2:30 pm
2. **New Business Discussion Items** (10-10:30 am)
 - a. Interview protocol and possible questions for manager candidates
 - b. Other discussion items
3. **Adjourn to Executive Session**, Motion to adjourn to Executive Session for the purpose of discussing personnel matters (Tom Ramsey)
4. **Executive Session**
5. **Resume Special Board Meeting** (motion needed)
6. **Special Board Meeting**, Motions resulting from Executive Session if required. Secretary needs to record these motions and the vote count of the Board.
7. **Announcements**, May Study Session on May 13th at 3:00 pm and Board meeting on May 15th at 7:00 pm. Nominations for Board due by May 15th at noon.
8. **Adjournment**

Regular Board of Trustees Meeting Agenda

Date: May 20, 2008, 7:00 PM

Cape George Clubhouse

1. **Call to Order**
2. **Action on Minutes:** Minutes of Board Meeting held April 10th and Special Board Meeting of May 7th.
3. **Membership Report** – Gary Nelson
4. **Treasurer’s Report** – Marty Bluewater
5. **Committee Reports:** Building, Emergency Preparedness, Environmental, Financial, Fitness, Marina, Neighborhood Watch, Nominating, Pool, Roads, Social Club and Water.
6. **Manager’s Report**
7. **Member Participation**
8. **New Business Information Items**
 - a. Announcement of candidates for upcoming Board election – Gary Nelson (All nominees are members in good standing of the Cape George Colony Club.)
 - b. New Cape George Telephone Directory being prepared by Joyce Skoien.
 - c. Other new business information items
9. **New Business Action Items**
 - a. Motion regarding the Gunning Variance Request.
 - b. Motion regarding suggested revisions to CP02 – “Use of the Clubhouse – Section A – Who May Use the Clubhouse”.
 - c. Motion regarding the new policy, CP 21 dealing with alterations to CGCC roadways.
 - d. Motion regarding resolution to transfer 2007 excesses to appropriate reserve accounts.
 - e. Motion regarding bid for repair/replacement of roof on office building.
10. **Announcements: June Study Session on June 10th 3:00 PM and Board Meeting on June 12th at 7:00 PM**
11. **Adjournment**

Special Board Meeting
June 10, 2008
Immediately Following Study Session

1. **Welcome and Comments** –Board President
Manager Linda Cooley will attend Executive Session
2. **New Business Discussion Items** - None
3. **Adjourn to Executive Session**, Motion to adjourn to Executive Session for the purpose of discussing legal issue. (motion needed)
4. **Executive Session**
5. **Resume Special Board Meeting** (motion needed)
6. **Special Board Meeting**, Motions resulting from Executive Session if required. Secretary needs to record these motions and the vote count of the Board.
- 7 **Adjournment**

Regular Board of Trustees Meeting Agenda
Date: June 12, 2008

1. **Call to Order**
2. **Action on Minutes:** Minutes of Board Meeting held on May 15, 2008
3. **Membership Report** – Gary Nelson
4. **Treasurer’s Report** – Marty Bluewater
5. **Committee Reports:** Building, Emergency Preparedness, Environmental, Financial, Fitness, Marina, Neighborhood Watch, Nominating, Pool, Roads, Social Club and Water.
6. **Manager’s Report** – provided by Manager Linda Cooley
7. **Member Participation**
8. **New Business Information Items**
None
9. **New Business Action Items**
 - a. Motion to approve “Resolution” for transfer of funds to Reserve Accounts for calendar year 2007
 - b. Motion to approve offering Greg Rae a contract to be the new CGCC Water Manager to be effective beginning on June 16th, 2008
 - c. Motion to approve progress payment of \$7,000 to Hancock/Slater well drillers
 - d. Motion to authorize the transfer of \$7,000 from Water Reserves to the General Operating Account
 - e. Motion to approve Manager’s recommendations regarding the renewal of our HO Insurance package with provision that we add \$10 million dollars for umbrella coverage as well as additional coverage for the Marina docks to be raised from \$10,000 to \$100,000
 - f. Motion to approve the dredging of the marina in July with the cost to not exceed the budgeted \$11,000 amount.
10. **Announcements**

July 8th, 2008, Study Session will be held at 3:00 pm at the Clubhouse
July 10th, 2008, Regular Board meet will be held at 7:00 pm at the Clubhouse
July 19, 2008, Annual Membership Meeting will be held at 1:00 pm at the Clubhouse. Election results will be announced
11. **Adjournment**

