

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
JANUARY 15, 2009
7:00 PM

Vice President Robin Scherting called the meeting to order at 7:00 PM.

In Attendance: Robin Scherting, Leanne Ryan, Dick Poole, Tom Ramsey, Gary Nelson, Thad Bickling

Action on Minutes: Tom Ramsey moved, Gary Nelson seconded to approve the minutes of the Regular Board Meeting of December 11 2008, with corrections to the Environmental Committee Report Passed 5/0

Membership Report: Gary Nelson

Paul & Kathleen Adams 170 Pine Drive

Charles James & Karen Krug 152 Huckleberry Place

Treasurer's Report: Tom Ramsey

As of December 31, 2008, the Checking Account total was \$35,808.95. There are a total of 3 CD Accounts totaling \$311,152.13, and 2 Money Market Accounts totaling \$179,678.93: for a total of \$526,640.01 in cash and investments. Memorial and Fund Raising Investment Account total is \$8,131.96.

Committee Reports: Building: One Tree Removal Permit was issued, **Marina:** The Marina Committee met on January 6, 2009. Jim Pickrell made a presentation regarding sub-leasing of Marina slips that provides more incentives for slip leasers to sub-lease their slips to individuals on the waiting list. The Committee voted to defer the necessary changes of the Marina Rules & Regulations to the Board of Trustees. The Committee unanimously approved a recommendation that our existing crab cooking shack be dedicated to Jack Overway. Jack was instrumental in constructing the facility. The Committee discussed ways and means of attracting more volunteers to participate in the maintenance of the Marina facilities. Our low moorage rates are a direct result of the volunteer effort put forth by members. This discussion will be carried over to the February meeting.

Manager's Report: George Castaneda

- a. We have installed a 15 HP pump in Well # 5 and Double D Electric has been contacted to do the wiring. As soon as that is done, we will run the required tests and we will then have three active wells. Our authorized water connections will increase from 515 to 640 connections.
- b. We had a power outage Sunday, January 4th and some of our members in the Village were without power for a few hours but no one was without water. During the heavy snowfall Donnie, with Mac's help, worked very hard keeping our streets plowed and

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sanded and I feel they did an excellent job. We received numerous calls and e-mails in the office praising their efforts along with a couple of gripes, but that is to be expected.

- c. The Pool Building is coming along beautifully but we have encountered a problem with a sagging rafter and over spanned rafters. We need to strengthen that area by "sistering, which is attaching 2 X 10 supports to the existing rafters. This additional work could set us back as much as a week. George Grams of Inversek Design who did the original analysis of the building was informed of the problem and this is the solution he recommends. Abacus, the contractor, and the project manager, Terry Stebens also agree that this is the best solution.
- d. I am still getting dog complaints: dogs running loose, dogs defecating in the common areas and the owners are not picking up after them. If you have ever stepped in a pile of dog poop, you know how nasty that can be. So please be a responsible dog owner, pick up after your pet, and keep them on a leash. We will be imposing fines.
- e. The Marina Committee has recommended to the Board to change the existing Marina Usage Regulation by removing Paragraph "3.d" which reads "Members subleasing shall pay the applicable moorage fees to Cape George Colony Club" and replacing it with "Members subleasing shall pay one-half the currently moorage fee to the existing Marina Fund & one-half to the current moorage holder. Such fee will be prorated on a monthly basis". This request will be on next month's agenda.
- f. The Manager approved the Marina Committee's request to dedicate the crab cooking shack to Jack Overway.

Member Participation: Dean Shinn approached the Board concerning a problem with a neighbor. The Board agreed that Cape George Colony Club cannot take sides in domestic disputes.

Discussion Information Items:

New Business Action Items:

Motion 1: Leanne Ryan moved, Gary Nelson seconded to approve payment to Abacus Northwest Construction in the amount of \$19,765.53 for various completed work order changes. Passed 5/0

Motion 2: Dick Poole moved, Leanne Ryan seconded to approve payment to Iversek Design Building, Inc for consultation & travel expense regarding the pool building in the amount of 559.95. Passed 5/0

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Motion 3: Leanne Ryan moved, Tom Ramsey seconded to approve payment to Abacus in the amount of 6,000.00 for rafter repairs. Passed 5/0

Motion 4: Leanne Ryan moved, Thad Bickling seconded to approve the resolution to transfer \$19,765.53 from General Operations Reserve Funds to the CGCC Operations Account Passed 5/0

Motion 5: Dick Poole moved, Thad Bickling seconded to approve the resolution to transfer 559.53 from General Operations Reserve Funds to CGCC Operations Account Failed 5/0

Motion 6: Tom Ramsey moved, Dick Poole seconded to approve the resolution to transfer 559.95 from General Operations Reserve Funds to CGCC Operations Account. Passed 5/0

Motion 7: Leanne Ryan moved, Gary Nelson seconded to approve the Work Order Change #7 from Abacus Northwest Construction for the estimated amount of \$7,888.79 Passed 5/0

Motion 8: Thad Bickling moved, Dick Poole seconded to approve the proposal from Double D Electric in the estimated amount of 1,669.27. Passed 5/0

Announcements:

February 10, 2009 Study Session at 2:00

February 12, 2009, Regular Board Meeting at 7:00 pm

Adjournment: Gary Nelson moved, Tom Ramsey seconded to adjourn the Regular Board Meeting at 8:00 pm. Passed 5/0

Submitted by:

Approved by:

Gary Nelson, Secretary

William A. Stull, President

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DRAFT

President Bill Stull called the meeting to order at 7:00 PM.

In Attendance: Bill Stull, Robin Scherting, Leanne Ryan, Dick Poole, Tom Ramsey, Thad Bickling

Action on Minutes: Robin Scherting moved, Leanne Ryan seconded to approve the minutes of the Regular Board Meeting of January 15, 2009, with addition to the Treasurer's Report Passed 5/0

Membership Report: Robin Scherting

Mark Lovgren 400 Dennis Blvd

William Beezley & Rosalyn Fettig 410 Saddle Drive

Treasurer's Report: Tom Ramsey

As of January 31, 2009, there is no current information available.

Committee Reports: Building: One Tree Removal Permit, one Earthworks Permit, and one Building Permit were issued. **Emergency Preparedness:** Helen Rector has agreed to help me keep the telephone trees updated. She is a Block Captain on Pine Street. She will be working with neighbors and Block Captain in the Village and Highlands and I will be working with those in Colony North and Colony South as well as Huckleberry. We will be contacting Block Captains to make sure the phone trees are accurate and updated ones passed out to neighbors., check to see if they need more HELP/OK signs or Emergency Preparedness materials or if they have other concerns. In addition, we will contact the four areas that do not have a Block Captain to make sure they have updated phone trees and know how they work, check to see if they have the HELP/OK signs, or have other concerns. We are developing a packet for renters that will include their telephone tree, information on the Cape George Emergency Plan, an explanation of the use of the common areas of Cape George, parking sticker information and other pertinent information. These packets will be passed out to current renters as well as future renters. Carolyn Salmon and I will be attending the Jefferson County Emergency Preparedness meeting next week. We will be practicing our FRS radios as well as the ham radios in preparation for a county wide Emergency; Training Exercise in April. **Environmental:** In these dull days of winter, we've been quite active. We're planning two separate work days during February or March: one to clean up the area in front of the pool, adding a rock buffer and removing some old plantings, and the second to implement a new landscaping plan with the creation of a raverine edging of rock and the addition of attractive and, hopefully, low maintenance plants. In addition, we're holding informational programs during February (re eating locally, growing one's own food, community gardens, and one during March about bluff maintenance in both private and common areas, including info about upland contribution

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to that. The newsletter focus continues to be on substitutes for invasive plants and water conservation. Finally, we can look forward to a pancake breakfast on March 28th for the whole community, with funds directed towards the purchase of the plants in front of the pool area. **Marina:** The Marina Committee unanimously approved the revised sub-lease proposal put forth by Jim Pickrell. It was agreed to forward the proposal to the Board of Trustees for final approval. Further, the Committee unanimously approved publishing the Marina moorage waiting list on the Cape George Website. There was also discussion regarding an annual moorage waiting list fee that would be credited towards the first year's moorage charge. Further discussion was forwarded to the March meeting. It was also agreed that we re-visit the allocation of office and maintenance expenses that are charged to the Marina. The Committee understood this would best be undertaken during budget preparation in September. **Pool:** The Pool Committee at its meeting Monday, February 2, 2009 was very pleased to welcome Jim Fling and Helen Rector to its membership. They both bring new energy and talents. We look forward to working with them. The Committee is very pleased at the progress being made on the renovation of our Community Building and pool. The work on the building, except for the shower rooms, is largely completed. Abacus appears to be doing a fine job. It is understood that Master Pools will be able to very shortly begin their repair work on the pool itself. The Committee wishes to express its appreciation to the Social Committee which has decided to contribute \$1,000 to the Pool's fundraiser account. With another \$1,100 recently donated by Pool Committee members and others, which brings our funds up to about \$5,800. The disposition of these funds will be addressed at our next meeting on March 2, 2009. Plans and discussions are in the works for a re-opening celebration of the pool, date to be determined. Also under discussion is the naming of the pool. If, and when, the Committee has a recommendation regarding this matter it will be presented to the Board. The Committee thanks the Board for their support. **Social Club:** At the Social Club's January meeting, we revisited the purchase or the building of several new picnic tables. The Marina Committee is operating with very few volunteers and the work they have to get done in the marina will prevent them from building them, so, in the spring, we will shop for some. A discussion was held about getting some kind of permanent reader boards. The current ones are heavy, cumbersome, often blow over and occasionally are not available when needed. We are looking at something about 26 inches wide that can be installed permanently in the ground. Along with this, we are looking at purchasing a laminator that could stay in the office so that all of the committees wanting to post signs could have them laminated so that they were somewhat weatherproof. Several community members have been actively looking for a nice piece of furniture for a media center to hold all of the components accompanying the TV. There was a very nice one at Costco for \$499 and several at Ikea for less. The Social Club voted to spend up to \$250 for this item while under the impression that half would come from the general fund. However, that may not occur and we have

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not yet made the purchase. The social Club voted to give \$1000 to the Pool Committee to help with renovations to the dressing rooms. We will also be helping to organize and put on a pool party when the pool reopens. We bought 12 burgundy tablecloths for use at social functions. These are cloth coverings that will need to be washed after each event, but may hold up better and show fewer stains than the white plastic cloths. We are on the lookout for members of a nominating committee as well as any residents who would like to serve on the Social Club Board. Elections are in June. The no-host Super Bowl Party was very successful. About 20 people attended. Upcoming Events: Saturday, February 21 - Potluck dinner, Saturday, March 14 - St. Patrick's Day dinner - Music by Cliff Self and the Trilobites (If you haven't heard them, they are outstanding!) Saturday, April 18 - Newcomer dinner (all new residents are free-of-charge) Monday, April 27 - Social Club meeting and tea

Manager's Report: George Castaneda

- a) This week the pool building repair work was completed by ABACUS NW and we all feel that they did a fine job.
- b) Master Pools has been contacted and they came in today to look at the pool. They will start work next week.
- c) Well # 5 is up and running and the only thing left to do is as soon as we get the water test results is to send copies of the tests to the Dept of Health for their files and to authorize Cape George to increase our water connections to 640.
- d) Donnie is removing the pipes from Tank 2 on Ridge and clearing the area. Once that is completed the Environmental Committee will be beautifying the area by planting flowers and shrubs.
- e) The fencing around the Tank Farm will be completed next week. Some time in the near future I would like to schedule a tour of the tank farm for the membership to see all of the improvements.
- f) Monday is a Holiday, Presidents day and the office will be closed.
- g) Our auditor, Jay Vandal, will be here at the end of the month to do the annual audit.

Member Participation: None

Discussion Information Items:

New Business Action Items:

Motion 1: Tom Ramsey moved, Dick Poole seconded to approve the rule change which changes parts 3D, 3E and 16E of the Marina Rules and

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Regulations regarding sub-leasing of Marina slips. Further, the annual Marina Registration Form should add a small block requesting that: "Are you willing to sublease for part of the year?". Passed 5/0

Motion 2: Thad Bickling moved, Robin Scherting seconded to approve an increase in administrative charges to owners of rental properties from the current \$25.00 to \$75.00. Passed 5/0

Motion 3: Thad Bickling moved, Tom Ramsey seconded to approve the rule change with changes affecting Form PP04-b # 3 changing the cost from \$35.00 to \$5.00. Passed 5/0

Motion 4: Tom Ramsey moved, Thad Bickling seconded to approve the proposal submitted by Smith & Jones, for the installation of two heat pumps, amount not to exceed \$16,000.00. Project costs will be paid for by budgeted funds from the Operating Budget, Passed 5/0

Motion 5: Thad Bickling moved, Robin Scherting seconded to approve the contract proposal from NTI, not to exceed \$6,000.00, for the completion of the Small Water System Management Plan Update with funds coming from Water Reserves. Passed 5/0

Motion 6: Robin Scherting moved, Leanne Ryan seconded to approve the contract proposal from Pro-link Fence for fencing around the CG Water Plant in the amount of \$5,077.46 with funds coming from Water Reserves. Passed 5/0

Motion 7: Robin Scherting moved, Tom Ramsey seconded to approve the Work Order Change #8 from Abacus Northwest Construction for replacing the showers in the pool dressing room, not to exceed \$7,300.00, with funds coming from Donations from the Pool Memorial Funds and General Reserves Passed 5/0

Motion 8: Dick Poole moved, Thad Bickling seconded to approve the progress payment to Abacus NW for work completed on the Pool Building in the amount of \$10,000.00 with funds coming from General Reserves. Passed 5/0

Motion 9: Leanne Ryan moved, Thad Bickling seconded to approve payment to Gresham Well Drilling in the amount of \$8,919.30 for work completed on Well # 5 with funds coming from Water Reserves. Passed 5/0

Motion 10: Robin Scherting moved, Leanne Ryan seconded to approve partial payment to Pro-link Fence in the amount of \$2,500.00 for materials acquisition with funds coming from Water Reserves. Passed 5/0

Motion 11: Robin Scherting moved, Tom Ramsey seconded to approve an advance payment to Abacus NW in the amount of \$5,000.00 for work to be done on the pool showers with funds coming from General Operations Reserves. Passed 5/0

Motion 12: Dick Poole moved, Leanne Ryan seconded to approve payment to Terry Steben in the amount of \$1,000.00 for his work as Project Manager of the pool building project with funds coming from

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General Operations Reserves. Passed 5/0

Motion 13: Dick Poole moved, Robin Scherting seconded to approve the resolution to transfer \$10,000.00 from General Reserve Fund to CGCC Operations Account. (Abacus Northwest Const.) Passed 5/0

Motion 14: Leanne Ryan moved, Dick Poole seconded to approve the resolution to transfer \$8,919.30 from Water Reserve Funds to CGCC Operations Account. (Gresham Well Drilling) Passed 5/0

Motion 15: Robin Scherting moved, Thad Bickling seconded to approve the resolution to transfer \$2,500.00 from Water Reserve Funds to CGCC Operations Account. (Pro-link Fence) Passed 5/0

Motion 16: Robin Scherting moved, Tom Ramsey seconded to approve the resolution to transfer \$5,000.00 from General Reserve Funds to CGCC Operations Account. (Abacus Northwest Const.) Passed 5/0

Motion 17: Dick Poole moved, Thad Bickling seconded to approve the resolution to transfer \$1,000.00 from General Reserve Funds to CGCC Operations Account. (Terry Steben) Passed 5/0

Announcements:

March 10, 2009 Study Session at 2:00

March 12, 2009, Regular Board Meeting at 7:00 pm

Adjournment: Thad Bickling moved, Dick Poole seconded to adjourn the Regular Board Meeting at 8:40 pm. Passed 5/0

Submitted by:

Approved by:

Gary Nelson, Secretary

William A. Stull, President

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President Bill Stull called the meeting to order at 7:00 PM.

