

Regular Board of Trustees Meeting Agenda

January 13, 2011

7:00 P.M.

Cape George Clubhouse

1. Welcome and Comments – Leanne Ryan, Vice-President
 - A. Thank you email from Charlie Ferris for being invited to perform at the New Years Eve celebration in the Clubhouse
 2. Action on Minutes – Minutes of Regular Board Meeting, December 16, 2010 – Richard Hilfer
 3. Membership Report – Richard Hilfer, Secretary
 4. Treasurer’s Report – John Hanks, Trustee
 5. Manager’s Report – Art Burke
 6. Committee Reports
 7. Information Items
 - A. Art Burke will place the proposed changes to Cape George rule MIS01 Election Procedures, section E Collection and Count of Ballots, number 3, in the February newsletter for member review and comment and report back to the Trustees.
 - B. Art Burke will meet with the Finance Committee at their next meeting to discuss the reserve study.
 - C. Art Burke and Richard Hilfer will continue investigation of how the organization can pursue Covenant revisions
 - D. Art Burke will continue to work on changes to clerical process of amending Bylaws, review of past changes and report back to Trustees.
 8. New Business Agenda Items
 - A. Consider motion to change Cape George rule CP03 Marina Usage removing specific fees related to guest moorage and waiting list. – Richard Hilfer
 - B. Consider motion to retain law firm Goff & DeWalt to advise on most efficient method to add an amendment procedure to the covenants, at a cost not to exceed \$500. – Richard Hilfer
 - C. Consider motion to approve guidelines for a Member Letter Section in the Cape George Newsletter. – Michael Smith
 - D. Consider Resolution to approve transfer of \$7,150.06 from General Reserves to General Investments Account for replacement of HVAC system in Clubhouse by Peninsula Heating. – John Hanks
 - E. Consider motion to approve member request for a due date adjustment. – Michael Smith
- Open Board Discussion
9. Announcements
 - A. Study Session February 8, 3:00 PM
 - B. Regular Board Meeting February 10, 7:00 PM
 10. Adjournment: Motion to Adjourn

Regular Board of Trustees Meeting Agenda
February 10, 2011
7:00 P.M.
Cape George Clubhouse

1. Welcome and Comments – Robin Scherting, President
 - A. Three open positions for Board of Trustees positions
2. Action on Minutes – Minutes of Regular Board Meeting, January 13, 2011 – Richard Hilfer, Secretary
3. Membership Report – Richard Hilfer, Secretary
4. Treasurer’s Report – Tom Ramsey, Treasurer
5. Manager’s Report – Art Burke
6. Committee Reports
7. Information Items
 - A. Mike Smith, Richard Hilfer and Art Burke will review personnel Policies. Changes/recommendations will be brought to March Study Session
 - B. Richard Hilfer reported that the law firm of Goff & DeWalt has begun work on the requested assignment of reviewing the Cape George covenants and expect to have a recommendation letter complete and transmitted to the Board no later than Friday, February 18.
8. New Business Agenda Items
 - A. Consider motion to allow the Social Club to pursue the purchase of a hanging audio visual screen for the Clubhouse with all costs to be absorbed by the Social Club – Tom Ramsey
 - B. Consider motion to allow the Social Club to investigate the costs and other issues related to the placement and installation of a fire pit in the area north of the Clubhouse and return to March Study Session with a design – John Hanks
 - C. Consider motion for a clerical correction and insertion of statement requiring adult member to accompany minors and guests to Clubhouse, CP02 Use of the Clubhouse – Richard Hilfer

- D. Consider motion to approve changes to rule MIS01 Election Procedures, Section E. Collection and Count of Ballots, to have all ballots returned and polls closed prior to the commencement of counting, details as published in the February newsletter – John Hanks
- E. Consider motion to clarify Marina Usage rule CP03, Section 2, “Unless space is available, there shall be one moorage space allowed to each membership. Subject to availability a member may rent a second slip on a month-by-month basis. Rates will be prorated with 10% surcharge – Mike Smith
- F. Consider motion to approve Resolution for transfer of \$627. from General Reserves to General Investments Account for service connection field work associated with replacement of HVAC system in Clubhouse by Puget Sound Energy – Leanne Ryan
- G. Consider motion to approve request by individual member to allow for an adjustment to their existing payment due date – Leanne Ryan