Regular Board of Trustees Meeting Agenda

Date: July 10, 2008

7:30 PM

1. **Call to Order**
2. **Action on Minutes:** Approval of Board Minutes for June 12th, 2008 meeting
Approval of minutes for June 10th, Special Board Meeting
3. **Membership Report** – Gary Nelson
4. **Treasurer’s Report** – George Castaneda
5. **Committee Reports**
6. **Manager’s Report** – George Castaneda
7. **Member Participation**
8. **New Business Information Items**
None
9. **New Business Action Items**
 - a. **Motion**, in resolution format, to transfer funds from General Reserve Account to the operating checking account - Tom Ramsey
 - b. **Motion** regarding fine for pending Building Regulation violation - Robin Scherter
 - c. **Motion** to enter into contract with Robinson, Noble, Saltbush Inc for hydrogeologic services - Gary Nelson
10. **Announcements** –
 - a. **Saturday, July 19th. 1:00 PM, Annual Membership Meeting**
 - b. **Saturday, July 19th. Special Board Meeting for election of Board Officers – immediately following the Annual Meeting.**
 - c. **Tuesday, August 12th 3:00 PM, Study Session,**
 - d. **Thursday, August 14th 7:00 PM, Regular Board Meeting**
11. **Adjournment**

Special Board Meeting Agenda
July 19, 2008
Immediately Following Annual Meeting

1. Welcome and Comments – Bill Stull
2. New Business Action Items – Election of Board Officers

President
Vice President
Treasurer
Secretary

3. Adjournment
4. Announcements

Regular Board of Trustees Meeting Agenda

Date: August 14, 2008

7:00 PM

1. **Call to Order and Announcements**
2. **Action on Minutes:** Approval of Board Minutes for July 10th, 2008 meeting.
Approval of Special Board Meeting for July 19, 2008.minutes
3. **Membership Report** – George Castaneda for Gary Nelson
4. **Treasurer’s Report** – Tom Ramsey
5. **Committee Reports**
6. **Manager’s Report** – George Castaneda
7. **Member Participation**
8. **New Business Information and Discussion Items**
Preliminary discussion on Swimming Pool Assessment Possibilities
9. **New Business Action Items**
 - a. Motion to appoint Thad Bickling to fill remainder of Marty Bluewater’s term on the Board – Leanne Ryan
 - b. Motion to approve Committee Chairs for 2008-09 – Robin Scherting
 - c. Motion to approve Committee membership for Building Committee, Finance Committee, Roads Committee, and Water Committee – Robin Scherting
 - d. Motion to pay Bayview Pump \$2,800.24 for emergency repairs to Well #4 – Dick Poole
 - e. Motion to approve payment of \$1,185.82 to Inversesk Design Build for evaluation of water damage done to pool building – Tom Ramsey
 - f. Motion to approve resolution to transfer \$2,800.24 from Water Reserves to General Operating Account and to transfer \$1,185.82 from General Reserves to General Operating Account – Dick Poole
10. **Announcements –**
August 25th, 2008, Special Board Meeting at 7:00 PM to discuss and approve plan for repair and remodeling of swimming pool.
September 9th, 2008, September Study Session, at 2:00 PM,
September 11th, 2008, September Board Meeting at 7:00 PM.
11. **Adjournment**

Special Board of Trustees Meeting
August 25, 2008
7:00 PM

Presidents Comments and Announcements

Approval of minutes for Special Board Meeting of July 19, 2008

Water – Approval of Proposal from Robinson and Noble (water consulting company)

Swimming Pool Proposal (Board Discussion)

Member comments

Board actions on above as necessary

Adjourn to Executive Session

Executive Session

Adjourn back to Regular Session

Adjournment

Regular Board of Trustees Meeting Agenda
Date: September 11, 2008, 7:00 PM
Cape George Clubhouse

1. **Call to Order** – Bill Stull
2. **Action on Minutes:** Minutes of Board Meeting held on August 14, 2008.
Minutes of Special Board Meeting held on August 25, 2008 including the Executive Session
3. **Membership Report** - George Castaneda for Gary Nelson
4. **Treasurer's Report** - Tom Ramsey
5. **Committee Reports**
6. **Manager's Report** - George Castaneda
7. **Member Participation**
8. **Information Items**
 - a. Executive Session to be scheduled as part of Regular Board meeting on October 16th to discuss personnel issues
 - b. Leanne Ryan to work with Manager to revise sign regulation and to report to Board at October Study Session with recommendations
 - c. Update on pool proposal with information from meeting with personnel from Master Pools
 - e. Other
9. **New Business Action Items**
 - a. Motion to approve variance request of Betty Jo Watkins and Cheryl Mantlik - Dick Poole
 - b. Motion to approve Karen Frank as new Chair of the Environmental Committee - Robin Scherting
 - c. Motion to appoint Marina Ad Hoc Long Term Planning Committee to be chaired by Garry Rossow - Tom Ramsey
 - d. Motion to approve replacement of big screen TV with half of funds coming from CGCC regular budget with a matching amount provided by the Social Club Committee - Tom Ramsey
 - e. Authorization for the Manager to negotiate for the decommissioning of Well #2, located on Ridge Drive not to exceed \$8,000.00.
10. **Announcements:**

