

**CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM**

**President Katie Habegger called the meeting to order at 3:30 p.m.**

Welcome

**In Attendance:** Katie Habegger, Karen Krug, Carol Wood, Joel Janetski and Ross Anderson.

**Action on Minutes:** Carol Wood moved and Joel Janetski seconded to approve the minutes of the Regular Board Meeting dated February 15, 2018. Passed – 4/0

**Membership Report:** Carol Wood

Bernt & Marlene Ericson purchased 181 N Palmer Dr from Dawn Santo

**Treasurer’s Report:** Karen Krug

**TREASURER’S REPORT  
As of February 28, 2018**

With only two months of the current year completed there is little that warrants comment. Consequently the financial results through February 28 are presented below in a more highly summarized version than is typical.

A summarized version of the 2017 audit using the typical Cape George format is included as the last two pages of this report.

<b>Balance Sheet as of February 28, 2018 and 2017</b>					
<b>Assets</b>	<b>2018</b>	<b>2017</b>	<b>Liabilities and Fund Balances</b>	<b>2018</b>	<b>2017</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 212,190	\$ 219,789	Accounts Payable & Other Liabilities	\$ 13,005	\$ 22,906
Operating Investment-Savings	82,044	88,271	Unearned Income General/Water/Etc.	76,105	66,275
Petty Cash (2 accounts)	600	600	Unearned Income Reserve Assment	18,854	16,884
Reserves - General, Water & Marina	870,691	693,627	Unearned Income Marina Wait List	1,600	1,300
Routine Reserve Assessment	49,561	46,563	Total Current Liabilities	109,564	107,365
Total Cash & Equivalents	1,215,086	1,048,850			
Net Accounts Receivable	3,766	5,432	<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,782,100	1,836,622	Fund Balances (Combined)	2,761,054	2,653,054
Total Prepaid & Other Assets	18,449	14,922	Modified Cash Basis Income	148,783	145,407
<b>TOTAL ASSETS</b>	<b>\$3,019,401</b>	<b>\$2,905,826</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$3,019,401</b>	<b>\$2,905,826</b>

<b>Summary Revenue and Expense Statements for the periods ended February 28, 2018 and 2017 (Modified Cash Basis)</b>									
<b>2018 Year to Date</b>					<b>COMPARATIVE</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>		<b>2018 YTD</b>	<b>2017 YTD</b>	<b>Variance</b>	<b>%</b>
<b>General</b>					<b>General</b>				
General Assessment	\$ 74,144	\$ 74,144	-	0%	General Assessment	\$ 74,144	\$ 71,602	\$ 2,542	4%
Revenue - All Other Sources	(3,086)	1,146	(4,232)	>100%	Revenue - All Other Sources	(3,086)	2,098	(5,184)	>100%
Total General Revenue	71,058	75,290	(4,232)		Total General Revenue	71,058	73,700	(2,642)	
Less Expenses:					Less Expenses:				
Total General Expenses	39,957	44,612	1,680		Total General Expenses	39,957	40,355	(1,485)	
<b>General Net Income</b>	<b>\$ 31,101</b>	<b>\$ 30,678</b>	<b>\$ 423</b>	<b>1%</b>	<b>General Net Income</b>	<b>\$ 31,101</b>	<b>\$ 33,345</b>	<b>\$ (2,244)</b>	<b>-7%</b>

**CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM**

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<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 46,980	\$ 46,980	\$ -	0%	Revenue - Water Use Fees	\$ 46,980	\$ 46,530	\$ 450	1%
Revenue - All Other Sources	3,708	1,500	2,208	147%	Revenue - All Other Sources	3,708	2,635	1,073	41%
Total Water Revenue	50,688	48,480	2,208		Total Water Revenue	50,688	49,165	1,523	
Less Expenses:					Less Expenses:				
Total Water Expenses	20,390	25,220	4,830		Total Water Expenses	20,390	21,844	1,454	
<b>Water Net Income</b>	<b>\$ 30,298</b>	<b>\$ 23,260</b>	<b>\$ 7,038</b>	30%	<b>Water Net Income</b>	<b>\$ 30,298</b>	<b>\$ 27,321</b>	<b>\$ 2,977</b>	11%
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 52,085	\$ 50,485	\$ 1,600	3%	Revenue - Moorage/Parking	\$ 52,085	\$ 50,794	\$ 1,291	3%
Revenue - All Other Sources	9,880	8,543	1,337	16%	Revenue - All Other Sources	9,880	9,712	168	2%
Total Marina Revenue	61,965	59,028	2,937		Total Marina Revenue	61,965	60,506	1,459	
Less Expenses:					Less Expenses:				
Total Marina Expenses	6,133	6,608	475		Total Marina Expenses	6,133	5,754	379	
<b>Marina Net Income</b>	<b>\$ 55,832</b>	<b>\$ 52,420</b>	<b>\$ 3,412</b>	7%	<b>Marina Net Income</b>	<b>\$ 55,832</b>	<b>\$ 54,752</b>	<b>\$ 1,080</b>	2%
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Net Reserve Income	\$ 31,550	\$ 31,116	\$ 434	1%	Net Reserve Income	\$ 31,550	\$ 30,599	\$ 951	3%
<b>Cmbnd Net Income/(Loss)**</b>	<b>\$ 148,783</b>	<b>\$ 137,475</b>	<b>\$ 11,307</b>	8%	<b>Cmbnd NetIncome/(Loss)(3)</b>	<b>\$ 148,781</b>	<b>\$ 146,016</b>	<b>\$ 2,102</b>	2%

**TREASURER'S REPORT - CAPE GEORGE COLONY CLUB**

**Fiscal Year 2017 Audit**

The 2017 financial audit by Cagianut and Company (C&C) has concluded and a clean, or unqualified, audit opinion has been issued. Only one entry having bottom line impact was made and that relates to the actual 2017 Federal income tax due.