Open Board Discussion

9. Announcements

- A. Study Session March 8, 3:00 PM
- B. Regular Board Meeting March 10, 7:00 PM

10. Adjournment – Motion to adjourn

Regular Board of Trustees Meeting Agenda
March 10, 2011
7:00 P.M.
Cape George Clubhouse

1. Welcome and Comments – Robin Scherting, President
 - A. Cape George Board of Trustee Elections – Three terms conclude in July
 - B. Thanks to Art and Donnie for keeping ahead of the snow in Cape George
2. Action on Minutes – Minutes of Regular Board Meeting, February 10, 2011 – Richard Hilfer, Secretary
3. Membership Report – Richard Hilfer, Secretary
4. Treasurer’s Report – Tom Ramsey, Treasurer
5. Manager’s Report – Art Burke
6. Committee Reports
7. Information Items
 - A. Mike Smith, Richard Hilfer and Art Burke will continue to review personnel policies. Additional changes/recommendations will be brought to April Study Session
 - B. Richard Hilfer presented information that was received from the law firm of Goff & DeWalt describing the recommended procedures to follow for amending the community Covenants to allow for future amendments. Richard Hilfer will write a detailed article for the April newsletter providing a description of the process.
 - C. Working with the Water Committee, Art Burke has sent out bid documents for the replacement of Well #5. Bids are due on March 18th and will be reviewed at the April Study Session.
 - D. It has been noted that the fund raising accounts of the Environmental, Fitness, Marina and Pool Committees do not meet current reporting requirements. Art Burke will be working with Finance Committee Chair Karen Krug to review Cape George Rules and Regulations as it relates to level of control over these Committees and bring recommendations to the April Study Session.

- E. Robin Scherting and Leanne Ryan have scheduled a planning meeting for the 50th Year Celebration on Wednesday, March 30, 1 pm at the Clubhouse.

8. New Business Agenda Items

- A. Consider motion to allow the Social Club to proceed with the installation of a fire pit in the area north of the Clubhouse – John Hanks
- B. Consider motion to approve Resolution to transfer \$30,731.40 from Marina Reserves to General Investments Account for repair of pilings in Marina by Redside Construction – Tom Ramsey
- C. Consider motion to approve Resolution to transfer \$496.00 from Marina Reserves to General Investments Account for repair of pilings in Marina by Crescent Equipment – Tom Ramsey

Open Board Discussion

9. Announcements

- A. Study Session April 12, 3:00 PM
- B. Regular Board Meeting April 14, 7:00 PM

10. Adjournment – Motion to adjourn

Regular Board of Trustees Meeting Agenda

April 14, 2011

7:00 P.M.

Cape George Clubhouse

1. Welcome and Comments – Robin Scherting, President
 - a. Welcome
 - b. Donnie recently celebrated his nine (9) year anniversary with Cape George – Thank You Donnie!
 - c. Thanks to Art for the informative articles in newsletter
 - d. Three open slots for Board of Trustees positions
2. Action on Minutes – Minutes of Regular Board Meeting, March 10, 2011 – Richard Hilfer, Secretary
3. Membership Report – Richard Hilfer, Secretary
4. Treasurer's Report – Tom Ramsey, Treasurer
5. Manager's Report – Art Burke
6. Committee Reports
7. Information Items
 - A. Three additional members have joined Bernie Del Valle on the Nominating Committee. They are: Bill Stull, Barbara Barnhart and Ben Fellows
 - B. Art Burke will continue to provide monthly updates concerning our water rights appeal to the Pollution Control Hearing Board.
 - C. The Board recommended publishing proposed changes to Cape George rules FIN01 Manager's Financial Authority, FIN02 Policy and Procedures on Annual Budget, FIN07 Petty Cash Fund and CP20 Delegation of Authority to Manager and Committees, and deletion of FIN05 Delegation of Authority to Manager and Committees in the May Newsletter for member comment.
 - D. Finance Committee members, Treasurer Tom Ramsey and Art Burke have reviewed the 2010 Draft Audit for Cape George and have proposed changes to CPA Jay Vandal.
 - E. Art Burke has been reviewing qualifications and levels of service of Reserve Study consultants with the Finance Committee and will be making a recommendation to the Trustees at the next Study Session. Art will continue to provide information articles in the newsletter related to Reserve Studies.
 - F. The Board recommends moving the previously scheduled mail out date for ballots from June 1st to June 6th to shorten the period of time between

when ballots are received and when Meet the Candidate session is scheduled.