October 14th, 2008, October Study Session at 2:00 PM
October 16th, 2008, Regular Board Meeting with Executive Session at 7:00 PM
11. **Adjournment**

**Special Board Meeting Agenda
October 16, 2008
9:00 am Upstairs in the Office**

2. New Business Discussion Item

- a. Discussion of scope of Pool building repairs

8. Adjournment

Cape George Colony Club
Special Board Meeting
October 23, 2008
3:00 at the Clubhouse

AGENDA

1. Welcome, announcements, and purpose of meeting

Board Budget meeting has been rescheduled for November 6th at 3:00 pm

2. Comments by Georgette Semick, Finance Committee Chair, regarding Cape George Reserves and Capital Budget
3. Consider approving the revised Abacus Proposal for repairs to the Community Building – George Castaneda
4. Summary of Swimming Pool Repairs Project – Bill Stull
(Swimming Pool Repairs Chart)
5. Board discussion regarding various components of Swimming Pool Project – limited to Board Members
6. Questions from membership regarding Swimming Pool Project
7. Consider approving Master Pools proposal for maintenance and repairs of swimming pool
8. Adjournment

Regular Board of Trustees Meeting Agenda

Date: November 13, 2008

7:00 PM

1. **Call to Order**
2. **Action on Minutes:** Approval of Board Minutes for October 16th, 2008, October 23rd, 2008, and November 6th, 2008
3. **Membership Report** – George Castaneda for Gary Nelson
4. **Treasurer's Report** – George Castaneda
5. **Committee Reports**
6. **Manager's Report** – George Castaneda
7. **Member Participation**
8. **New Business Information Items**
None
9. **New Business Action Items**
 - a. Consider motion to approve bid by Gresham in the amount of \$7,617.70 for emergency repairs to Well #4 with funds coming from Water Reserves Fund
 - b. Consider motion to approve contract proposal from Master Pools in the amount of \$101,435.50 with funds coming from the General Reserves Fund.
 - c. Consider motion to approve resolution to transfer \$1815.49 paid to Better Built Storage Barns from Water Reserves Fund to Operations Checking Account.
 - d. Consider motion to approve resolution to transfer \$7,617.00 paid to Robinson and Noble from Water Reserves Fund to Operations Checking Account.
 - e. Consider motion to approve resolution to transfer \$20,000 advance payment and \$9,000 partial progress payment to Abacus Construction from General Reserves Fund to Operations Checking Account.
 - f. Consider motion to approve purchase of new pump for use in Well #5 with funds coming from Water Reserves Fund (amount to be determined)
10. Adjourn to Executive Session to discuss legal issue – motion required
Executive Session – Rick Shaneyfelt, CGCC Attorney
11. Return to Regular Meeting – motion required
Action items resulting from Executive Session (if any)
12. Announcements
Study Session, December 9, 2:00 PM,
Budget Ratification Membership Meeting, December 11, 7:00 PM to 7:15 PM,
Regular Board Meeting, December 11, 7:00 PM
13. Adjournment

Regular Board of Trustees Meeting Agenda

Date: December 11,

7:15 PM

1. **Call to Order**
2. **Action on Minutes:** Minutes of the Regular Board Meeting of November 13, 2008.
3. **Membership Report** - Gary Nelson
4. **Treasurer's Report** - Tom Ramsey
5. **Committee Reports**
6. **Manager's Report** – George Castaneda
7. **Member Participation**
8. **New Business Action Items**
 - a. Consider motion to accept Ad Hoc Swimming Pool Committee Report - Gary Nelson
 - b. Consider motion to approve bid from Gresham in the amount of \$8,865.28 for installation of pump and other services required to make Well #5 operational - Dick Poole
 - c. Consider motion to approve proposal from Gresham in the amount of \$9,085.22 for emergency repairs to well #4 - Tom Ramsey
 - d. Consider motion to approve partial payment to Master Pools in the amount of \$20,287.06 for work completed to date on swimming pool - Tom Ramsey
 - e. Consider motion to approve partial payment to Abacus Construction in the amount of \$10,000 - Tom Ramsey
 - f. Consider motion to transfer \$9,085.22 from Water Operations Reserve Fund to CGCC General Investment (checking) account - Tom Ramsey (Gresham work on Well #4)
 - g. Consider motion to transfer \$20,287.06 from General Operations Reserve Fund to CGCC General Investment (checking) account - Tom Ramsey (Master Pools work)
 - h. Consider motion to transfer \$10,000 from General Operations Reserve Funds to CGCC Investment (checking) account. – Tom Ramsey (Abacus Construction)
9. **New Business Discussion** - Review list of ideas for 2009 which were generated at the Study Session on Tuesday. Complete preliminary evaluation of ideas and also make some preliminary assignments. Summary of ideas generated will be distributed.
10. **Announcements:**
 - Study Session, January 13, 2:00 PM*
 - Regular Board Meeting, January 15, 7:00 PM*
11. **Adjournment**