In Attendance: Bill Stull, Robin Scherting, Leanne Ryan, Dick Poole, Tom Ramsey, Thad Bickling

President Bill Stull announced the resignation of Gary Nelson as Secretary of the Board of Trustees and the need to fill this position.

Motion 1: Tom Ramsey moved, Robyn Scherting seconded to have Richard Poole replace Gary Nelson as Board Secretary. Passed 5/0

Action on Minutes: Tom Ramsey moved, Leanne Ryan seconded to approve the minutes of the Regular Board Meeting of February 12, 2009. Passed 5/0

Membership Report: Robin Scherting

No New Members

Treasurer's Report: Tom Ramsey

As of February 28, 2009, the Checking Account total was \$63,343.35. There are a total of 3 CD Accounts totaling \$311,606.43, and 2 Money Market Accounts totaling \$180,080.82 for a total of \$555,030.60 in cash and investments. Memorial and Fund Raising Investment Account total is \$9,292.57. Accounts Receivables totaled \$7,127.32

Committee Reports: Building: Three Earthworks Permits and two Building Permits were issued. **Emergency Preparedness:** We have added one more Block Captain in the Colony North area. All of the residents in the Colony North and Colony South Area that have had no Block Captains have been called and had their telephone trees updated. They will receive updated phone trees as well as HELP/OK signs. The new block captain on Vancouver Drive will introduce herself and pass these out to her neighbors. Only part of one street remains without a Block Captain. Other areas in the Colony North and Colony South will be contacted through their Block Captains to update the phone trees, ascertain how many HELP/OK signs are needed and if the neighbors would like to have a File of Life. The Education Committee of the Emergency Preparedness Committee has been given the names of residents with children. They will proceed to develop a program to help parents educate their children on how to handle emergency situations. The Medical Committee is acquiring the File of Life from the Jefferson County Fire Department. Block Captains in the Village and Highlands contacted their neighbors to see how many would like to participate in this program. The Colony North and Colony South will be asked in the next week. We will also have these available at various Cape George functions for people to get. We will be meeting with the new Jefferson County Fire Chief later this month to discuss how we can work together in emergency situations. In April we will participate in a county wide emergency drill. **Environmental:** We are very busy with projects and programs. Kevin McFarland speaks on March 26th about vegetation and shore bluff stability. On March 28th, we're holding a pancake breakfast

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followed by a mini Cape George garden tour (hopefully, no snow). We have work projects scheduled at the Clubhouse from 10-2PM on both April 1st and April 15th. We always can use volunteers and we'll be having pizza for our lunch break. We'll have a planning meeting for the Village planting project in May. The Coleman loop situation was deemed lower priority, with a possible solution being an ad hoc group taking on a planning/planting project supported by the Environmental Committee.

Pool: Update on status of repairs to Community Building and refurbishing of pool: Bill Stull stated that Master Pools has indicated that they are on schedule for completion by April 1, 2009. Abacus is nearing completion of work on the dressing rooms. Bruce Candioto will contact Master Pools re: lane markers on the bottom of the pool. Jim Fling said that the new wall board in the pool is all backed by a vapor barrier that appears to be competently installed. He will continue to involve himself with the evaluation of our existing air to air heat exchanger. Funds, fundraising: Leanne Ryan will follow up on the status of the \$1,000 promised to us by the Social Committee. This committee will take up the issue of the transfer of money from the Pool and Pool Memorial accounts to the General Reserves. Jim Fling presented a proposal for a fund raising effort involving the sale of Cape George branded sweatshirts, hats, mugs, etc. A motion was passed to provide him the minimum \$668.10 startup costs from Pool and Pool Memorial accounts to get this project underway. A motion was made and passed to have the Pool Committee be the official sponsor of Granny's Attic this year. The meeting was adjourned. Our next meeting will be on Monday, April 6, 2009 at 2:30 pm. **Social Club:** The Social Club sponsored St Patrick's Dinner is nearly sold out, with 70 people attending. On April 18, we will host the annual Newcomer's Dinner. Chairpersons of all of the committees and the interest groups, (ie fabric arts group) will be asked to speak for about five minutes regarding committee activities. All residents who have moved into Cape George in the last six months will be invited to the Italian dinner free of charge and will be introduced to the community. Assuming that the pool is completed in April, we will be helping the pool committee plan put on a pool re-opening party. At the January Social Club meeting, the membership voted to give \$1,000 toward the completion of the dressing rooms. The next Social Club meeting will be a tea held on April 27 at 1:00 p.m.

Manager's Report: George Castaneda

- a. As a result of the Well 5 Reconstruction and Reactivation, the tests reports and our water rights capacity Cape George Colony Club has been approved from 515 to 640 water connections by the Dept of Health. We have been working on getting these connections for some time now so this is very good news.
- b. Work on the pools continues and Master Pools is on schedule. They will be plastering the pools next week or as soon as the cement poured around the skimmers cures.
- c. We had a delay completing the work in the pool shower room

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because the wrong shower stalls were delivered and had to be returned. I expect the bathrooms to be completed by the end of next week including non skid cement paint for the floors.

- d. Bill and I met with Fire Chief Chuck Tandy. He is a fine gentleman and eager to work with the Cape George Emergency Preparedness Committee and the First Responders Group and meetings will be scheduled. We talked about painting the Fire Station and decided that it does not have to be the traditional fire station colors and that the Fire Department would handle it. We do need to pick the colors.
- e. The area around Tank No# 2 in back of the Fire Station has been cleared and the wires and pipes hanging down from the tank have been removed. The Environmental Committee has offered to do some landscaping there. Please let the office know how we can help with this project.
- f. Donnie recently attended a two day course in Everett on the Installation, Testing, Operation and Repair of fire hydrants and received a Certificate of Completion. He and Greg Rae, our Water Manager, tested all 10 of our hydrants to ensure they were in working order

Member Participation:

Richard Konizeski addressed the Board with his concerns about the dogs in our community. His main concern is that the proximity of the dog park to the playground is too close and too open. The Board informed him that there is currently an ad-hoc committee looking into the issues concerning dog regulations. Thad Bickling was asked to follow up with him with regards to the findings and proposed actions of this ad-hoc committee.

Daryl Baker approached the Board with a request that privileges be reinstated on behalf of his house guest for use of the Fitness Room. While he has been informed by the Manager that his guest is no longer allowed to use the facilities even when accompanied by a Member. The Board President informed him that if he would like to appeal the Manager's decision, he can do so in writing to the Board for their consideration.

Jim Fling addressed the Board concerning speeding violators within the Club properties. He was informed that the Board is aware that there is an ongoing problem with speeders and that remedies have been considered.

New Business Action Items:

Motion 2: Leanne Ryan moved, Tom Ramsey seconded to approve the replacement of windows in the Clubhouse and Fitness Room at a cost of approximately \$1,509.00. Funds to come from General Reserves.

Passed 5/0

Motion 3: Robin Scherting moved, Leanne Ryan seconded to approve an advance payment to Smith & Jones in the amount of \$1,000.00 for heat

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pumps in the Pool area of the Community Building. Passed 5/0

Motion 4: Thad Bickling moved, Robin Scherting seconded to approve the final payment to Pro-link Fence in the amount of \$2,577.46 for completion of the fence at the Tank Farm. Passed 5/0

Motion 5: Tom Ramsey moved, Thad Bickling seconded to approve a progress payment to Master Pools in the amount of \$20,287.06 for work done on the Swimming Pool. Passed 5/0

Motion 6: Robin Scherting moved, Dick Poole seconded to approve a progress payment to Abacus NW in the amount of 16,069.80 for work done on the Community Building. Passed 5/0

Motion 7: Dick Poole moved, Tom Ramsey seconded to approve the payment in the amount of \$2,886.39 to Double D Electric for wiring done at the Tank Farm. Passed 5/0

Motion 8: Thad Bickling moved, Leanne Ryan seconded to approve the resolution to transfer \$2,577.46 from Water Reserve Fund to CGCC Operations Account. (Pro-link Fence) Passed 5/0

Motion 9: Tom Ramsey moved, Dick Poole seconded to approve the resolution to transfer \$20,287.06 from General Reserve Funds to CGCC Operations Account. (Master Pools) Passed 5/0

Motion 10: Robin Scherting moved, Dick Poole seconded to approve the resolution to transfer \$16,069.80 from General Reserve Funds to CGCC Operations Account. (Abacus NW) Passed 5/0

Motion 11: Dick Poole moved, Thad Bickling seconded to approve the resolution to transfer \$2,886.39 from Water Reserve Funds to CGCC Operations Account. (Double D Electric) Passed 5/0

Motion 18: Dick Poole moved, Leanne Ryan seconded to approve the new regulation CP00 – Card/FOB and Key Charges/Deposits. Passed 5/0

Motion 19: Thad Bickling moved, Robin Scherting seconded to approve the replacement regulation for current “Guest Policy.” Failed 2/3

Motion 20: Thad Bickling moved, Robin Scherting seconded to approve the replacement of the existing “Guest Policy”, CP20 with a new policy entitled “Access to Commonly Owned Club Facilities by Non-Members – Guests and Visiting Adult Family Members.” A copy of this proposed policy was included in each Board Member’s packet. The motion was amended (motion to amend made by Tom Ramsey and seconded by Dick Poole) to include under the Family Member portion, the specific wording of “with approved Visiting Adult Family Member Pass obtained in the Office.” The amendment passed 3/2. The complete motion passed 3/2.

Motion 21: Tom Ramsey moved, Dick Poole seconded to approve the changes made to regulation CP10 “Workshop Use”. Passed 5/0

Motion 22: Robin Scherting moved, Dick Poole seconded to approve the changes made to regulation CP09 “Bulletin Boards”. Passed 5/0

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Motion 23: Robin Scherting moved, Leanne Ryan seconded to approve the changes made to regulation CP02 "Use of the Clubhouse". Passed 5/0

Motion 24: Robin Scherting moved, Leanne Ryan seconded to approve the new Form CP02a "Clubhouse Statement of Responsibility". Passed 5/0

Motion 25: Robin Scherting moved, Thad Bickling seconded to have the office staff take over the advertising which appears in the monthly newsletter. Revenues generated from ads would be redirected to helping defer the cost of the monthly newsletter. Passed 5/0

New Business Discussion Items:

- a. Board thanks Trustee Thad Bickling for his efforts with the Ad Hoc Pet Committee and asks that he publish this committee's interim report in the next Newsletter. Furthermore, the Board asked Thad to draft any necessary changes to our rules and regulations dealing with this subject to be submitted to April Board meeting for consideration.
- b. Board also recommends that regulation CP-19, "Delegation of Authority to the Manager and Committees" be moved to the Finance section of our Rules and Regulations.
- c. Red fire/emergency sign regulation proposal referred to Building Committee for their consideration with the possibility of having these signs become part of our Building Regulations.

Announcements:

April 14, 2009 Study Session at 2:00

April 16, 2009, Regular Board Meeting at 7:00 pm

Adjournment: Tom Ramsey moved, Leanne Ryan seconded to adjourn the Regular Board Meeting at 9:10 pm. Passed 5/0

Submitted by:

Approved by:

Richard Poole, Secretary

William A. Stull, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
MARCH 21, 2009
9:00 AM
DRAFT

President Bill Stull called the meeting to order

In attendance: Bill Stull, Robin Scherting, Leanne Ryan, Thad Bickling and Dick Poole

Motion 1: Gary Nelson moved, Leanne Ryan seconded, to accept the proposal from Gresham Well Drilling for the replacement of the pump on well number #6 in the amount of \$12,475.28. Funds will come from Water Reserve Funds.

Discussion followed.

The motion passed 5/0

Bill Stull adjourned the meeting

Submitted by:

Approved by:

Richard Poole, Secretary

William A. Stull, President

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APRIL 16, 2009
7:00 PM

clothing articles were going well. He has sold all of the initial stock of hats. It was determined that we would transfer funds from the Pool Fund and/or the Pool Memorial Fund too General Reserves in an amount to be determined after consulting with Jeannie regarding the current balances of same. The committee decided to recommend to the Board that the pool be officially called the "Cape George Founders Memorial Pool" to honor our original members whose efforts gave us this fine facility. Jim has volunteered to make and erect a sign to this effect which would go in front of the power transformer by the entrance to the pool. The Committee also would like to have a grand reopening and dedication open house at the pool on Saturday May 16th from 10:00 am until noon. A drawing will be held at this time for an article of Cape George monogrammed clothing. The Committee feels, despite the generous offer of the Social Club to assist in providing refreshments, that this function would best be limited to just the drawing and a tour of the pool. Our next meeting will be held on Monday, May 4th at 2:30.

Manager's Report: George Castaneda

- a. The Swimming Pool opened to the membership on April 6, 2009, just a few days past the projected opening date of April 1st. A couple of things are still pending, the rails for both pools, and mats for the bathrooms. We had to get a new water heater. The old one fell apart after 19 years of use. Everyone seems to be very pleased with the pool and now we have to decide on a Grand Opening date.
- b. Donnie has pressure washed the Clubhouse from the entrance of the Exercise Room to the main entrance of the Clubhouse. As soon as weather permits we will be asking for volunteers to paint the building.
- c. I thought we were all caught up with our wells but on March 21st we lost the pump in Well # 6 due to a short across all three legs of power which caused the shaft in the water and the shaft in the motor to seize. This pump was installed in 1997 and should have lasted much longer. We will look into trying to salvage the pump to be used as a backup. The cost for the new pump, parts and labor, was \$12,476.28, and was installed by Gresham Well Drilling.
- d. The first vacant lot mowing by Hadlock Brush Hog for 2009 starts today. The fee is \$55.00 per mow, three times per year.
- e. A dog owner whose dogs are consistently running loose has been fined \$50.00 and the dogs were picked up by animal control.

Member Participation:

Bob Carter requested permission to have a beach fire for his family reunion in August. The Board said they would consider his request and address it at the next Board Meeting.

Richard Konizeski addressed the Board with specific accounts of dog attacks and the penalties.