- G. The Board recommends changing the start time of the Annual Membership Meeting from 2:00 pm to 1:00 pm to allow for the 50-Year Celebration to begin at 3:00 pm.

8. New Business Agenda Items

- A. Consider motion to approve changes to Cape George Rule EMP01 Personnel Policies and Employment Guidelines – John Hanks
- B. Discussion pertaining to amending Cape George Covenants – Richard Hilfer
- C. Consider motion to approve expenditures for the replacement of Well #5 in the following amounts: Gresham Well Drilling-\$47,678.28, Straits Electric-\$7,733.00, Better Bilt Storage Barns-\$2,410.92, United Pipe and Supply-\$1,307.30 with funds to come from Water Reserves – Michael Smith
- D. Consider motion to dissolve Ad Hoc Committee reviewing property maintenance issues and discuss future direction – Leanne Ryan
- E. Consider motion to adopt 2010 Reserve Schedule prepared by Finance Committee – Tom Ramsey
- F. Consider motion to approve Resolution to transfer \$680.00 from Marina Reserves to General Investments Account for providing an update to our biological assessment by Marine Surveys and Assessments – Tom Ramsey
- G. Discuss request to expend \$2,856.70 to replace off shore mooring buoy with funds to come from Marina Reserve account – John Hanks
- H. Consider motion to approve expenditure of \$4,687.30 to replace 48 dock floats with funds to come from Marina Reserves account – John Hanks
- I. Consider motion to approve expenditure of \$4,878.00 to replace riding lawn mower with funds to come from General Reserves and fund raising efforts by Environmental Committee and proceeds from Granny's Attic.

Open Board Discussion

9. Announcements

- A. Study Session May 10, 3:00 PM
- B. Regular Board Meeting May 12, 7:00 PM

10. Adjournment – Motion to adjourn

Regular Board of Trustees Meeting Agenda

May 12, 2011

7:00 P.M.

Cape George Clubhouse

1. President's Comments and Announcements – Robin Scherting
 - A. Welcome
 - B. Thank you to Cape George for support of Granny's Attic and Marina Sale – They were the most successful, each making \$2,500+
 - C. Thank you to Julie Kalar for her many years as CG Welcome Lady
 - D. Welcome to Lee Jensen for becoming our first Welcome Man
 - E. Three open positions for Board of Trustees positions
2. Action on Minutes – Minutes of Special Board Meeting, April 12, 2011 and Regular Board Meeting, April 14, 2011 – Richard Hilfer
3. Membership Report – Richard Hilfer, Secretary
4. Treasurer's Report – Tom Ramsey, Treasurer
5. Manager's Report – Art Burke
6. Committee Reports
7. Information Items
 - A. A draft of a policy for Cape George to follow when a rule change is being considered will be published in the June newsletter for member comment before being approved.
 - B. Art Burke gave an update of progress with Dept. of Ecology to reinstate Cape George acre-feet of water from 160 to 192 as originally assigned. It was suggested that CG request reimbursement of attorney fees when this is resolved.
 - C. Tom Ramsey, Karen Krug and Art Burke held a conference call with Jay Vandal our accountant CPA concerning issues related to 2010 Audit.
 - D. Art Burke will be making a recommendation as to which "reserve study consultant" will be used. The Board previously approved not more than \$7,000 be used for this study.
 - E. The covenant change issue will be moved forward to the June Study Session for further discussion. Richard Hilfer will provide a recommendation of possible next steps.
 - F. Robin Scherting reported that the CG 50-Year Celebration is progressing. The Marina Committee will be part of the planning of the celebration. The next meeting will be held on Thursday, May 19, at 1:00 P.M. in the Club House.

- G. Art Burke talked about the erosion happening along the bluff areas in CG and that the Environmental Committee is working on presenting a workshop for all CG members that will deal with bluff erosion, the impact it is having and how to cope.
- H. All monies from fund raisers from the Environmental Committee and Granny's Attic will be deposited into the CG general operations account and will be used to offset the cost of Donnie's lawn mower.
- I. The draft of the proposed charter for a new Standing Committee, Property Maintenance, will be published in the June newsletter for review and member comment before being approved.
- J. A discussion took place concerning whether WiFi or DirecTV satellite service would receive more use by members in the Clubhouse/Fitness Room/Marina area. The Social Club currently pays for the DirecTV and is considering changing to WiFi.