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BOARD OF TRUSTEES MEETING
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New Business Action Items:

Motion 1: Dick Poole moved, Robin Scherting seconded to deny the variance requested by Conn & Nachun. Passed 5/0

Motion 2: Leanne Ryan moved, Tom Ramsey seconded to change the date of the Annual Meeting from July 18th until July 25th, 2009. Passed 5/0

Motion 3: Robin Scherting moved, Dick Poole seconded to approve the reaffirmation of CP Regulations (CP03, 05, 08a, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19). Passed 5/0

Motion 4: Thad Bickling moved, Tom Ramsey seconded to approve the change to the Violation and Fee schedule MEM05b and MIS04, item 24, "Violation of Livestock/Pet Rule" to \$50 for the first offense and \$100 for second and subsequent offenses. Passed 5/0

Motion 5: Thad Bickling moved, Dick Poole seconded to change the CG Regulation PP01 livestock and pets section 3 regarding off-leash usage to include "Owner must be within strict line-of-sight of the dog at all times". Passed 5/0

Motion 6: Tom Ramsey moved, Dick Poole seconded to approve the final payment to Master Pools in the amount of \$40,574.12. Passed 5/0

Motion 7: Robin Scherting moved, Thad Bickling seconded to approve the final payment to Abacus Northwest in the amount of \$8,829.49. Passed 5/0

Motion 8: Dick Poole moved, Thad Bickling seconded to approve the payment to Gresham Well Drilling in the amount of \$12,424.54 for the replacement of the pump in Well # 6. Passed 5/0

Motion 9: Tom Ramsey moved, Robin Scherting seconded to approve the payment, up to \$1,800.00 to Groves for window replacements in the Community Building. Passed 5/0

Motion 10: Thad Bickling moved, Tom Ramsey seconded to approve the payment to Northwest Territories, Inc. in the amount of \$1,035.00 for completion of the Small Water System Management Update. Passed 5/0

Motion 11: Thad Bickling moved, Robin Scherting seconded to approve the change to the wording of CG Regulation CP01 "Swimming Pool", section 5. Passed 5/0

Motion 12: Tom Ramsey moved, Leanne Ryan seconded to approve Charlie Boulay as the new Harbormaster. Passed 5/0

Motion 13: Leanne Ryan moved, Robin Scherting seconded to formally naming the CG Swimming Pool – The proposed name would be "Cape George Memorial Pool" Failed 0/5

Motion 14: Tom Ramsey moved, Dick Poole seconded to approve the resolution to transfer \$\$40,574.12 from General Reserve Fund to CGCC Operations Account. (Master Pools) Passed 5/0

Motion 15: Robin Scherting moved, Leanne Ryan seconded to approve the

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resolution to transfer \$8,829.49 from General Reserve Fund to CGCC Operations Account. (Abacus Northwest) Passed 5/0

Motion 16: Dick Poole moved, Thad Bickling seconded to approve the resolution to transfer \$12,424.54 from Water Reserve Fund to CGCC Operations Account. (Gresham Well Drilling) Passed 5/0

Motion 17: Tom Ramsey moved, Robin Scherting seconded to approve the resolution to transfer \$1,719.36 from General Reserve Fund to CGCC Operations Account. (Groves Windows) Passed 5/0

Motion 18: Thad Bickling moved, Dick Poole seconded to approve the resolution to transfer \$1,035.00 from Water Reserve Fund to CGCC Operations Account. (NTI) Passed 5/0

Motion 19: Robin Scherting moved, Leanne Ryan seconded to support the Manager's decision regarding the "Bright Light Complaint." Passed 5/0

New Business Discussion Items:

- a. The Board discussed having a file available in the office, to Board Members only, containing all of the letters to members and complaints filed.
- b. The Board would like for the Manager to include a brief report on complaints in his Manager's Report.

Announcements:

May 12, 2009 Study Session at 2:00

May 14, 2009, Regular Board Meeting at 7:00 pm

Adjournment: Tom Ramsey moved, Leanne Ryan seconded to adjourn the Regular Board Meeting at 9:00 pm. Passed 5/0

Submitted by:

Approved by:

Richard Poole, Secretary

William A. Stull, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
MAY 14, 2009
7:00 PM

President Bill Stull called the meeting to order at 7:00 PM.

In Attendance: Bill Stull, Robin Scherting, Leanne Ryan, Dick Poole, Tom Ramsey, Thad Bickling

Action on Minutes: Dick Poole moved, Leanne Ryan seconded to approve the minutes of the Regular Board Meeting of April 16, 2009. Passed 5/0

Membership Report: Dick Poole

Hiadee Hampton, Kenneth & Margaret Riggs	241 Dennis Blvd
Dennis Parcher	370 Victoria Loop
Richard & Linda Damon Jr.	420 S. Palmer Drive

Treasurer's Report: Tom Ramsey

As of April 30, 2009, the Checking Account total was \$35,866.82. There are a total of 3 CD Accounts totaling \$316,561.54, and 2 Money Market Accounts totaling \$121,075.35 for a total of \$473,503.71 in cash and investments. Memorial and Fund Raising Investment Account total is \$5,967.55. Upon the advice of our CPA, these funds will soon be transferred back to the individual committees for their handling. **Income Statement Review:** All three accounts are better than budget for the 4 months ending April 30, 2009. General Operations is \$20,657 positive; Water Operations is \$8,162 positive; and Marina is \$5,941 positive. **Accounts Receivables** totaled \$4,924.02. Presently, there remain three delinquent accounts that are referred to our attorney, one of which represents a bankruptcy.

Committee Reports: Building: Four Tree Removal Permits, and One Earthworks Permit. was issued. **Emergency Preparedness:** This has been a busy month for the Emergency Preparedness Committee. In late April, we participated in the Jefferson County Emergency Management exercise. Our participation involved two of our HAM operators, Olivia and Jeff Gibbons, communicating with the County EOC. In addition, we tested activating the Block Captains in a tsunami type response and several of our 1st Responders tested our GMRS communications network. It was a worthwhile exercise. The Education Subcommittee, chaired by Sue McKay, sponsored a presentation by the East Jefferson Co Fire Chief, Chuck Tandy, on 'what to do until help arrives'. He also briefly demonstrated how to use the AED. We had a good size audience. The Chief is a good teacher. CPR and AED course will be offered in the early summer. The Education Subcommittee is planning a program for children and their parents on emergency preparedness to be given in the summer. Maria Porter has succeeded Diana Cowan as chair of the Special Needs subcommittee. She is forming a committee to help visit those with special needs to help them plan for emergencies and determine what kind of help they may need. They will distribute the File of Life packets supplied by the Fire department. Special appreciation to Diana for several years of service to Cape George residents. Mikel Stull and Helen Rector have continued to recruit new block captains and update the telephone trees to include all residents. Thanks to the nearly 75 volunteers that make up Cape George's Emergency Preparedness program. **Environmental:** Members of the Environmental Committee coordinated considerable work on Cedar Park and in front of the Clubhouse, with help from many volunteers. Planning has begun for

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BOARD OF TRUSTEES MEETING
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the Village entrance by the water tank. Our program on bugs was well-attended and we will end the year with our annual June beach walk. **Social Club:** The Social Club meet on April 27. There was a discussion and a vote taken to purchase permanent sign boards to be placed in the Colony and the Village to announce events. These are metal-weather-proof signs that will be placed in the ground near where we put the signboards currently in use. They lock and the key would be kept in the office and Jeannie would give out the key when members get their signs approved and stamped. Mary Hilfer is still investigating the mounting of the signs (on a metal post or on two posts, in cement.) The Cape George Manager has approved the installation of the signs. The cost of these signs will be between \$450.00 and \$650.00. It was discussed that the committee that had been formed to oversee the refurbishing of the Clubhouse would be reinstated to take care of issues of purchases and/or replacement of furniture and furnishings. A new committee will be formed which will include at least one new Board member. A discussion was held regarding the loss of newsletter advertising monies. These monies were reverted back to the Cape George office in order to help pay for the rental of the copy machine/toner/paper, etc. However, when the Social Club signed the Direct TV contract, it was due to having the advertising money with which to pay the bill. It was felt that since the Social Club would no longer have that income; it could no longer continue to pay the bill which is currently about \$75.00 per month. The Cape George Board reconsidered and the advertising money for this year will be returned to the Social Club and we will continue to pay the bill until the end of this year when Cape George will budget for the satellite connection and will take over the advertising money once again. Jack Salmon is constructing the new cabinet for the TV. He plans to have it done soon. The Social Club By-laws and Charter will be examined by current and new Board members who will decide if any changes should be made to the By-laws to have them coincide with the Charter. Robin Scherting announced that it was her intention to give up the chairmanship of the Memorial Committee. Jeannie Ramsey will take over that committee on July 1. There are four people who agreed to take over the Board positions at the June Social Club meeting. Mary Hilfer will be President, Carolyn Ramey Vice-President, Mary Maltby Secretary, and Jan Stone Treasurer. We are still looking for another Vice-President. Upcoming events include June 22, Social Club Meeting – July 4, Barbeque – July 26, Salmon BBQ. **Water:** The meeting was held at 5 pm in the upstairs conference room at the Office. The following attended: George Castaneda, Manager; Greg Rae, Water System Manager; Thad Bickling, Board Liaison; Larry Southwick, Chair; and Zane Wyll. **Well/Tank site work** – all work has been completed except the patching of the small leak in one water tank. The contractor hasn't been available in this area and there's no urgency, just a 'to-do'. **Well/Tank site map** – we have a proposal from NTI to map the site for \$3,700. After I put this on the agenda for discussion, Stewart Pugh contacted me and we discussed the potential for Stew to perform the mapping. I was a licensed surveyor for decades but no longer so I'm aware of the implications and work to be performed. Stew was a survey technician and has the knowledge and resources to be able to do the job, presuming the Committee and the Board agree. Stew would need the assistance of Donnie and use of the Cape George survey equipment in the shop. Stew's estimate is around \$1,500 in addition to Donnie's time. It's a two-day field job plus the time to do the office work and AutoCAD drafting. Larry would review Stew's work to assure it was done properly. George and Stew discussed the proposal and George would put Stew on the payroll as a temporary part-time employee in order to cover any liability issues. The Committee agreed to have Stew do the work as proposed.

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Water System Plan status – Greg has been in touch with NTI and has an outline of the work and data needs. Ed had done most of the work on the previous Plan and can still be involved as much as he's able. Greg will assemble the initial information and provide it to NTI. Larry asked that Greg and George schedule a meeting with NTI at their convenience and notify Ed and Larry to attend. Most of the work is updating the prior Plan and writing up the current information provided by Greg. In addition, we'll ask NTI to include a section for the short and long-term plan to replace the water piping system that we can discuss with the Board and ultimately decide on long-term financing. It could be some from increased rates, late-comer charges for new hookups and possibly future assessments requiring a vote of the membership. Much of the water system is 4" asbestos cement pipe that will someday have to be replaced. When we do that, we'll need to upsize the system to 6" and 8" pipe and add fire hydrants. That will add some cost but will also improve our fire protection resulting in better homeowner insurance rates. **Annual Report** – Larry will draft a Committee report and send it out for review but will be out of town on the day of the Membership Meeting. Larry will be out of town for the first week of June so **we should meet on June 8, same time and place. Please put this on your calendar.**

Manager's Report: George Castaneda

- a. I have nothing but good news to report. Absolutely nothing went wrong at the Tank Farm this month.
- b. We do have a proposal from Northwest Territories to do a Topographic Mapping of the Club's Water System Well and Reservoir Site (our tank Farm) for \$3700.00. One of our members, Stewart Pugh, has also submitted a proposal to do the job for \$1500.00. We are not required by any agency to have this mapping done but for our own benefit we should do it. Stewart does not have a Surveyor's License but is qualified to do the job and has the support of the Water Committee and myself and saves us \$2,200.00.
- c. Gary Rossow gave me a copy of an ad from APP Inc. of Tacoma selling propane for \$1.29 a gallon. I contacted our current provider, Ferrellgas, who is currently charging \$2.04 a gallon and they will match that price. It means a saving of .75 cents a gallon or \$375.00 for every 500 gallons.
- d. The two heat pumps from Smith and Jones were delivered today. Once installed and operational that will cut our propane costs considerably. We budgeted \$21,000. For the pumps but we are paying \$15,397.00 so we are saving \$5603.00.
- e. We had three dog complaints: one member has been charged \$75.00 and the other is denying that a violation has occurred and one has been giving a warning.

Member Participation: None

New Business Action Items:

Motion 1: Thad Bickling moved, Tom Ramsey seconded to name the swimming pool the "Cape George Community Pool. Passed 3/2

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Motion 2: Robin Scherting moved, Leanne Ryan seconded to approve two changes to the By-laws Building Regulations dealing with “Driveway Aprons” and “Fire Signs”. These changes will be submitted to the membership for approval in October 2009. Passed 5/0

Motion 3: Leanne Ryan moved, Robin Scherting seconded to approve the request by member Bob Carter to have a beach fire, with conditions. Passed 5/0

Motion 4: Leanne Ryan moved, Tom Ramsey seconded to approve the changes to regulations PP01, PP03, (including Form PP03), PP03a, PP04, including Form PP04a and PP04b), PP05, and PP06. Passed 5/0

Motion 5: Leanne Ryan moved, Thad Bickling seconded to reaffirm regulations PP02, PP07, and PP09. Passed 5/0

Motion 6: Dick Poole moved, Robin Scherting seconded to approve changes to Personnel Policies and Employment Guidelines including EMP001, EMP002a, EMP002b, EMP002c, EMP002d, and EMP004. Passed 5/0

Motion 7: Robin Scherting moved, Leanne Ryan seconded to approve the new Traffic Regulation (CP19). Passed 5/0

Motion 8: Tom Ramsey moved, Thad Bickling seconded to postpone the implementation of the plan for the responsibility for newsletter advertising by the CG office staff until January 2010. Passed 5/0

Motion 9: Dick Poole moved, Thad Bickling seconded to approve a partial payment to NTI in the amount of \$180.00 towards their Small Water System Plan contract. Passed 5/0

Motion 10: Dick Poole moved, Tom Ramsey seconded to approve the resolution to transfer \$180.00 from Water Reserve Fund to the CGCC Operations Account. (Northwest Territories, Inc) Passed 5/0

Motion 11: Tom Ramsey moved, Dick Poole seconded to approve partial payment to Master Pools in the amount of \$20,287.06. Passed 5/0

Motion 12: Tom Ramsey moved, Robin Scherting seconded to approve the resolution to transfer \$20,287.06 from General Reserve Fund to the CGCC Operations Account. (Master Pools) Passed 5/0

New Business Discussion Items:

- a. The Board discussed dissolving the current fund raising check account and distributing the monies to the appropriate committees.
- b. Three of the current committees will be looking for new chairs. The Pool Committee, the Fitness Committee, and the Finance Committee. There was talk of possibly combining the Pool Committee and the Fitness committee into one committee.

Announcements:

June 9, 2009 Study Session at 2:00

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MAY 14, 2009
7:00 PM

June 11, Regular Board Meeting at 7:00 pm

Adjournment: Tom Ramsey moved, Thad Bickling seconded to adjourn the Regular Board Meeting at 8:15 pm. Passed 5/0

Submitted by:

Approved by:

Richard Poole, Secretary

William A. Stull, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
JUNE 11, 2009
7:00 PM

President Bill Stull called the meeting to order at 7:00 PM.