8. New Business Agenda Items

- A. Consider motion to approve proposed changes to Cape George rule EMP01, FIN01, FINN02, FIN05, FIN07 and CP20 – Richard Hilfer
- B. Consider motion to approve funding of \$2,000 for littoral drift study using funds in the Marina general operation account under dredging. – Tom Ramsey.
- C. Consider motion to approve Resolution to transfer \$3,078. from General Reserve Account to General Investment Account for the purchase of new riding lawn mower. – Tom Ramsey
- D. Consider motion to approve Resolution to transfer \$2,781. from Marina Reserve Account to General Investment Account for the purchase of a Helix mooring buoy system from Alpha Marine – Tom Ramsey
- E. Consider motion to approve four Due Date Adjustment forms from members – Richard Poole.

9. Open Board Discussion

10. Announcements:

- A. Study Session June 14, 3:00 PM
- B. Regular Board June 16, 7:00 PM

11. Adjourn to Executive Session: For the purpose of discussing legal issues.

12. Resume Regular Board Meeting: Board action if any motions come from Executive Session.

13. Adjournment: Motion to adjourn regular Board Meeting

Regular Board of Trustees Meeting Agenda

June 16, 2011

7:00 P.M.

Cape George Clubhouse

1. President's Comments and Announcements – Leanne Ryan
 - A. Welcome
 - B. Ballots for Elections were sent out June 6, Thank You to Election Committee Co-Chairs Joyce Skoien and Mercy Del Valle and their crew
 - C. CG Handbook may be revised and ready for distribution by Annual Meeting
2. Action on Minutes – Minutes of Regular Board Meeting, May 12, 2011 – Richard Hilfer
3. Membership Report – Richard Hilfer, Secretary
4. Treasurer's Report – Tom Ramsey, Treasurer
5. Manager's Report – Art Burke
6. Committee Reports
7. Information Items
 - A. The Covenant change discussion will be continued at the July Study Session.
 - B. Updates and review of the 2010 Audit have been completed and a final document will be requested.
 - C. A program discussing our fragile bluffs has been coordinated by the Environmental Committee for Saturday, July 2nd. More information is available at the office.
8. New Business Agenda Items
 - A. Consider motion to accept the recommendation of the Water Committee to work with Attorney Bill Clarke on a negotiated settlement with Washington State Department of Ecology to reissue a permit extension without superceding permit modifications – Michael Smith
 - B. Consider motion to accept Scope of Services contract dated June 10, 2011 from Attorney Bill Clarke to work with Cape George Colony Club on a negotiated settlement with Washington State Department of Ecology in an amount not to exceed \$9,600 – Michael Smith
 - C. Consider motion for Manager to work with Pool Committee on the development of cost estimates on a replacement dehumidification system for the pool building – John Hanks
 - D. Consider motion to move forward with the publication of the proposed Capitalization and Depreciation Policy – Tom Ramsey

- E. Consider Resolution to transfer 2010 Net Income to Reserves as listed below – Tom Ramsey

From General Operations Fund to General Operations Reserve, \$34,377.
From Water Operations Fund to Water Operations Reserve, \$57,413.
From Marina Operations Fund to Marina Operations Reserve, \$2,026.

- F. Consider motion to approve renewal of Commercial Umbrella Liability policy from Community Association Underwriters of America, Inc. in the amount of \$3,190 – Tom Ramsey
- G. Consider motion to approve renewal of Directors and Officers Liability policy from Community Association Underwriters of America, Inc. in the amount of \$3,170 – Tom Ramsey
- H. Consider motion to approve renewal of General policy from Community Association Underwriters of America, Inc. in the amount of \$21,764. – Tom Ramsey
- I. Consider motion to approve renewal of Commercial Auto Insurance Policy from Community Association Underwriters of America, Inc. in the amount of \$1,554 – Tom Ramsey
- J. Consider motion to approve appeal from member Dean Shinn for complaint related to PP07 Business Activity – Richard Hilfer
- K. Motion to consider the request of the Social Committee to be de-chartered – Dick Poole
- L. Consider motion to approve the Property Maintenance Committee Charter as published in the newsletter – Dick Poole
- M. Consider motion to approve the Rule Change Procedural Policy as amended – Dick Poole

9. Open Board Discussion

10. Announcements:

- A. Study Session July 12, 3:00 PM
- B. Regular Board July 14, 7:00 PM
- C. Annual Meeting July 16, 2:00-3:00 PM
- D. Cape George 50-Year Celebration July 16, 3 PM
- E. Salmon BBQ July 17, 3 PM

11. Adjourn to Executive Session: For the purpose of discussing legal issues.

12. Resume Regular Board Meeting: Board action if any motions come from Executive Session.

13. Adjournment: Motion to adjourn regular Board Meeting

Regular Board of Trustees Meeting Agenda

July 14, 2011

7:00 P.M.

Cape George Clubhouse

1. President's Comments and Announcements – Robin Scherting
 - A. Welcome
 - B. Thanks to Art, the CG Handbook is in the final stages of review, editing and updating and should be ready for distribution at the Annual Meeting
 - C. According to our Bylaws, Article VI Meetings, B) Meeting of the Board, 3) (first sentence) "...all meetings of the Board shall be open for observation by all Members and/or their authorized agents."
 - D. Study Sessions will continue to be open for comment and discussion from members in the audience
 - E. Thank you to Barbara Barnhart for the extensive research and effort on her part for the memo sent to the Board and Manager "Covenant Update – Legal Opinion"
2. Action on Minutes – Minutes of Regular Board Meeting, June 16, 2011 – Richard Hilfer
3. Membership Report – Richard Hilfer, Secretary
4. Treasurer's Report – Tom Ramsey, Treasurer
5. Manager's Report – Art Burke
6. Committee Reports
7. Information Items
 - A. The Covenant change discussion will be suspended to allow the Washington Common Interest Ownership Act drafting committee to propose legislation that may address our Covenant issues. Richard Hilfer will be writing a letter of support to the Washington Common Interest Ownership Act drafting committee describing our communities challenging covenant issues.
 - B. The Pool Committee is continuing work on gathering quotes and information on replacing the existing dehumidification system in the pool building. As information becomes available it will be brought before the Board.
 - C. The Manager and Water Committee are waiting to receive a draft settlement agreement from attorney Bill Clarke related to Cape George water rights. Once received, the draft will be reviewed at the next Board meeting.
 - D. The Manager has begun to gather potential members for consideration by the Board to be appointed to the new Property Maintenance Committee.
 - E. The Bluff Erosion Workshop coordinated by the Environmental Committee was a great success. Handouts are available in the office covering some of the information presented during the workshop.
8. New Business Agenda Items
 - A. Consider motion to move forward with the publication of the proposed Cape George Colony Club Critical Accounting Policy – Tom Ramsey

- B. Consider motion to move forward with the publication of the proposed Cape George Colony Club Investment Policy – Tom Ramsey
- C. Consider motion to approve the proposed Capitalization and Depreciation Policy published in the June Newsletter – Tom Ramsey
- D. Consider motion to approve appointment of Scott James to the Water Committee – Leanne Ryan

9. Open Board Discussion

10. Announcements:

- A. Annual Meeting – July 16, 2:00 P.M.
- B. Special Board Meeting – July 16, 2:45 P.M.
- C. Cape George 50-Year Celebration – July 16, 3:00 P.M.
- D. Salmon BBQ – July 17, 1:00 – 3:00 P.M.
- E. Study Session – August 9, 3:00 P.M.
- F. Board Meeting – August 11, 7:00 P.M.

11. Adjourn to Executive Session: For the purpose of discussing legal issues

12. Resume Regular Board Meeting: Board action if any motions come from Executive Session

13. Adjournment: Motion to adjourn Regular Board Meeting

Special Board Meeting
July 16, 2011
Immediately Following Annual Meeting
(approx. 2:45 P.M.)

1. Welcome and purpose of Special Meeting – Robin Scherting
2. Election of Board Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
3. Determination of meeting times for Study Session and Board Meetings
4. Dates for August meetings
 - a. Study Session – August 9
 - b. Board Meeting – August 11
5. Set date for Training Session
6. Calendar for 2011-2012
7. Committee Liaisons
8. Board Goals
9. Adjournment

Regular Board of Trustees Meeting Agenda

August 11, 2011

7:00 P.M.