In Attendance: Bill Stull, Robin Scherting, Leanne Ryan, Dick Poole, Tom Ramsey, Thad Bickling, Gary Nelson

Action on Minutes: Robin Scherting moved, Thad Bickling seconded to approve the minutes of the Regular Board Meeting of May 14, 2009. Passed 6/0

Membership Report: Dick Poole

Bob & Dianna Denny

200 Dennis Blvd

Treasurer's Report: Tom Ramsey

As of May 31, 2009, the Checking Account total was \$59,154.27. There are a total of 3 CD Accounts totaling \$317,413.02, and 2 Money Market Accounts totaling \$121,075.35 for a total of \$497,642.64 in cash and investments. Memorial and Fund Raising Investment Account total is \$8,198.12. Upon the advice of our CPA, these funds have been transferred into a new checking account with a new tax ID number. **Income Statement Review:** All three accounts are better than budget for the 5 months ending May 31, 2009. General Operations is \$5,622.86 positive; Water Operations is \$6,211.30 positive; and Marina is \$9,828.03 positive. **Accounts Receivables** As of June 8, 2009, Accounts Receivables totaled \$14,253.90. This increase reflects the addition of the May 1, 2009 assessments. Presently, there are three delinquent accounts that are referred to our attorney, with the possibility of an additional four by the week's end.

Committee Reports: Building: Two Tree Removal Permits, One Earthworks Permit, and One Building permit were issued. **Finance:** Finance Committee met on May 15th to review financial reports, CD investments and Accounts Receivable through April; get an update on the audit; and discuss the Board's interest in changing the way fund-raising accounts are handled. The Committee also discussed which of the Financial Rules and Regulations required modification for the Board's consideration and provided general guidelines for Tom Ramsey and Georgette Semick to draft the revisions and circulate them for committee review. Linda Cooley resigned from the Committee and Georgette Semick announced that she would not continue as Chair. Names of possible qualified candidates for the Committee were discussed and members were urged to informally begin recruitment. On the draft 2008 audit, members of the Committee reviewed the draft audit and reconciled it with our books, conducting a conference call with the outside Auditor to address questions. The Manager has made the adjusted entries and provided the Auditor with the revisions. Until the final numbers are agreed upon, we cannot close the 2008 books and transfer the net income to reserve accounts. The insurance renewal was also received this month. Two members of the Committee met to review the package and submit questions to the broker. A meeting among the broker, our Manager, and two Committee members was held on June 8th after which recommendations were submitted to the Board for decisions and action. The renewal is due by June 19th. The good news is that this renewal will be for a three year period. **Social Club:** The June Social Club meeting will be held on Monday, June 22 at noon in the clubhouse. The salad potluck lunch is open to everyone in the community, followed by the business meeting and election of officers for 2009-10. The slate of nominees are: Mary Hilfer, President; Carolyn Ramey, vice president; Mary Maltby, secretary and Jan Stone, treasurer. Maryl Weir, current co-president will stay on the board in an advisory capacity. One agenda

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
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item will be approval of minor changes in the by-laws of the Social Club. We are hoping for a large turnout to discuss this item. Plans are in progress for the salmon barbecue on Sunday, July 26. We are looking for volunteers to help prepare food, serve and generally make the day go smoothly. Upcoming events: June 19 – Singles Club summer Solstice dance, June 22 – Social Club Board meeting, July 4 – Barbecue, July 26 – Salmon barbecue. **Water:** The meeting was held at 5 pm at the office. The following attended: George Castaneda, Manager; Greg Rae, Water System Manager; Larry Southwick, Chair; Ed Skowyra and Zane Wyll. **Water System Plan** – Greg has the outline of the work and data needs. Ed had done most of the work on the previous plan and wants to be involved as much as he's able. Greg will assemble the initial information and provide it to Ed and they'll both work with Bob Leach of NTI. We had planned with Bob to complete the draft in June but Ed won't be able to that soon so he'll call Bob and discuss the approach and schedule. **Well/Tank Site Map** - Stewart Pugh was not present so Larry will check on the Site Map status. George received a call from a member stating that it was against the law to have the map done by a non-licensed person. Ed also has that concern. Larry was a licensed surveyor for over 30 years and will oversee Stew's work, but we aren't doing anything that requires a licensed survey or map to be filed. Ed just wants to make sure that the data is compatible with NTI's system so they can integrate the map into their system. **GPS Coordinates** – Ed suggested that we plan to take and record GPS coordinates at every water system valve box for map and emergency location purposes. Ed also said that Evergreen Rural Water can provide emergency location services for leaking lines with their sonic equipment. Greg said that he also has that equipment but doesn't use it frequently. **Pending Water Right Application** – We had applied for additional water rights in 1993 and used to receive annual calls from DOE to see if we still wanted that application processed. Up through Zane's management, we had maintained it but haven't heard of it recently so we need to check on it. **Annual Report** – Larry will draft a Committee Report and send it out for review. He will be out of town on the day of the Membership Meeting on July 25th so we will need another Committee member to present the report. Next Meeting: Larry will be out of town for the first and second weeks of July so we should meet on July 15th, same time and place. Please put this on your calendar.

Manager's Report: George Castaneda

At the beginning of the year we had 6 Capital Projects budgeted for 2009.

- a. The first project was repairing the swimming pool at an estimated cost of \$104,000.00 and the actual cost was \$101,435.00. This project has been completed.
- b. The second project was to resurface the decking around the pool estimated cost was \$20,000.00. It was decided to just resurface the area around the skimmers only and the staff would paint the deck. The cost of the work around the skimmers was included as part of the pool repair project. This work has been completed.
- c. Project number three was to replace the pool showers & refurbish the dressing rooms at an estimated cost of \$20,000.00. The total cost of the project was \$13,722.66 and the work has been completed.
- d. The 4th project is to update our Water System Plan and is currently being done by

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NTI. This is expected to be completed in July 2009. The contracted cost is \$6,000.00.

- e. Project number 5 was to fix three windows in the Clubhouse and the exercise room and the front Clubhouse door by Groves at an estimated cost of \$6,000.00 and the actual cost was \$1,719.36. The work has been completed.
- f. Project number 6 was to fix a Tank No 4 leak at an estimated cost of \$5,000.00. This project was completed last month at a cost of \$677.50

The Total Improvement Budget:	\$161,000.00
Actual Expenditures:	<u>\$123,554.52</u>
Difference of	\$37,445.48

Four complaints have been submitted to the office and two appeals on dog fines have also been submitted.

Member Participation: Georgette Semick asked about the Board's awareness and involvement in the upcoming Shoreline Management Plan hearing. She was informed that the Board was very aware of the hearing and had already done some research and planned to have someone in attendance.

New Business Action Items:

Motion 1: Leanne Ryan moved, Dick Poole seconded to approve the Building Committee's recommendation to accept the changes to the "Outdoor Lighting" regulation. Passed 6/0

Motion 2: Dick Poole moved, Tom Ramsey seconded to approve the reaffirmation of EMP03 – "Indemnification of Employees and Agents". Passed 6/0

Motion 3: Thad Bickling moved, Leanne Ryan seconded to approve payment to Mt. Baker Silo in the amount of \$677.50 for work done on Water Tank #4. Passed 6/0

Motion 4: Thad Bickling moved, Tom Ramsey seconded to approve the resolution to transfer \$677.50 from Water Reserve Fund to the CGCC Operations Account. Passed 6/0

Motion 5: Leanne Ryan moved, Robin Scherting seconded to approve the resolution to transfer \$4,500.00 from the Club Donations/Contributions Account to the General Reserves Account. This money is from the Swimming Pool Committee as reimbursement for some of the pool expenditures. Passed 6/0

Motion 6: Robin Scherting moved, Thad Bickling seconded to approve Phyllis Ballough as Co-Chair (with Jack Scherting) for the Fitness Committee. Passed 6/0

Motion 7: Robin Scherting moved, Gary Nelson seconded to approve the request from the Social Club to install permanent sign boards on Cape George common property, near the mailboxes of the Colony and the Village. Passed 6/0

Motion 8: Tom Ramsey moved, Dick Poole seconded to approve the renewal of our present insurance policy to include: The basic policy; Directors & Officers coverage; and coverage for the two community owned vehicles. Also included in this motion is the addition of \$10 million umbrella liability policy and earthquake coverage. The annual

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JUNE 11, 2009
7:00 PM

premium is estimated at \$28,748.00 a \$5,000.00 increase from the previous premium period. Passed 4/2

New Business Discussion Items:

- a. Off-leash dog area (letter from a member): There was a letter submitted to the Board of Trustees concerning a situation which occurred in the picnic area. A few of the members who own dogs and were present during the above situation appeared before the Board to state their side of the story. The Board agreed that a letter should be sent to the member who wrote the original letter thanking her for her time and to assure her that her statements will be taken into consideration by the Dog Ad-Hoc Committee.
- b. The review of two appeals of fines from members will be considered at the July 2009 Board meeting. This will give the members of the Board time to better review the situations.

Announcements:

July 14, 2009 Study Session at 2:00

July 16, Regular Board Meeting at 7:00 pm

July 25, Annual Membership Meeting at 1:00 pm

Adjournment: Tom Ramsey moved, Thad Bickling seconded to adjourn the Regular Board Meeting at 8:45 pm. Passed 6/0

Submitted by:

Approved by:

Richard Poole, Secretary

William A. Stull, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
JULY 16, 2009
7:00 PM

President Bill Stull called the meeting to order at 7:05 PM.

In Attendance: Bill Stull, Leanne Ryan, Dick Poole, Tom Ramsey, Thad Bickling,

Action on Minutes: Tom Ramsey moved, Dick Poole seconded to approve the minutes of the Regular Board Meeting of June 11, 2009. Passed 4/0

Membership Report: Dick Poole

No New Members

Treasurer's Report: Tom Ramsey

As of June 30, 2009, the Checking Account total was \$9,996.05. There are a total of 3 CD Accounts totaling \$318,824.69, and 2 Money Market Accounts totaling \$125,796.20 for a total of \$454,616.94 in cash and investments. Memorial and Fund Raising Investment Account total is \$7,301.20. **Income Statement Review:** All three accounts are better than budget for the 6 months ending June 30, 2009. General Operations is \$10,800.00 positive; Water Operations is \$10,333.00 positive; and Marina is \$4,187.00 positive. **Accounts Receivables** As of June 8, 2009, Accounts Receivables totaled \$6,384.00. Collection efforts continue to have a positive effect, with accounts over 90 days past-due being referred to our attorney. Unfortunately, we had to charge off \$809.00 due to a bankruptcy, which we have no control over.

Committee Reports: Building: Two Tree Removal Permits, One Earthworks Permit, and One Building permit were issued. **Environmental:** This summer our main focus has been on developing a comprehensive maintenance plan for the common areas in Cape George. Our last program of the year was the Beach Walk in June and we also finished the landscaping at the Clubhouse. Some committee members continue to work on finishing off the landscaping project for the Cape George Village entrance by the water tank. **Emergency Preparedness:** Emergency Preparedness doesn't take a summer vacation. In fact, the Education Subcommittee, headed by Sue McKay, has been very busy. Twelve residents participated in the CPR/AED overview class taught by representatives of Fire District 1. Sue has scheduled a workshop for Cape George children in Mid-August. Fire Chief Tandy will be the instructor. Block Captains have identified at least 40 children living at Cape George. Fire prevention has been the primary emphasis for the summer. CG residents generally observed the restrictions and common sense with regard to fireworks on July 4. Block Captain chairs, Mikel Stull and Helen Rector, with assistance from Jeanne Wright, have continued to update the telephone trees. They have provided tremendous service to Cape George residents this year. **Roads:** The meeting was held at 2 pm at the Office. The following attended: George Castaneda, Manager; Donnie Weathersby, staff; Larry Southwick, Chair; Harry Hider, member; Ben Fellows, resident. George reported that the staff has just completed annual ditch maintenance, primarily weed-whacking and they look pretty good. Ben's concern, the reason for this meeting, is that many culverts are plugged at the entrance and/or exit and will not pass significant storm water flows which could cause overflows and subsequent damage to Cape George and private properties. Ben also said some of the catch basins in the ravine are totally covered with debris and should be uncovered. He's also concerned that the upper intake in the ravine could become plugged by debris. Harry said it used to be the maintenance practice to clean the culverts each fall. He and George talked about specific maintenance they had to do on Huckleberry, including bringing in a contractor to clean out some culverts but that was years ago. Ben was particularly concerned that we would have a lot of damage in the ravine like we did years ago if we don't do some preventive maintenance there. Harry said we also are facing a potential problem on East Vancouver Drive because the main drainage pipe that carries the primary flow is very deep under the roadway and has never been

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maintained. If it ever plugs up, that flow will come over the surface down the street and do a lot of damage. Years ago, Mac put a shallow drainage system in but that won't handle the amount of flow that would come if the main system is plugged. Donnie said he inspected all ditches and culverts last winter during the rain storms and all were functioning ok. The concern is for potential larger storms because we rarely experience real significant storms but should be prepared. We can't be prepared for disastrous events but all agreed that we should have at least reasonable maintenance for preventable damage. Harry emphasized that we need to inspect and clean all catch basins. George said we have enough staff including Donnie and the summer temporary help to get it done. And George agreed it would be reasonable to expect that the culverts would be cleared by the end of the year. **Water System Plan status** – Larry had spoken to Ed Skowrya by phone earlier today for a verbal report. Ed has been working with Greg Rae to write as much of the draft plan as possible given his time constraints (family and health considerations). It is mostly just "fill in the blanks" with Greg providing much of the information. Ed has also been in communication with Bob Leach of NTI and it is progressing as Ed had planned. He expects to have a draft completed by mid-August. Ed said it will be more than just a plan, it will be more useful as an operating manual. Ed expressed his appreciation for Greg's assistance and information. **Well/Tank Site Map status** – Stew showed us a copy of his current working map at a small scale which he can now plot on a full sized plan sheet. He has accurately located all above-ground features – buildings, tanks, fences and valves and shown them on the map. He has sketches from working with Donnie and Mac to show some of the underground piping layout. He also has a copy of the original NTI engineering plan to work with. He will show the piping on one drawing and the electrical wiring on another drawing. He will continue to work with Donnie, Mac and Greg to locate and verify the underground piping and wiring locations. He suggested we also mark all the valves in the field to be consistent with the NTI engineering plan numbering layout, e.g. 4A, 4B, etc. Stew emphasized that this is not a licensed survey drawing. It is for internal use only. It is only a drawing showing the physical plant within the water well/tank site. It does not represent any property boundaries nor show any bearings or distances to represent relationships to property lines. It also doesn't show any elevations because they are all shown on the NTI engineering plan. The drawing needs to be completed to coincide with the completion of the draft plan by Ed in mid-August. The maps and electronic files then need to be transmitted to the office and to NTI. **Water operations** – George reported that there have been no significant operational problems or projects since our last meeting. There was a water leak that was our responsibility that has been repaired. We have not had problems meeting summer watering demands so far. Meters are read monthly and the data is provided to Greg who enters it into a spreadsheet for tracking and analysis. There was some discussion about water conservation but no recommendations. Next meetings: Normal meetings are the first Tuesday of each month so **we should meet on August 4, at 5 pm at the office. Please put this on your calendar. (And George, you are always invited).** **Ad-Hoc Pet Discussion Committee:** At the June 11th regular Board meeting it was asked that this committee meet again to discuss further any possible options that would alleviate unwanted dog activity in the picnic area between the gazebo and the clubhouse. This was prompted in part by recent additional complaints. This committee's previous report to the Board in March has resulted in some changes being implemented, but not all. One of the committee's recommendations at that time was to provide some fencing (either permanent or removable) around the picnic area thereby eliminating the possibility of dogs entering this area unchecked. Unfortunately that recommendation met with financial and aesthetic roadblocks and has stalled for the moment. Given these financial and aesthetic impediments, our committee needed to look in a different direction during our meeting on June 25th. It was identified that most of the complaints received were occurring during the higher activity months for this area – namely Summer. There are very few, if any, outdoor activities taking place in this area during the Winter and therefore very few, if any complaints. This finding was very helpful

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and spurred us to work towards what we feel is a very good compromise. The compromise we recommended is to move that portion of the off-leash area (from the Clubhouse, north past the children's play area) and locate it in Memorial park for the months of May through September. The off-leash areas south of the clubhouse would remain unchanged. Here is a list of our reasons for choosing Memorial Park specifically: NO FINANCIAL HURDLES – The park is ready now with water available, ample parking is already in place, fences will not be required since it is sufficiently located away from traffic, signs regarding dog rules are already in place. NO AESTHETIC HURDLES – Fences will not be required since is sufficiently located away from traffic, wet or fragile areas of Memorial Park in Winter are dry and stable during the Summer. If the Board were to approve this recommendation, it would require a motion to amend the CG R & R document PP01 regarding pets. Wording changes would need to include Memorial Park as an off-leash area from May through September only. And, also adjust wording to make the area North of the clubhouse to be an on-leash area only from May through September. These changes could be set as a trial for one year or some length of the Board's choosing, if this would make some folks feel more comfortable. It is our hope that the Board, and indeed everyone concerned with the dog issues in our community, will recognize that a compromise is being recommended and that it has come about through a great deal of thought and discussion bolstered by both current and extensive historical information regarding Cape George and off-leash issues. We would request that everyone consider that we can't know how something will really work unless we try. The committee members were 5/1 in favor of this recommendation, with one member preferring the original fenced picnic area idea instead.