Cape George Clubhouse

1. President's Comments and Announcements – Richard Hilfer
 - A. Welcome
 - B. Thank you to County Commissioner David Sullivan and US Representative Norm Dicks for their assistance in expediting the marina dredging permit.
 - C. Request to members to stop damaging speculation about litigation involving Cape George.
2. Action on Minutes – Minutes of Regular Board Meeting, July 14, 2011 and Special Board Meeting, July 16, 2011 – Richard Hilfer
3. Membership Report – Carol Wood, Secretary
4. Treasurer's Report – John Hanks, Treasurer
5. Manager's Report – Art Burke
6. Committee Reports
7. Information Items
 - A. The Manager and Water Committee are working with attorney Bill Clarke on a possible settlement with the Department of Ecology related to Cape George water rights. If a settlement agreement can not be worked out, a mediation process will be the next step. Updates will be provided to the Trustees at the next Board meeting.
 - B. The Manager is continuing work on gathering potential members for consideration by the Board to be appointed to the new Property Maintenance Committee.
 - C. The Board was presented information on the recently completed Littoral Drift Study. The study provided necessary information to determine the feasibility of pursuing a sediment catch basin at the marina entrance.
 - D. The Manager was directed to gather additional information related to two Pacific Madrone trees on South Palmer Drive whose health is declining and report back to the Board at the September Study Session.
 - E. The Board has been requested to allow a ping-pong table to be used and stored in the Clubhouse. The Board is awaiting more information concerning this request.
8. Member Participation
9. New Business Agenda Items
 - A. Consider motion to approve the proposed Cape George Colony Club Critical Accounting Policy and designate as FIN08 – John Hanks
 - B. Consider motion to approve the proposed Cape George Colony Club Investment Policy and designate as FIN09 – John Hanks

- C. Consider motion to approve the 2010 Audit as presented by CPA Joseph Vandal – John Hanks
- D. Consider motion to move forward with the publication of amended Cape George Colony Club Rule PP03 Outdoor Burning to include prohibition of the use of fireworks – Michael Smith
- E. Consider Motion to approve 2011-2012 Core Committee Chairs and members: Finance, Water, Roads, and Building. Committee Chairs – Robin Scherting
- F. Consider Motion to approve 2011-2012 Committee Chairs with members not needing Board Approval: Emergency Preparedness, Election, Environmental, Fitness, Marina, Nominating, and Swimming Pool – Robin Scherting

10. Open Board Discussion

11. Announcements:

- A. Study Session – September 13, 3:00 P.M.
- B. Board Meeting – September 15, 7:00 P.M.

12. Adjourn to Executive Session: For the purpose of discussing legal issues and possible member rule violation.

13. Resume Regular Board Meeting: Board action if any motions come from Executive Session

14. Adjournment: Motion to adjourn Regular Board Meeting

**Cape George Colony Club
Special Board Meeting
Board Training Session
August 9, 2011
Immediately following Study Session**

1. President's comments and purpose of special meeting – Richard Hilfer
2. Cape George Governing Documents – Richard Hilfer
3. Chapter 64.38 Revised Code of Washington – Richard Hilfer
4. Executive Sessions – Richard Hilfer
5. Parliamentary procedures and Robert's Rules of Order – Joel Finlay
6. Understanding Homeowners Association financial statements – Karen Krug
7. Dealing with community emergencies – Carolyn Salmon
8. Concept of a working board and responsibilities of members as committee liaisons – John Hanks
9. Process for establishing study session and board meeting agendas – Robin Scherting
10. Meeting attendance and participation by phone – Robin Scherting
11. Communication between Manager and Trustees – Art Burke
12. Resources available to Trustees – Art Burke
13. Dealing with disruptive behavior at meetings – Open discussion
14. Contact with attorney and privileged information – Art Burke
15. Major projects and activities for the year – Open discussion
16. Open discussion, question and answer period
17. Announcements
18. Adjourn

Special Board Meeting

Tuesday, September 13, 2011
Immediately following Study Session
Cape George Clubhouse

AGENDA

1. Call to order and comments, Richard Hilfer, President
2. Motion to adjourn to Executive Session for the purpose of discussing legal issues
3. Executive Session – discussions are confidential
4. Motion to adjourn from Executive Session back to Special Board Meeting
5. Resume Special Board Meeting with any motions made during Executive Session
– Secretary will record these motions and the vote count of the Trustees
6. Motion to adjourn Special Board Meeting

Regular Board of Trustees Meeting Agenda

September 15, 2011

7:00 P.M.