Manager's Report: George Castaneda

- a. Vacant lots have been mowed for the third time this year and the ditches throughout Cape George have been weed-whacked and the ravine trail cleared. Donnie and his crew have been cleaning and weeding Colman Park, they should be done this week and it is really looking good.
- b. Two weeks ago we had a couple of door to door salespeople in the Village and the Colony selling Kirby vacuum cleaners and had to be chased away two days in a row.
- c. As a result of a third accident at the entrance to the Colony, I will be looking into what can be done to make the entrance safer by working with Commissioner, David Sullivan and County Engineer, Marty Rinder, and Rick Montgomery. I am not sure what we will do but something will be done. I understand that there has been a study done of Cape George Road in the past and I will see about getting a copy.
- d. The heat pumps have been in place for two months now and have shown some positive results. In May 2008 propane cost was \$1,932.38 and in June of 2008 the cost was \$2,383.62. In May 2009 propane cost was \$1,185.43 and in June 2009 the cost was \$929.14 for a two month savings of \$2,201.43. Part of that difference (\$264.00) was a direct result of a lower charge of \$1.29 per gallon instead of \$2.04..
- e. Our Puget Sound Energy bill for May 2008 was \$425.17 and in June 2008 it was \$395.34. In May 2009 the cost was \$484.51 and for June 2009 it was \$487.64 for an increase of \$151.64 for a two month period.
- f. When Tate Jones of Tate & Smith installed our heat pumps, he suggested that we invest in a new pool pump, specifically the Intelli-Pro VS-3050 that would cut down on our energy

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costs. I have done some research on the pump and according to their ad, the typical energy savings is anywhere from 30 to 90 percent. Since the cost to operate the pool pump is not itemized on our electric bill it is difficult to determine just how much the actual savings would be. Our current pump is working fine but since it is nine years old and for that reason and the potential energy savings, I would recommend that we purchase the VS-3050 pump sometime in the future. There are not enough funds in our Equipment Budget to pay for this item this year, so the money would have to come from our reserves or be placed on next year's budget. The cost of the pump is \$1,300.00 and includes free shipping.

- g. We have purchased and installed a lock box that will hold keys to the Clubhouse, the Pool entrance, the Exercise Room, and the Marina Workshop to be used by the fire and police departments in emergency situations.
- h. This last weekend there was some vandalism at our pool: the flappers on the skimmers were removed, a thermometer was broken and a small section of the deck was broken. I don't understand this kind of malicious behavior but we can't allow this to continue. We know who used the pool last and they have been contacted. If we can identify the person or persons who did this, they will be fined and barred from the pool permanently. Also as a reminder, NO LARGE FLOATATION DEVICES are allowed in the pool.

Member Participation: None

New Business Action Items:

Motion 1: Tom Ramsey moved, Leanne Ryan seconded to approve the name change of the Social Club to the Social Committee and to approve Mary Hilfer as the new Chairperson of said committee. Passed 4/0.

Motion 2: Dick Poole moved, Leanne Ryan seconded to approve the Board resolution thanking both Robin Scherting and Gary Nelson for their service on the Board for the last two years. Passed 4/0

Motion 3: Leanne Ryan moved, Thad Bickling seconded to approve the request of the Marina Long Range Ad Hoc Committee for funding to conduct a study of the Marina pilings at a cost of \$1,600.00 with funds coming from the Marina Operating Funds. Passed 4/0

Motion 4: Tom Ramsey moved, Thad Bickling seconded to approve the Marina Committee's recommendation to charge a waiting fee of \$50.00 per year, refundable upon the award of a boat slip, if exercised with the 30 days of notification. This motion covers additional elements covered in the Marina Committee's recommendations which will be reflected in changes to the Marina Rules & Regulations. Passed 4/0

Motion 5: Tom Ramsey moved, Dick Poole seconded to approve Jim Pickrell for membership in the Finance Committee. Passed 4/0

Motion 6: Leanne Ryan moved, Tom Ramsey seconded to approve John Hanks as a member of the Cape George Building Committee. Passed 4/0

Motion 7: Thad Bickling moved, Tom Ramsey seconded to disapprove the appeal by member #1 for dog fines imposed. Passed 4/0

Motion 8: Thad Bickling moved, Leanne Ryan seconded to disapprove the appeal by member #2 for dog fines. Passed 4/0

Motion 9: Tom Ramsey moved, Thad Bickling seconded to approve the resolution to transfer

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\$1,237.50 from Water Reserves to the General Operating account for partial payment to N.T.I. for work on the Small Water System Plan. Passed 4/0

Motion 10: Tom Ramsey moved, Thad Bickling seconded to approve the resolution to make the year end transfers as follows: \$16,559.37 from General Operations Fund to General Operations Reserve Account, \$58,626.02 from Water Operations Fund to Water Reserve Account, \$8,737.65 from Marina Operations Fund to Marina Operations Reserve Account. Passed 4/0

Motion 11: Tom Ramsey moved, Dick Poole seconded to approve the following changes to the Finance Rules & Regulations. FIN01 – Manager’s Authority, Misc. clarifications. FIN02 – Budgets, Misc. clarifications and wording. FIN03 – Delinquent Accounts, to be combined with FIN04, still referred to as FIN03. FIN04 - combined into FIN03. FIN05 – Removed Emergency Reserve and Water Growth Reserve language since these accounts no longer exist. This will now be referred to as FIN04. CP20 – Community Property, moved to Finance section and deals with the Manager’s financial authority to conform to FIN01. This will now be referred to as FIN05. FIN06 – Check Signing, reaffirmation with no changes except signatures and date. FIN07 – Petty Cash Fund, reaffirmation with no changes except signatures and dates. Passed 4/0

Motion 12: Thad Bickling moved, Tom Ramsey seconded to approve the changes made to the Cape George Miscellaneous Rules and Regulations. Passed 4/0

Motion 13: Dick Poole moved, Tom Ramsey seconded to approve the payment of \$7,000.00 to Shearer Excavation for the completion of the Marina dredging with funds coming from the Marina Operating Account. Passed 4/0

Motion 14: Tom Ramsey moved, Leanne Ryan seconded to approve the resolution to transfer \$2,200 from the Club’s Donations/Contributions Account to the Cape George General Reserve Account (proceeds from Granny’s Attic). Passed 4/0

Motion 15: Tom Ramsey moved, Thad Bickling seconded to approve the Social Committee’s new charter. Passed 4/0

Motion 16: Dick Poole moved, Tom Ramsey seconded to approve Helen Rector and Jim Fling as co-chairs for the Pool Committee. Passed 4/0

New Business Discussion Items: None

Announcements:

August 11, 2009, Study Session at 2:00

August 13, Regular Board Meeting at 7:00 pm

Adjournment: Tom Ramsey moved, Dick Poole seconded to adjourn the Regular Board Meeting at 8:30 pm. Passed 4/0

Submitted by:

Approved by:

Richard Poole, Secretary

William A. Stull, President

CAPE GEORGE COLONY CLUB
ANNUAL MEMBERSHIP MEETING
July 25, 2009
DRAFT

1. **Call to order:** Bill Stull served as the host for this meeting. Meeting was called to order at 1:05 PM.
2. **In Attendance:** Board members in attendance included Bill Stull, Robin Scherting, Leanne Ryan, Thad Bickling Dick Poole, and Tom Ramsey. Approximately 30 members were in attendance.
3. **Action on Minutes:** Joyce Skoien moved, Kate Franco seconded, to approve the minutes from the last Membership Meeting. Passed by the Members
4. **Board President's Report:** Bill Stull gave the following report: It has been a pleasure for me to serve as CGCC Board President for this past year. The reports given today will reveal that we have made major progress during this past year. It would be redundant for me to go through all of the things that have been accomplished, but suffice it to say, it was a busy year for the Board. It may not be mentioned that the Board has taken the time this past year to review and revise all of the Rules & Regulations that govern our Association. We have also reviewed the various forms that are used in the implementation of our Rules & Regulations. In the near future all of the revised Rules & Regulations will be available to our membership. One other accomplishment that I am pleased to report is that our staff, including the Manager, maintenance Person, and Office Assistant are working exceptionally well together in providing quality service to our members. We have regained a sense of stability in the community and these individuals have been helpful in this process. The Board has also worked well together and has managed its activities in a systematic and businesslike manner. So, I would be remiss if I did not thank all of the Board members for their service to our community.
5. **Membership Report:** Richard Poole, Secretary, Provided both an oral and written report. The oral report was a summary of the written report which is available at the CGCC office. There were 36 new members which represent 25 properties.
6. **Treasurer's Report:** Tom Ramsey, Treasurer, provided both an oral and written report. The oral report was a summary of the written report which is available at the CGCC office.
7. **Manager's Report:** George Castaneda, Manager, provided both an oral and written report. The oral report was a summary of the written report which is available at the CGCC office.
8. **Water Manager's Report:** Greg Rae, Water Manager, provided both an oral and written report. The oral report was a summary of the written report which is available at the CGCC office.
9. **Committee Reports:**
Building: Don Lee Committee Chair, provided an oral and written report. The oral report provided a summary of the Committee's approvals for the year and identified the Committee's current membership, both of which are provided in the written report, available at the CGCC office, along with the month-by-month permit approvals.
Election: Joyce Skoien, Co-Chair reported the winners and the general results. 247 ballots were submitted, 1 ballot was not opened due to the member not being in good standing, 3 ballots were invalidated due to not having any signatures. As provided by the written report of Joyce Skoien, the Election Committee Chair, which is available at the CGCC office, the two candidates receiving the highest number of votes were elected to the Board of Trustees. Following is the candidates in order of the number of votes:

Kathryne Kent
Robin Scherting
Richard Hilfer
Michael Hinojos

CAPE GEORGE COLONY CLUB
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July 25, 2009

DRAFT

Bill Stull thanked the candidates for running and the Nominating and Election Committees for their efforts in this election.

Emergency Preparedness: An oral and written report was provided by Mikel Stull, Co-Chair. Below is a summary of the written report, available at the CGCC office.. The Emergency Preparedness Committee is composed of six integrated sub committees – Incident Management Team, First Responders, HAM Radio operators, Block Captains, Education sub-committee, and Special Needs Team.1) The EPC met once during this past year and the First Responders met twice and also held two field radio exercise.

Environmental: An oral and written report was provided by Karen Frank. Below is a summary of the written report which is available at the CGCC office. The Environmental Committee had an interesting and productive year with many projects and programs along with a pancake breakfast. We had a presentation by the Marine Science Center on ocean garbage as well as other presentations throughout the year. We continue to beautify Cape George by improving the Clubhouse, the parks and the Village entrance among other projects.

Finance: Both an oral and written report were provided by Georgette Semick, Committee Chair, below is a summary of the written report which is available at the CGCC office. The Finance Committee reviews financial statements monthly and advises the Manager of any concerns. We review the draft budget prepared by the Manager and Treasurer and make recommendations to the Board about the budget. The committee is also charged with updating the reserve schedules, reviewing and advising the Board regarding recommendations for changes in insurance coverage, and with the annual CPA audit. With management changes this year the committee has been active in helping to keep the financial records straight and to provide recommendations about investments to keep the financial health of the community strong.

Fitness: Robin Scherting for Jack Scherting, Committee Chair, provided an oral report that summarized the written report, available at the CGCC office. Facilities in our fitness room have become one of the most popular of our common Club amenities. It is regularly used for routine exercise as well as therapy. This year we replaced a window and added an electric heater. The equipment and space is adequate for the use. Phyllis Ballough has agreed to be the co-chairperson of the Fitness Committee.

Marina: Charlie Boulay, Harbormaster, provided a written report; an oral report was given by Jeannie Wright. The oral report included a summary of the written report which is available at the CGCC office. The Marina Committee continues to be busy with repairs and replacement of dock boxes, etc. Also community projects such as the new reader boards located in the Colony and the Village. Dredging has been completed.

Nominating: This year the Nominating Committee recruited four candidates to fill two Board positions. A great job was done by Bernie Del Valle.

Roads: An oral report was given by Ray Pierson for the Committee Chair, Larry Southwick, who provided a written report, which is available at the CGCC office. The oral report was a summary of the written report. The Committee worked with the Building Committee to make a recommendation to make an amendment to the Building and Property Regulations concerning Driveway Aprons. They also dealt with drainage issues and discussed culvert and catch basin maintenance.

Social Club: Both oral and written reports were provided by Jeannie Ramsey. The oral report provided excerpts from the written report, which is available at the CGCC office, and included the following, we hosted 13 events, held 4 meetings and coordinated purchases at Christmas for victims of domestic violence and their children. Donations to this program are made by residents and used for purchase of clothing, toys and gift certificates. The Social Club voted to change the name of the group to the Social Committee and made some changes to their by-laws. They continue to help other groups and committees as needed.

CAPE GEORGE COLONY CLUB
ANNUAL MEMBERSHIP MEETING

July 25, 2009

DRAFT

Swimming Pool: An oral and written report was provided by Bruce Candioto. Below is a summary of the written report which is available at the CGCC office. The Pool Committee is pleased to note that much progress has been achieved over the past year. Some of these achievements include repair of the community building, extensive refurbishment of the pool itself, and the installation of new heat pumps.

Water: The committee Chair, Larry Southwick, provided both an oral and a written report, which is available at the CGCC office. The oral report was a summary of the written report and included the following. This was a very busy year for problems to be solved and improvements to be made at the well and tank site. With the failure to drill a new well, a well which has been out of use for several years was rehabilitated and is now producing water. Current work is being done to update the Water System Plan.

10. **Adjournment:** Thad Bickling moved, Don Lee seconded, passed by Member's vote to adjourn at 2:25.

Richard Poole, Secretary

Bill Stull, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
JULY 25, 2009
2:45 PM
DRAFT

- 1) Welcome and Comments – Bill Stull.
- 2) In Attendance: Bill Stull, Robin Scherting, Leanne Ryan, Dick Poole, Kathyne Kent, Tom Ramsey, Thad Bickling
- 3) New Business Action Items – Election of Board Officers

Due to the fact that there were multiple candidates for each of the Board Officer positions, blind votes were taken to make the final decisions. The new Board Officers are as follows:

President, Robin Scherting

Vice President, William Stull

Treasurer, Tom Ramsey

Secretary, Richard Poole

- 4) Adjournment: Motion to adjourn was made by Kathyne Kent, seconded by Leanne Ryan. Motion passed 6/0 Meeting Adjourned at 3:45 PM

Submitted by:

Approved by:

Richard Poole, Secretary

Bill Stull, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
AUGUST 13, 2009
7:00 PM

President Robin Scherting called the meeting to order at 7:05 PM.

Robin thanked the members for attending and stated that one of the things she is concerned about is conservation. As President she is going to work on ways of conserving our revenues throughout the community.

In Attendance: Robin Scherting, Leanne Ryan, Dick Poole, Tom Ramsey, Thad Bickling,

Action on Minutes: Tom Ramsey moved, Leanne Ryan seconded to approve the minutes of the Regular Board Meeting of July 16, 2009. Passed 4/0

Membership Report: Dick Poole

David & Karla Kauzlarich 451 S. Palmer Drive

Lawrence Osterman & Julie Hotard 32 Dungeness Place

Treasurer's Report: Tom Ramsey

As of July 31, 2009, the Checking Account total was \$48,149.86. There are a total of 3 CD Accounts totaling \$318,824.69, and 1 Money Market Account totaling \$71,296.20 for a total of \$438,270.75 in cash and investments. Memorial and Fund Raising Investment Account total is \$7,301.20. **Income Statement Review:** General Operations is \$17,201.00 over budget; Water Operations is \$9,953.00 under budget, and Marina Operations is \$800.00 under budget.

Accounts Receivables As of July 31, 2009, Accounts Receivables totaled \$6,808.70, which is at the high side of normal due to outstanding balances from the mowing of vacant lots. Collections from these mowing efforts continue to trickle in.

Manager's Report: George Castaneda

At our last Board meeting I reported that as a result of the third accident at the entrance to Cape George Colony I would be working with the County Engineer, Monty Rinder, and his assistant, Rick Montgomery to see what could be done to make Cape George Road safer. I am pleased to say that the county has been very helpful and will be placing three new 35 MPH speed signs and upgrading that signs that are there now. A study that was done by their office showed that 85% of the people that drive that road obey the speed limit. I have a copy of the study at the office if anyone wishes to see it

We have placed new stop bars, dividers and new reflective stop signs in the Colony, the Village, and the Highlands and with the Board approval I hope to install a speed bump on Dennis Blvd. Because of numerous complaints, I have been visiting the Village more often and on several occasions I have seen several vehicles speeding on Dennis Blvd. To me it is a safety issue that needs to be addressed before someone is seriously injured or worse. Several Board members feel that more information is needed and Larry Southwick and I will be working on that. By the way the proper name is "Road Calming Speed Bumps".

A couple of weeks ago we had a problem at the pump station that delivers water to the Highlands. The pumps failed and the Highlands were without water from about 11:00 at night until around 5:30 the following morning. The problem was corrected within an hour after we were notified.

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BOARD OF TRUSTEES MEETING
AUGUST 13, 2009
7:00 PM

Starting next week we will be checking and clearing the culverts throughout the Club.

We now have two rope dividers at the pool for the lap swimmers, they were expensive and I hope they get a lot of use. They are located at the north end of the pool, in a locked box and Helen Rector has the combination. The new rail for the pool has been ordered.

We had three yard and two dog complaints this month.

I am happy to report that the potential lawsuit threat made by the attorney for the well drillers hired by Cape George to dig Well #6, which never happened, has been settled. They accepted our original settlement offer of \$5,596.00.

Committee Reports: Building: Two Tree Removal Permits, One Earthworks Permit, were issued. **Emergency Preparedness:** The Emergency Preparedness Committee, with the help of Paul Happel and George Castaneda purchased new first aid kits. They were installed by Donnie in the Marina above the sink, Swimming Pool in the display case as you enter, the Fitness Room by the light switch near the door, the Clubhouse under the AED by the entrance, and the office in the maintenance building. These will be checked periodically to see if they need to be restocked. We are also offering a Safe Kids class August 18 for children in Cape George over the age of ten. It will be in the Firehouse. **Marina:** The Marina committee received a \$300.00 donation from the Gull Researchers who work on Protection Island and have been launching out of our marina. **Swimming Pool:** Jim and I began our co-chairmanship in August, with one meeting. Out of that meeting came a to do list, which the committee is working through. One big item - Jim is doing some industry research relating to our budget request for 2010. It is the committee's opinion that a de-humidification upgrade needs to occur soon. Repair is not feasible and the current unit does not function to keep the air dry. A 2010 replacement with a new system is required in order to cut costs (5 to 10 years ROI) and, more importantly, to preserve the integrity of the building. Jim will share his findings on the budget request. The committee is also surveying the lap swimmers to find out usage patterns and get some feedback on use of the new ropes.

Member Participation: None

New Business Action Items:

Robin Scherting spoke about the survey that was in the August newsletter. She proposed to change the time of the Study Session back to 3:00 and the Regular Board Meeting to 4:00. There was some discussion by the Board members and a compromise was reached that the Study Session would be moved back to 3:00 PM and the Regular Board meeting will now be remain at 7:00 pm.

Robin also talked about the Special Board Meeting/Workshop that is being held on Wednesday, August 26th at 7:00 in the meeting room above the office. The Workshop Agenda will deal with Board Procedures and Responsibilities. This agenda can be found on line.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
AUGUST 13, 2009
7:00 PM

New Business Discussion Items:

The process for depositing and record keeping of monies for the fundraising account will stay as an office responsibility.

Announcements:

September 8, 2009, Study Session at 3:00

September 10, Regular Board Meeting at 7:00 pm

Adjournment: Dick Poole moved, Thad Bickling seconded to adjourn the Regular Board Meeting at 8:30 pm. Passed 4/0

Submitted by:

Approved by:

Richard Poole, Secretary

Robin Scherting, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
AUGUST 26, 2009

President Robin Scherting called the meeting to order at 7:00

In Attendance: Robin Scherting, Leanne Ryan, Dick Poole, Tom Ramsey, Thad Bickling, Kathryne Kent, Bill Stull

President's Comments about the purpose of the Special Meeting

President Robin Scherting turned the meeting over to Vice-President Bill Stull

Bill Stull reviewed the following:

- Information and accountability to and from the Board. How the manager keeps the Board informed.
- Concepts of a working Board
- Process for establishing study session board agendas
- Responsibilities of Board Officers and scope of responsibility and authority
- Guidelines for Executive Sessions
- Roberts Rules of Order
- Contact with attorney and privileged information
- Manager and staff evaluation process
- Dealing with disruptive behavior at meetings
- Board member participation by phone
- Dealing with community emergencies
- Board member input into the budget process
- Major projects and activities for the coming year
- Other Board procedural items
- Other topics or items

Adjournment: Leanne Ryan moved, Thad Bickling seconded to adjourn the Special Board Meeting at 9:00 pm. Passed 6/0

Submitted by:

Approved by:

Richard Poole, Secretary

Robin Scherting, President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
EXECUTIVE SESSION
SEPTEMBER 8, 2009

President Robin Scherting called the meeting to order at 5:15

In Attendance: Robin Scherting, Leanne Ryan, Dick Poole, Tom Ramsey, Thad Bickling, Kathyne Kent, Bill Stull

New Business Action Items:

Tom Ramsey moved, Kathyne Kent seconded to move into an Executive Session. Passed 6/0

Executive Session discussions are confidential

Thad Bickling moved, Kathyne Kent seconded to resume the Regular Special Board Meeting. Passed 6/0

Thad Bickling moved, Kathyne Kent seconded to realign the Manager's position to include the assignment of bookkeeping/accounting responsibilities to an outside agency. Such realignment will impact the Manager's job description and compensation package. Passed 6/0.

Adjournment: Bill Stull moved, Tom Ramsey seconded to adjourn the Special Board Meeting at 7:15 pm. Passed 6/0

Submitted by:

Approved by:

Richard Poole, Secretary

Robin Scherting, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
SEPTEMBER 10, 2009
7:00 PM

President Robin Scherting called the meeting to order at 7:00 PM.

Welcome & Comments – Robin Scherting, President

- Kitty Rucker has been selected to act as an official Parliamentarian for the Cape George Board Meetings
- Work on the Cape George Handbook is still ongoing with hopes of publication in the near future
- Robin stated that the Board of Trustees makes it a practice to represent all of the Cape George members equally. They will not allow their personal interests to interfere with the decisions of the Board as a whole.
- There will be a change in the dates for the October Study Session and the October Membership Meeting. Please see item F under New Business Action Items for details.

In Attendance: Robin Scherting, Leanne Ryan, Dick Poole, Tom Ramsey, Thad Bickling, Bill Stull, Kathryne Kent

Action on Minutes: Bill Stull Moved, Dick Poole seconded to approve the minutes of the Regular Board Meeting of August 13, 2009. Passed 6/0. Leanne Ryan moved, Thad Bickling seconded to approve the minutes of the Special Board Meeting/Workshop of August 26, 2009. Passed 6/0. Dick Poole moved, Leanne Ryan seconded to approve the minutes of the Executive Session of September 8, 2009. Passed 6/0.

Membership Report: Dick Poole

The Pointe Corp

81 Pine Drive

Treasurer's Report: Tom Ramsey

As of August 31, 2009, the Checking Account total was \$33,917.33. There are a total of 3 CD Accounts totaling \$319,712.31, and 1 Money Market Account totaling \$71,368.05 for a total of \$425,015.69 in cash and investments. Memorial and Fund Raising Investment Account total is \$7,301.20. **Accounts Receivables** As of August 31, 2009, Accounts Receivables totaled \$3,083.20, which is extremely low.

Manager's Report: George Castaneda

- We have started clearing culverts last week and our intent is to have them all cleared before the end of the year .I have started putting the 2010 Budget together and the Finance Committee is deeply involved on this project. We intend to provide more information on the less obvious expenditure line items. All of the committees have submitted their list of their needs for the 2010 Budget.
- A member received a minor shock when getting out of the pool using the new hand rail. Double D Electric was called and performed a study of our pool wiring . I expect a report of their findings early next week. Please let the office know if this should happen to you.

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Committee Reports: Building: One Tree Removal Permit, and Two Earthworks Permits, were issued. **Fitness Room:** As the head of the current Fitness Room Committee, I have asked three members of our community to join the Committee. They have graciously accepted. We will hold our first meeting in the fitness room on Sept. 17th at 3:30 pm. We will discuss a fund raising event to replace some of the equipment and/or duplication of our currently much used machines. The part is ordered for the Nautilus Elliptical and should be here shortly. Jack Scherting is in charge of maintenance and is assisted by Don Rodgers and Ron Niccoli. Please call and notify the office of any breakage in our room. It will speed up the repair process. I wish to thank Jack Scherting for his willingness to serve as the Chairman of this Committee for the past two years. Our Board liaison is, Leanne Ryan. We are glad to have her as our intermediary. **Social Committee:** The Social Committee's quarterly meeting will be held on Monday, September 21, at 10 a.m. as a potluck breakfast meeting. We hope to have good attendance since we will be reviewing and planning for our events and activities calendar for 2010. Oktoberfest will be held on October 17 at 6 p.m. More information will be in the October newsletter. **Swimming Pool:** Jim and I began our co-chairmanship in August, with one meeting. Out of that meeting came a to do list, which the committee is working through. One big item. Jim is doing some industry research relating to our budget request for 2010. It is the committee's opinion that a de-humidification upgrade needs to occur soon. Repair is not feasible and the current unit does not function to keep the air dry. A 2010 replacement with a new system is required in order to cut costs (5 to 10 years ROI) and, more importantly, to preserve the integrity of the building. Jim will share his findings on the budget request. The committee is also surveying the lap swimmers to find out usage patterns and get some feedback on use of the new ropes. **Water:** The meeting was held at 5 pm at the Office. The following attended: George Castaneda, Manager; Larry Southwick, Chair; Greg Rae, Water System Manager; Ed Skowyra and Stewart Pugh. **Water System Plan status** – Ed has most of the draft completed and requested copies of our Service Area Map and a better copy of the Water System Inventory report that's on file with Dept of Health (he had a fax copy and wants an original for the Plan). He needs to plug in the estimated growth rate. The consensus of the Committee was 5 new connections per year for purposes of this Plan. The WSP also requires a 6 year Capital Improvements Plan and Ed suggested 3 items. Annual budget of \$2,000 for additional division valves to better isolate system shut downs when needed; \$30,000 for replacement of Well 5 because of its limited production rate, and an engineering study to develop a specific water system replacement plan for the AC pipe. Discussion followed about use of current and growing reserve funds for beginning replacement of the AC pipe. Ed's point was that prior policy has been to fund all system upgrades such as the AC replacement with general assessment funds instead of water use fees or current reserves. That is because all properties benefit from the system upgrades, not just the current users that pay use fees and therefore contribute to the reserves. The previous support for water system assessments has been good when we have had the need, and make a good proposal to the community. We could also obtain low interest loans from a couple different sources that would allow the assessments to be paid over several years instead of having to be all collected in one year. The conclusion was that it should all be addressed in the proposed engineering study for water system replacement of the AC pipe and the subsequent discussions and policy decisions. Ed reported that Bob Leach, our primary consultant on this Plan, recently had open heart surgery and is still recuperating. Ed will keep in touch with NTI and Bob's wife to see when Bob may be able to get back to work. It's not cost effective to get another engineer at NTI involved if Bob is going to be available in a reasonable time frame. We can't complete the Plan until Bob Leach and NTI can finish their part. **Well/Tank Site Map status** – Stew showed us copies of his essentially completed map on a small scale which he can plot on full sized plan sheets. He also provided a detailed system schematic showing how all of the piping and valves are configured. He gave a copy to all and Greg will take his copy for a more thorough site check. The drawings need to be

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BOARD OF TRUSTEES MEETING
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completed to coincide with the completion of the draft Plan. The maps and electronic files then need to be transmitted to the office and to NTI. **Water budget** – the only additional item that we discussed in addition to the \$2,000 per year for additional division valves discussed above was to somehow provide better storage of chlorine and directly related how to protect the electrical and mechanical equipment from corrosion caused by exposure to the chlorine. It was decided that some interior modifications to the building (add a ceiling, insulation and some caulking) could be made under normal operating budget expenditures but that we should add a budget item for addition of a small room to enclose and secure the chlorine storage. An estimate of \$5,000 was suggested. The rest of the budget is included in the normal operating budget which George will submit. **Next meetings.** Normal meetings are the first Tuesday of each month. I am leaving on vacation on October 7 and would not want to meet the night before so, **with your permission, I'd like to schedule the next meeting for Thursday, October 1 at 5 pm at the office. Please let me know if that's not going to work for you.**

New Business Information Items:

- A. Don Lee will take antenna information back to Building Committee for further discussion and possible Action Item for Board consideration at October Board Meeting and inclusion on Budget Ballot
- B. Gary Rossow will take proposal for pool equipment back to the Pool Committee for possible funding, and bring it back to the Board for consideration. The Board gave permission to leave the lane marker on the west side of the pool up for a month. They will address this issue again at the October meeting.
- C. Leanne Ryan, Tom Ramsey and Bill Stull will meet to discuss changes in clubhouse rental fees and possible rental rule changes and bring back to the Board for further discussion and possible action to the recommendations.
- D. Robin Scherting asked the Board to look over Major Projects and/or Activities List and each to come back with one or two of these they would be interested in working on.
- E. Carolyn Salmon gave each Board member a copy of an outline of Emergency Planning Committee Functions

New Business Discussion Items:

Tom Ramsey discussed the Budget process explaining how the individual committees are required to submit a proposed budget for the following year to the Manager and Board. These proposals are then reviewed, discussed and decided on. At this time, the Manager has received all except for one of these budget proposals.