Cape George Clubhouse

1. President's Comments and Announcements – Richard Hilfer
 - A. Welcome
 - B. The first draft of the Reserve Study dealing with our General Reserves has been received and is being reviewed.
2. Action on Minutes – Minutes of Regular Board Meeting, August 11, 2011 – Penny Jensen
3. Membership Report – Penny Jensen
4. Treasurer's Report – Penny Jensen
5. Manager's Report – Art Burke
6. Committee Reports
7. Information Items
 - A. Manager Art Burke reported that the two Pacific Madrone trees on N. Palmer Dr. that were requested to be removed by a member are not on common property and no further action would be taken.
 - B. The Board directed Manager Art Burke to develop a draft two part notice that can be used to provide warning to vehicles parked on common property without the required permit.
8. Member Participation
9. New Business Agenda Items
 - A. Consider motion to approve proposed changes of Cape George Colony Club Rule PP03 Outdoor Burning as published in the September Newsletter – Michael Smith
 - B. Consider motion to move forward with the publication of revisions to Cape George Colony Club Rule MIS01 Election Procedures – Robin Scherting
 - C. Consider motion to move forward with the publication of revisions to Cape George Colony Club Rule CP08a Water Conservation Pricing – Robin Scherting
 - D. Consider motion to move forward with the drilling of a replacement for Well #5 – Penny Jensen
 - E. Consider motion to transfer \$7,551.78 from the Marina Reserves to the General Investment Account for the purchase and transportation of dock floats from KADCO USA – Penny Jensen
 - F. Consider motion to approve expenditure of \$13,190 for the repair of Cape George roads by Lakeside Industries, Inc. – Robin Scherting

G. Consider motion to approve request to allow a ping-pong table to be placed at the Clubhouse – Penny Jensen

H. Consider motion to approve three Due Date Adjustment forms from members – Ross Anderson

10. Open Board Discussion

11. Announcements:

A. Study Session – October 11, 3:00 P.M.

B. Board Meeting – October 13, 7:00 P.M.

12. Motion to adjourn Regular Board Meeting

Regular Board of Trustees Meeting Agenda

October 13, 2011

7:00 P.M.

Cape George Clubhouse

1. President's Comments and Announcements – Richard Hilfer
 - A. Welcome
 - B. An Executive Session to discuss a personnel issue and possible member rule violation is planned at the conclusion of Board Meeting.
 - C. First draft of the Water and Marina reserve studies has been received and are being reviewed by the appropriate committees.
 - D. 2012 budget process is underway and two Special Budget meeting are scheduled – October 18th at 3 pm to review reserve and capital projects and October 20th at 3pm to review and possibly approve the final budget package.
2. Action on Minutes – Minutes of Special Board Meeting September 13, 2011 and Regular Board Meeting, September 15, 2011 – Carol Wood
3. Membership Report – Carol Wood
4. Treasurer's Report – John Hanks
5. Manager's Report – Art Burke
6. Committee Reports
7. Information Items
 - A. Port Townsend Marine Science Center has requested access to the marina docks for the purpose of collecting water samples for research related to algal blooms (red tides). Ross Anderson will be gathering additional information.
 - B. An updated two-part parking violation form was approved for use and will begin to be used as soon as materials have been acquired.
 - C. Speeding in the community and enforcement options was discussed and additional information will be gathered and presented at the November meeting.
8. Member Participation
9. New Business Agenda Items
 - A. Consider motion to approve proposed changes of Cape George Colony Club Rule MIS01 Election Procedures as published in the October Newsletter – Carol Wood
 - B. Consider motion to approve proposed changes of Cape George Colony Club Rule CP08a Water Conservation Pricing as published in the October Newsletter – Penny Jensen
 - C. Consider motion to move forward with plans for entrance channel repairs at the marina and place a special assessment on the November ballot for member approval to fund the project over a two year period – John Hanks

- D. Consider motion to approve appointment of Neil Lupkes to the Building Committee – Robin Scherting
- E. Consider motion to approve proposed changes to Building Regulations related to a rewording of the definition of living space and place on the November ballot for member approval – Michael Smith
- F. Consider motion to approve request from Social Club to use Cape George Newsletter and bulletin boards for the Christmas family fund raiser – Carol Wood
- G. Consider motion to approve request from a member for a Due Date Adjustment – Robin Scherting

10. Open Board Discussion

11. Announcements:

- A. Special Budget Meeting – October 18, 3:00 P.M.
- B. Special Budget Meeting – October 20, 3:00 P.M.
- C. Study Session – November 8, 3:00 P.M.
- D. Board Meeting – November 10, 7:00 P.M.