New Business Action Items:

Motion 1: Leanne Ryan moved, Thad Bickling seconded to instruct the Manager, working with the Swimming Pool Committee Chair, Jim Fling, to develop a proposal for a fresh air supplemental circulation system for the swimming pool. This proposal is to be completed by the October Study Session and should include specifications, costs, and possible vendors. Passed 5/1

Motion 2: Bill Stull moved, Thad Bickling seconded to approve a Community Survey, to be included in the 2010 budget ballot mail-out package, on possible changes to the CGCC Rules & Regulations (PP01) dealing with areas that are designated as off leash areas for dogs; and, furthermore to approve the wording of this survey as presented at the September Board meeting. (Available in the Cape George office). Passed 5/1

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Motion 3: Kathyne Kent moved, Bill Stull seconded to allow the Manager to place two trial speed bumps and two signs on Dennis Blvd with the recommendations of the Roads Committee to be considered when deciding on placement and type of speed bumps to be used. Passed 5/1

Motion 4: Bill Stull moved, Tom Ramsey seconded to postpone any decisions on the type of speed bumps to be used until receiving the recommendations from the Roads Committee at the October Board Meeting. Passed 4/2

Motion 5: Tom Ramsey moved, Thad Bickling seconded to approve the resolution to transfer \$5,596.00 from Water Reserve Funds to CGCC Investment Account as final payment to Hancock & Slater Well drillers. Passed 6/0

Motion 6: Bill Stull moved, Dick Poole seconded to change the date of the October Study Session from Tuesday October 13th to Monday October 12th in the Firehouse. Passed 6/0

Motion 7: Bill Stull moved, Thad Bickling seconded to change the date of the October Special Budget Board Meeting from Thursday October 22nd to Tuesday October 20th. Passed 6/0

Member Participation: None

Open Board Discussion:

The Board discussed whether or not members should be allowed access to letters written by other members stating their opinions on community issues. It was decided that the attorney should be consulted.

Announcements:

October 12, 2009, Study Session at 3:00 - Firehouse

October 14 2009, Regular Board Meeting at 7:00 pm

October 20, 2009, Special Budget Board Meeting at 3:00

Adjournment: Dick Poole moved, Leanne Ryan seconded to adjourn the Regular Board Meeting at 9:00 pm. Passed 6/0

Submitted by:

Approved by:

Richard Poole, Secretary

Robin Scherting, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
OCTOBER 15, 2009
7:00 PM

Vice President Bill Stull called the meeting to order at 7:05 PM.

Welcome & Comments – Bill Stull, Vice President

In Attendance: Dick Poole, Thad Bickling, Bill Stull, Kathryne Kent

Action on Minutes: Thad Bickling Moved, Dick Poole seconded to approve the minutes of the Regular Board Meeting of September 10, 2009. Passed 3/0.

Membership Report: Dick Poole

Robert & Linda Frenette 530 Saddle Drive

Susan Hall 131 Huckleberry Place

Treasurer's Report: George Castaneda

As of September, 2009, the Checking Account total was \$50,959.93. There are a total of 3 CD Accounts totaling \$321,152.02, and 1 Money Market Account totaling \$78,161.83 for a total of \$450,273.78 in cash and investments. **Accounts Receivables** As of September, 2009, Accounts Receivables totaled \$23,303.44, this increase is due to the applying of assessments on September 1st.

Manager's Report: George Castaneda

- We are still working on clearing the culverts, it is a slow process but the work will be completed before winter sets in.
- Jim Fling has been working on getting proposals for the dehumidification system for the pool. He has received one proposal and is working on getting one more. We are also talking to Seacoast, who installed the system we have now. In the meantime we have rented a portable dehumidifier and it does seem to be having an affect on the humidity at the pool which this morning read 64 degrees and the room temperature right at 84 and the windows on the west side are mostly clear and dry.
- Work does continue on maintaining the grounds and within the next two weeks we will be doing some major work beautifying that area in back of the fire station on Ridge Dr.
- The gazebo at the picnic area has been painted, a cement pad poured outside the club's kitchen exit and a dumpster installed and the garbage cans removed.
- The two rotten sections of the Western Red Cedar located by the office have been removed and the canopy trimmed to distribute the weight. Dave's Tree Service assures me that the tree will now last for many years to come. We were concerned that it might have to be taken down.
- Donnie has repaired the sprinkler system at Colman Park. I am told that it had not been used in three years, but it is working now.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
OCTOBER 15, 2009
7:00 PM

- The Budget package will be ready by this Friday for the Finance Committee and the Board for the Special Budget Meeting scheduled for the 20th of October.
- We received three complaint letters in September: 1 Speeder, 1 Loose Dog, and 1 Member not cleaning up after using the exercise equipment

Committee Reports: Building: Five Tree Removal Permits, One Earthworks Permit, and Two Building Permits were issued. **Finance:** Finance Committee met on September 3rd to review financial reports, CD investments and Accounts Receivable through August. After the Board's decision to search for an outside accounting or bookkeeping firm to handle our accounts at the Special Session on September 8, the Chair has been working with the Treasurer to help identify nearby accounting firms that might be engaged to outsource specific financial tasks. Only one proposal has been received so far, mostly to gauge the costs for budget purposes. Both Tom and Georgette continue to seek referrals to firms with whom we might discuss Cape George's accounting practices and our potential needs. In addition, work with the Manager on the budget has continued culminating with a Finance Committee meeting on October 12th to review the latest budget and develop recommendations for the Board. The Special Board Meeting to discuss the Budget is scheduled for Tuesday, October 20th and the package – a joint effort between the Finance Committee and the Manager -- should be available for Trustees by Friday. **Fitness Room:** As of Thursday the 15th of October we have raised \$2,175.00 from approximately 30 families. Even though the official fundraising event ends on the 16th of Oct. our committee will gratefully continue to accept donations. **Water:** The meeting was held at 5 pm at the Office. The following attended: George Castaneda, Manager; Larry Southwick, Chair; Greg Rae, Water System Manager; Ed Skowyra, Thad Bickling, Zane Wyll. **Water System Plan status** – Bob Leach of our engineering firm, NTI, is still out for recovery from surgery and it's not certain when he will return to work with us. Ed has most of the draft completed and intends to finish the project without Bob if needed. We can submit the Plan on our own without the NTI seal because it doesn't include specific engineering analysis. He'll contact NTI and go over to work with them on the well-head protection map. Ed and George are working together on the budget piece for the Plan. Ed will route copies of the draft WSP for Committee review as soon as it's complete. **Well/Tank Site Map status** – Stew was not present. Thad had some contact with Stew while working on the well site. The map just needs to be complete and provided to Ed and NTI in electronic form so it can be included in the draft Plan. **Operations** – Double D Electric is waiting for some components to finish up wiring in the pump house. Thad asked about the operation of the tanks relying on Tank 4. Ed said that it is fully operational using Tank 5 if necessary. We then discussed the "auto-dialer" which telephones a pre-programmed list of individuals in the case of a power outage or low water level in the tanks. Greg will look into its current status and re-program it as needed. Ed said we also need to follow up with PSE to make sure that we are still on their high priority for power outage response. He said we were considered on the same level as the hospital for power outage response. We also discussed the status of the emergency generator and need to have it checked out before the winter season, including the potential of having a diesel mechanic perform routine maintenance. Zane said he can provide contact information for the Kitsap County Fire Dept that performs diesel maintenance for EJFR. Finally, we understand that Donnie is finishing insulating the pump houses. We also need to make sure any exposed pipes are protected from freezing. **Next meetings:** Normal meetings are the first Tuesday of each month which is **November 3**. The meeting will be held at the **office at 5 pm**. All are invited to attend.

Member Participation: Joel Finlay spoke about some difficulties he is having with the Cape George management. He was asked to address the Board at the Executive session.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
OCTOBER 15, 2009
7:00 PM

New Business Information Items:

- A. Don Lee will take antenna information back to Building Committee for further discussion and possible Action Item for Board consideration at October Board Meeting and inclusion on Budget Ballot
- B. Gary Rossow will take proposal for pool equipment back to the Pool Committee for possible funding, and bring it back to the Board for consideration. The Board gave permission to leave the lane marker on the west side of the pool up for a month. They will address this issue again at the October meeting.
- C. Leanne Ryan, Tom Ramsey and Bill Stull will meet to discuss changes in clubhouse rental fees and possible rental rule changes and bring back to the Board for further discussion and possible action to the recommendations.
- D. Robin Scherting asked the Board to look over Major Projects and/or Activities List and each to come back with one or two of these they would be interested in working on.
- E. Carolyn Salmon gave each Board member a copy of an outline of Emergency Planning Committee Functions

New Business Discussion Items: None

New Business Action Items:

Motion 1: Dick Poole moved, Thad Bickling seconded to approve the Marina Committee Proposal for charging a \$50.00 per year fee for being on the Marina waiting list. This motion also includes specifications pertaining to these fees and the waiting list in general as well as moorage changes. After Georgette Semick addressed the Board concerning the accounting ramifications of this motion, Kathryn Kent Moved, Thad Bickling seconded to question the motion. Passed 3/0. The original motion passed 2/1 (This complete motion is available in the Cape George office and will be sent to current moorage holders and waiting list applicants in December along with moorage renewal letters.)

Motion 2: Dick Poole moved, Kathryn Kent seconded to ask the Manager, working with the Environmental Committee, to develop a proposal for rehabilitating the grounds north of the community clubhouse. This proposal should include area of work, cost estimates and timeframe. Passed 3/0

Motion 3: Thad Bickling moved, Dick Poole seconded to approve naming "Marina Point" in honor of Homer Hinchliff. Kathryn Kent moved, Dick Poole seconded to amend the motion to include appointing an ad-hoc committee to look into Memorial issues. Amended motion passed 3/0.

Motion 4: Thad Bickling moved, Dick Poole seconded to approve the resolution to transfer \$1,594.95 from Marina Reserve Funds to CGCC Investment Account as payment to Whatcom Waterfront Construction for the Piling Survey. Passed 3/0

Motion 5: Thad Bickling moved, Kathryn Kent seconded to approve the resolution to transfer \$90.00 from Water Reserve Funds to CGCC Investment Account as partial payment to NTI for work on the Small Water System Management Plan. Passed 3/0

Motion 6: Kathryn Kent moved, Dick Poole seconded to postpone any decisions on the speed bumps until the November study session. Passed 3/0

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
OCTOBER 15, 2009
7:00 PM

Open Board Discussion:

Announcements:

November 10, 2009, Study Session at 3:00

November 12 2009, Regular Board Meeting at 7:00 pm

Adjournment: Thad Bickling moved, Dick Poole seconded to adjourn the Regular Board Meeting at 8:25 pm. Passed 3/0

Submitted by:

Approved by:

Richard Poole, Secretary

Robin Scherting, President

CAPE GEORGE COLONY CLUB
SPECIAL BUDGET BOARD OF TRUSTEES MEETING
OCTOBER 20, 2009
3:00 PM

Welcome and Overview of Meeting Agenda – Robin Scherting, President.

1. **In Attendance:** Bill Stull, Robin Scherting, Leanne Ryan, Dick Poole, Thad Bickling,
2. **Budget Presentations:**
 - a. Discuss current Reserve Account balances – Georgette Semick
 - b. Discuss Capitol Budget for 2010 – Georgette Semick
 - c. Discuss 2010 Operating Budget (expenses) – George Castaneda
 - d. Discuss Revenues – proposed assessments and fees for 2010 – Georgette Semick
 - e. Review Finance Committee recommendations – Georgette Semick

Motion 1: Bill Stull moved, Thad Bickling seconded to approve as amended the Finance Committee's and the Manager's recommendation for increases in assessments and fees for 2010. Passed 4/0

Motion 2: Thad Bickling moved, Bill Stull seconded to approve as amended the Finance Committee's and the Manager's recommendation for the 2010 Capitol Budget. Passed 4/0

Motion 3: Dick Poole moved, Leanne Ryan seconded to approve as amended the Finance Committee's and the Manger's recommendation for the 2010 Operating Budget. Passed 4/0

Motion 4: Leanne Ryan moved, Dick Poole seconded to submit the Board recommended budget to the Cape George Membership for their consideration in the November ballot vote. Passed 4/0

Motion 5: Thad Bickling moved, Bill Stull seconded to adjourn to the Executive Session at 5:00 pm. Passed 4/0

Executive Session called to order at 5:00 PM

Executive Session: Discussion of personnel issues is confidential and limited to Board Members only.

Motion 6: Thad Bickling moved, Dick Poole seconded to adjourn the Executive Session at 7:00 PM

Motion 7: Bill Stull moved, Dick Poole seconded to ask the Board President, working with the Board Treasurer, to complete the evaluation process of the Manager and to provide the Board with a copy of the written evaluation by no later than the November 2009 Board Meeting. The written evaluation will include Form EMP02, as well as a narrative evaluation based on the Manager's job description. This narrative evaluation will include written comments made by other Board members collected during the evaluation process. Furthermore, the President and Treasurer are asked to meet with the Manager to review the final written evaluation. Passed 4/0

Thad Bickling moved, Dick Poole seconded to adjourn the Special Budget Meeting at 7:05 PM

Submitted by:

Approved by:

Richard Poole, Secretary

Robin Scherting, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
NOVEMBER 12, 2009
7:00 PM

President Robin Scherting called the meeting to order at 7:00 PM.

Welcome & Comments – Robin Scherting, President

Joel Finlay volunteered to temporarily act as Parliamentarian during Kitty Rucker's absence.

A presentation was given by Clarity Enterprises, (Bookkeeping Service) followed by a question and answer session.

In Attendance: Robin Scherting, Dick Poole, Thad Bickling, Bill Stull, Kathyne Kent, Tom Ramsey, Leanne Ryan

Action on Minutes: Bill Stull moved, Thad Bickling seconded to approve the minutes of the Regular Board Meeting of October 15, 2009 with corrections. Passed 6/0. Bill Stull moved, Thad Bickling seconded to approve the minutes of the Special Board Meeting of October 20, 2009 with corrections. Passed 6/0

Membership Report: Dick Poole

No New Members

Treasurer's Report: Tom Ramsey

As of October 31, 2009, the Checking Account total was \$39,689.66. There are a total of 3 CD Accounts totaling \$321,152.02, and 1 Money Market Account totaling \$78,319.72 for a total of \$439,161.10 in cash and investments. **Accounts Receivables** As of November 12, Accounts Receivables totaled \$5,923.32 down from \$23,303.44 in October. **Reserve Accounts:** Operations Reserves are \$82,094.06. Marina Reserves are \$161,524.12. Water Operations Reserves are \$95,878.79. General Investment stands at \$59,974.47. It is time the community begin thinking about ways and means to bolster Operations and Water Operations Reserves should any potential catastrophic events occur.

Manager's Report: George Castaneda

Most of my time this last month has been spent working on the 2010 Budget. It has been approved by the Board of Trustees and mailed to the membership for their vote. I would like to thank Georgette Semick for all the time and hard work that she put in helping me put the Budget together. And I know the Board appreciates it also.

Vic Gray one of the original members of the Road Committee has expressed concerns about the condition of Colman Road, that area pass the ravine. The road has severe cracks that need to be sealed to prevent water getting into the sub-grade. We contacted Lakeside and they in turn recommended that we contact Rainbow Sweepers out of Port Angeles. They came down and inspected the road and presented a proposal \$921.00 including taxes. Scope of work; Pressure wash, grinding, clean out crack, torch dry, fill with hot flexible crack filler and clean up street after grazing and crack filling.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
NOVEMBER 12, 2009
7:00 PM

The Small Systems Water Plan Update that NTI is doing for us is all but completed, with the exception of a couple of maps of the tank farm.

We are prepared for winter: we have the salt, we have the sand and we are ready.

Committee Reports: Building: One Tree Removal Permit and Two Building Permits were issued. **Environmental:** We talked about the completion of the Village planting project (thanks to Barb Hill, Donnie, Dean, Dick Poole, and Ann Candioto) and setting up programs for 2010 (shore birds, water systems, septic, beach walk, pancake breakfast and garden tour). The main part of our meeting dealt with the suggestion by George Castaneda and Dick Poole that we create a lawn space between the north end of the clubhouse to the gazebo. There were varied opinions, ranging from Dick's desire for lawn to 3 or 4 of us who did not want that project, and certainly not at this time. One person suggested that we do attend to that area, but not with a lawn. Another wanted plantings next to the clubhouse itself. The problems we identified were many. This leads me to the fact that the Environmental Committee has a back log of maintenance priorities for common areas. Already we've needed to hire Dean part-time. Before we would tackle another common area project, we need to work at least on Colman Park, the curve area by the ravine, steps from Victoria Loop and in the ravine, and the problem of invasive plants such as poison hemlock and scotch broom that is well established in some areas. It's time to take a breath and re-think this project, and certainly resolve the dog issue first. We probably have some common ground to begin with, such as closing the chains so that people don't drive up to the beach in non-emergency situations. Also, someone suggested working on the barbecue pit area. **Fitness Room:** The Fitness Committee held a meeting the 1st week of November. At this time we had collected approximately \$2,695.00. A unanimous vote of those attending was to buy another recumbent Life Fitness bike, and a commercial grade incline/decline bench. We have had many requests for another Nu-Step machine that a great many people doing rehab have been sent by their physician or the hospital physical therapy department. The cost of this machine being over \$4,000.00 we found to be prohibitive. We will upgrade what we have, hopefully soon buy a commercial grade rowing machine. We will study ways to raise money for another Nu-Step. We welcome input on this matter. I will be out of town and have asked Don Rodgers to help with the delivery of our new equipment. When Don leaves I will ask Jack Salmon to step in if possible. I have a call in to a supervisor at Nautilus as they now say it will be Dec. 26th before the elliptical part will be shipped. This is unacceptable as it was ordered in early September. A note to all, do not buy equipment from them as they are not giving good customer service. **Social Committee:** Earlier this year, the Board of Trustees informed the Social Committee that the decision had been made to take over the responsibility for and the income from the advertising in the monthly newsletters. As a trade off for this change, the Board agreed to pay the satellite TV charges for the clubhouse. This change is to take place on January 1, 2010. The Social Committee would like to ask the Board to reconsider this decision. Mary Maltby has been performing the task of formatting ads, sending letters to new and old advertisers, issuing receipts, sending thank you letters, etc. which she will continue to do if the Social Committee retains the responsibility and the income for the advertising. In addition, the Social Committee has reimbursed the office at various times for both the paper and toner to help with the advertising expenses. If the Board will reconsider the decision to take the newsletter advertising, the Social Committee will agree to continue to pay for the satellite television for the clubhouse and to reimburse the office once a year in the amount of \$100.00 for paper/toner for the advertising section. With the small amount of income derived from the advertising, the Social Committee could continue to fund events and improvements for the community. **Water:** The meeting was held at 5 pm at the Office. The following attended: George Castaneda, Manager; Larry Southwick, Chair; Greg Rae, Water

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
NOVEMBER 12, 2009
7:00 PM

System Manager; Ed Skowrya, Brian Ritchie and Stewart Pugh. Water System Plan status – Ed has routed an electronic draft of the WSP and is routing a hard copy with all of the attachments for review and comment. (Larry has them) Ed has also talked to Bob Leach of NTI to see how he's doing. Bob might be back on the job part time beginning November 12. That will help pull the final pieces together. Ed still needs to get the well head protection map updated but that won't affect our implementation because it doesn't affect any new properties than in our current well head protection plan. Ed also needs a set of current water system drawings reduced to the report size. The WSP includes a section on the history of our water system that Ed wants to update. Ed also had provided the office with a CD with a lot of photographs that are part of the history as well as documentation of the exposed facilities during construction. Also, Donnie has a lot of water system photos on his old cell phone that we need to secure and get into our records. Greg will follow up on that with Donnie. **Well/Tank Site Map status** – Stew provided full size drawings of his current map files for Ed and Greg to review and comment. These also need to be provided to NTI and printed at a scale to fit in the WSP document. **Operations** – unaccounted for water. Greg is working with Jeanne to get all of the water meter reading information into the spreadsheet. It currently doesn't include meters for Club facilities which leaves a big gap in accounted for water. There may be some other missing data that's needed to close the gap. We also need to read the meters for the quarter and then send out notices to those with abnormally high water use per our water conservation plan. Ed also said we need to adjust our filter back wash cycle now because of lower consumption in the winter which would reduce the amount of wasted water. The old water storage tank on upper Saddle Drive may still have a closed valve but live connection to the water system. If so, that connection needs to be exposed and physically disconnected, perhaps with a blind flange or plug on the back side of the valve. Ed again suggested that we could surplus that property and return the sales funds to the water reserve account. **Next meetings:** Normal meetings are the first Tuesday of each month which is December 1. I (Larry) will be out of town that day and have other conflicts that week so I'd like to meet on **Monday, December 7. Please let me know if that doesn't work and needs to be changed.** The meeting will be held at the **office at 5 pm.** All are invited to attend.

New Business Information Items:

Don Lee asked that we hold information to consider proposal to include antennas under Building Rules & Regulations until December Meeting

Jim Fling will contact Quality Heating Company and ask them to make a presentation on their dehumidification system. The meeting will be open to all CG members. Date to be announced later.

Leanne Ryan, Tom Ramsey and Bill Stull will meet to discuss changes in clubhouse rental fees and possible rental rule changes and bring these to December Meeting

Confidentiality Statement taken from EMP01 Personnel Policies and Employment Guidelines. In part it states “The following information is not to be released by office personnel without member approval: Names, addresses, and telephone numbers of owners of property in the Club; Any records pertaining to owners of property in the Club; Information concerning any dispute affecting staff and owners of property in the Club”.

Dick Pool will continue to work with the Environmental Committee and other interested members on a proposal for improvements to the Clubhouse picnic area.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
NOVEMBER 12, 2009
7:00 PM

Property Management and Maintenance Regulation and enforcement to be added to December Agenda

Move review of major projects/activities for current/previous year to December Agenda

Motion to change amount of \$25 to \$50 for "Members Not in Good Standing" to be postponed until December agenda.

New Business Discussion Items: None

New Business Action Items:

Motion 1: Tom Ramsey moved, Kathyne Kent seconded that the Board of Trustees approves the Clarity Enterprises proposal to assume the bookkeeping functions with regards to Accounts Payables and monthly and quarterly preparation of financial reports. Kathyne Kent moved, Bill Stull seconded to amend the motion to include reviewing the contract with Clarity at the March Board meeting. Amended motion Passed 6/0

Motion 2: Dick Poole moved, Kathyne Kent seconded to accept the proposal along with the changes in the Marina Usage Rules and Regulations requiring proof of insurance on boats moored at the Marina. Passed 6/0

Motion 3: Bill Stull moved, Tom Ramsey seconded to approve the "Black Out Dates" for the clubhouse to be used by the Cape George membership. Passed 5/1

Motion 4: Kathyne Kent moved, Leanne Ryan seconded that the Manager be authorized to contract with the appropriate vendor to install one or two asphalt speed bumps that are appropriately marked for safety and of sufficient height and width to control traffic to 20 MPH on Dennis Blvd at a cost not to exceed \$2,000.00. Passed 6/0

Motion 5: Leanne Ryan moved, Tom Ramsey seconded to postpone the implementation of the decision regarding the administration of the Newsletter Advertising by the office staff per the motion #25 voted upon at the March 12, 2009 Board meeting. Passed 6/0

Motion 6: Thad Bickling moved, Dick Poole seconded to approve the changes to the Rules and Regulations concerning "Use of the Beach Common Area" (CP13). Passed 6/0

Motion 7: Leanne Ryan moved, Thad Bickling seconded to pay Double D Electric \$1,559.48. This is for work done at the Pump Station. Passed 6/0

Motion 8: Leanne Ryan moved, Thad Bickling seconded to approve the transfer of \$1,559.48 from Water Reserves to the General Investment Account to pay Double D Electric. Passed 6/0

Motion 9: Tom Ramsey moved, Kathyne Kent seconded to deny the appeal filed by Diane Blondin regarding the trees at the property located at 170 S. Palmer Drive. Failed 1/5

Motion 10: Kathyne Kent moved, Dick Poole seconded to approve the appeal from Mrs. Blondin and direct the Manager to work with the property owner at 170 S. Palmer to resolve any violations to our by-laws regarding maintenance of property. Passed 5/1

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
NOVEMBER 12, 2009
7:00 PM

Member Participation:

Open Board Discussion:

Announcements:

December 7, 2009 Special Election Results Meeting 2:45 pm

December 8, 2009, Study Session at 3:00

December 10, 2009, Regular Board Meeting at 7:00 pm

Adjournment: Tom Ramsey moved, Dick Poole seconded to adjourn the Regular Board Meeting at 9:00 pm. Passed 6/0

Submitted by:

Approved by:

Richard Poole, Secretary

Robin Scherting, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
DECEMBER 10, 2009
7:00 PM

As a result of the cold spell, Donnie reports that he turned off water at three residences when their outside lines froze and ruptured. I would suggest that if you have outside faucets that water caps be purchased.

Donnie graded the dirt road leading to the south side of the Marina and Leavitt Trucking spread gravel and covered the potholes on the road.

All the well sheds at the tank farm have been insulated.

Several trees were planted and bark spread in the area behind the Fire Station just off Ridge Drive.

We had three complaints; one dog, one speeding and one outside light.

Committee Reports: Building: Two Tree Removal Permits were issued. **Water:** The meeting was held at 5 pm at the Office. The following attended: Larry Southwick, Chair; Greg Rae, Water System Manager; and Ed Skowyra. **Water System Plan status** – Ed has worked with Bob Leach and completed final edits of the Plan so it's ready to submit next week. He will prepare a transmittal letter for George to sign and get it sent in to the Dept of Health. Ed will also arrange for distribution of copies to the County, PUD, and the Board plus copies for NTI and our office. We will take it to the Cape George Board of Trustees for approval after we receive initial review by Health with the anticipation that they will want some changes or additions. **Well/Tank Site Map status** – Stew needs to provide a digital copy to NTI so they can incorporate it into their drawings but it won't be submitted with the Plan. NTI removed that level of detail from the system plans that are going to be submitted with the Plan. **Operations** – unaccounted for water. Greg is working with Jeannie to get all of the water meter reading information into the spreadsheet. It currently doesn't include meters for Club facilities which leaves a big gap in accounted for water. There may be some other missing data that's needed to close the gap. WE NEED THIS DATA to be accurate and complete. We discussed the chlorine levels with the competing needs to chlorinate to a certain level to properly operate the filter system versus the residual level of chlorine in the finished drinking water. Ed said he has been experiencing noticeable chlorine at his home. Greg checked the levels that Donnie is showing on his water sample reports as adequate. **Next meetings.** Normal meetings are the first Tuesday of each month. The next meeting will be held at the **office at 5 pm on January 5, 2010.** All are invited to attend.

New Business Information Items:

Marina Questionnaire regarding the future of the Cape George Marina will go out with the first of the year assessment notices and in the January Newsletter

Jim Fling has contacted Westcore Heating Equipment Company and asked them to make a presentation on their dehumidification system. Hopefully it will be scheduled to be part of the January study session.

George Castaneda will seek legal advice regarding member maintenance of community right of ways and bring information back to the January study session.

An on-going discussion will continue during the coming months addressing long range plans of our community and how we keep what we have, with the possibility of forming a new ad-hoc committee to pursue this.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
DECEMBER 10, 2009
7:00 PM

New Business Discussion Items: None

New Business Action Items:

Motion 1: Leanne Ryan moved, Tom Ramsey seconded to approve the height variance request at 235 Johnson Ave. in the Highlands. Passed 6/0

Motion 2: Bill Stull moved, Thad Bickling seconded to approve the concept of constructing a non-obtrusive fence around the children's play area so as to provide protection for the children and request that the Manager have cost estimates and legal obligations ready for Board consideration by no later than the January 14th Board Meeting. Passed 4/2

Motion 3: Bill Stull moved, Dick Poole seconded to approve the changes in the wording to EMP01 – Personnel Policies and Employment Guidelines, Section VII, Item #3, Confidentiality. Passed 6/0

Motion 4: Dick Poole moved, Bill Stull seconded to approve payment to Double D Electric in the amount of \$1,380.10 for work done at the Highlands Pump Station. Passed 6/0

Motion 5: Dick Poole moved,. Kathyne Kent seconded to approve the resolution to transfer \$1,380.10 from Water Reserves to General Operations account for payment to Double D Electric. Passed 6/0

Motion 6: Tom Ramsey moved, Thad Bickling seconded to approve the resolution to borrow \$7,090.00 from General Operations Reserves to be put into General Operations Investment Account for the cost of running the heat pumps in 2010. Passed 6/0

Motion 7: Tom Ramsey moved, Dick Poole seconded to add Richard Hilfer as a member of the Finance Committee. Passed 6/0

Member Participation: Amber Warren requested to be allowed to construct a beehive on her property.

Open Board Discussion:

Announcements:

January 12, 2010, Study Session at 3:00

January 14, 2010, Regular Board Meeting at 7:00 pm

Adjournment: Bill Stull moved, Tom Ramsey seconded to adjourn the Regular Board Meeting at 8:45 pm. Passed 6/0

Submitted by:

Approved by:

Thad Bickling, Acting Secretary

Robin Scherting, President