12. Adjourn to Executive Session: For the purpose of discussing personnel issues and possible member rule violation.

13. Resume Regular Board Meeting: Board action if any motions come from Executive Session

14. Adjournment: Motion to adjourn Regular Board Meeting

Regular Board of Trustees Meeting Agenda

November 10, 2011

7:00 P.M.

Cape George Clubhouse

1. President's Comments and Announcements – Richard Hilfer
 - A. Welcome
 - B. Ballots for the 2012 budget were mailed on November 1st and have been received by members.
 - C. If there are any questions related to the 2012 budget packet we will try to address them during the Member Participation section of the Study Session and Board Meeting.
2. Action on Minutes – Minutes of the Regular Board Meeting October 13, 2011, Special Budget Board Meeting October 18, 2011 and Special Budget Board Meeting, October 20, 2011 – Carol Wood
3. Membership Report – Carol Wood
4. Treasurer's Report – John Hanks
5. Manager's Report – Art Burke
6. Committee Reports
7. Information Items
 - A. The Board authorized the signing of an engagement letter for the services of Certified Public Accountant, Joseph Vandal to conduct the organizations year end audit for 2011.
 - B. The issue of speeding in the community was discussed and will be moved forward for further discussion at the December Study Session. It was also the Boards recommendation that a Stop sign be installed at the north intersection of Quinault Loop and South Palmer Drive.
 - C. The Board reviewed the policy related to fund raising by outside groups and after discussion, agreed that no changes would be made at this time.
 - D. A request from United Good Neighbors to conduct fund raising activities within the community was not considered since it was in violation of the policy for fund raising by outside groups.
8. Member Participation
9. New Business Agenda Items
 - A. Consider Resolution to establish a Marina Seawall Repair Reserve Account – John Hanks
 - B. Consider Resolution to approve Ascencia Bank as a depository for reserve fund investing activities – John Hanks

- C. Consider Resolution for the transfer of \$23,544.00 from Water Reserves to General Investment Account for well drilling by Gresham Well Drilling – Robin Scherting
- D. Consider Resolution for the transfer of \$1,131.25 from Water Reserves to General Investment Account for tank farm fencing by Pro Link Fencing – John Hanks
- E. Consider motion to uphold the previous decision of the Building Committee to approve the Building Permit for the project at 444 Sunset Blvd. – Carol Wood
- F. Consider motion to approve the final settlement agreement with Washington State, Department of Ecology, regarding the appeal that was filed with the Pollution Control Hearing Board concerning Cape George water rights and development extension schedule – John Hanks
- G. Consider request for approval of a Due Date Adjustment for a member – Carol Woods

10. Open Board Discussion

11. Announcements:

- A. Study Session – December 13, 3:00 P.M.
- B. Board Meeting – December 15, 7:00 P.M.

12. Adjournment: Motion to adjourn Regular Board Meeting

Regular Board of Trustees Meeting Agenda

December 15, 2011

7:00 P.M.

Cape George Clubhouse

1. President's Comments and Announcements – Richard Hilfer
 - A. Welcome
 - B. Anyone wishing to observe the ballot counting was allowed to do so up until tallying began, then they were asked to leave
2. Action on Minutes – Minutes of the Regular Board Meeting November 10, 2011 – Carol Wood
3. Election results announced – Carol Wood
4. Membership Report – Carol Wood
5. Treasurer's Report – John Hanks
6. Manager's Report – Art Burke
7. Committee Reports
8. Information Items
 - A. Discuss opportunities for improving communication in the Cape George community through the newsletter, website, and other forms of communication – Ross Anderson
 - B. Review of Cape George insurance coverage as it relates to liability of Marina entrance structural failure – Penny Jensen
 - C. Approve Gail Krentzman as Chair of the Ad Hoc Committee assigned to investigate all aspects of installing a Pickleball court & report their findings to the Board. – Richard Hilfer
9. Member Participation
10. New Business Agenda Items
 - A. Consider Resolution to approve Sallie Mae Bank as a depository for reserve fund investing activities – John Hanks
 - B. Consider motion to approve updated Reserve Schedule as presented by Finance Committee for inclusion with 2011 audit documents – Carol Wood
 - C. Consider motion to approve proposed updating to Cape George Rule EMP01 Personnel Policies – Penny Jensen
11. Open Board Discussion
12. Announcements:
 - A. Study Session – January 10, 3:00 P.M.
 - B. Board Meeting – January 12, 7:00 P.M.
13. Adjournment: Motion to adjourn Regular Board Meeting