The 2017 Federal income tax was \$159 a value \$2,081 lower than the initial estimate and considerably lower than last year's \$2,238. The annual Federal income tax is not calculated by the tax group of the audit firm until the audit is completed so the value varies considerably. The tax division always recommends that to avoid potential interest and penalty on underpayment of taxes, the current next year's accrual be equal to the prior year's actual liability. Cape George follows this advice.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM

Comparative Balance Sheets:

There are some notable changes in the balance sheet since last year. Operating cash is about 29% lower than last year and needs to be carefully monitored to ensure adequate cash on hand for year-end bills. Reserve balances are 26% higher than last year due mostly to the responsible deferment of the Marina electrical project. Net fixed assets, due to the \$123,000 in depreciation expense, show a decrease even though there was about \$75,000 in asset additions during the year. Unearned income is nearly 10% lower than last year indicating that not as many Members are prepaying their next year's assessments and this is also responsible for some of the decrease in year-end operating cash.

Comparative Revenue and Expense Statements (next page):

The combined bottom line, before depreciation, was \$23,000 lower than the prior year. Since major assessments, charges and fees were not increased between 2016 and 2017, the result, while not very good news, was not unexpected. Adding to the lack of revenue increases in 2017 was the increase in utility costs in all cost centers. Labor costs year-over-year were surprisingly comparable given the need to recruit and train a new Manager.

General operations were nearly \$15,000 lower than last year. Pool expenses, driven by high utility costs, exhibited the greatest difference from last year.

Water operations exhibited nearly a \$12,000 decrease from the prior year. Expenses associated with major tank cleaning, which were budgeted, were responsible for nearly all the difference between year-over-year audited values.

Marina operations finished the year nearly \$3,000 ahead of the prior year. A reduction in dock repair expenses couple with the change in the Federal tax liability were the primary reasons for the difference.

*Summarized comparative audit information in the Cape George format is presented below and on the following page. Detailed audited statements are available online and in the Office.*

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM

<b>Audited Balance Sheets for the years ended December 31 (Cape George Format)</b>					
<b>Assets</b>	<b>2017</b>	<b>2016</b>	<b>Liabilities and Fund Balances</b>	<b>2017</b>	<b>2016</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 89,933	\$ 126,964	Accounts Payable & Other Liabilities	\$ 19,761	\$ 23,487
Operating Investment-Savings	82,024	88,249	Unearned Income General/Water	71,324	77,679
Petty Cash (2 accounts)	600	600	Unearned Income Reserve Assemnt	11,866	14,608
Reserves - General, Water, Marina	885,022	699,145	Unearned Income Marina Wait List	1,650	1,000
Routine Reserve Assessment	12,344	14,657	Due To Operations**	11,263	5,283
Total Cash & Equivalents	<u>1,069,923</u>	<u>929,615</u>	Total Current Liabilities	<u>115,864</u>	<u>122,057</u>
Net Accounts Receivable	334	691			
Total Net Fixed Assets	1,771,040	1,818,723	<b>FUND BALANCES:</b>		
Total Prepaid & Other Assets	24,357	20,799	Fund Balances (Combined)	2,653,054	2,507,695
Due from Reserves**	11,263	5,283	Net Income after Depreciation	107,999	145,359
<b>TOTAL ASSETS</b>	<b><u>\$2,876,917</u></b>	<b><u>\$2,775,111</u></b>	<b>Total Liabilities and Fund Balance</b>	<b><u>\$2,876,917</u></b>	<b><u>\$2,775,111</u></b>

\*\* These represent Board approved transfer from Reserve accounts to Operations checking that had not cleared as of 12/31. These are typical at year end and generally clear by the end of January.

A memo dated March 09, 2018 contains the recommendations for the final 2017 transfer of excess operating cash.

<b>CAPE GEORGE COLONY CLUB</b>					
<b>Audited Results for the years ended December 31 (Cape George Format)</b>					
	<b>2,017</b>	<b>2,016</b>	<b>Variance</b>	<b>%</b>	
General Assessment	\$ 286,408	\$ 286,408	-	0%	
Revenue - All Other Sources	40,148	27,540	12,608	46%	
Total General Revenue	<u>326,556</u>	<u>313,948</u>	<u>12,608</u>	<u>4%</u>	
Expenses:					
Salaries, Benefits, PR Tax	139,512	137,809	(1,703)	-1%	
Repairs & Maintenance	14,124	8,066	(6,058)	-75%	
Contracted Services	40,222	36,203	(4,019)	-11%	
Insurance	19,001	18,686	(315)	-2%	
Pool Expense	34,909	24,444	(10,465)	-43%	
Supplies & Small Tools	14,934	10,974	(3,960)	-36%	
Utilities	10,758	8,645	(2,113)	-24%	
Federal Income Tax	159	1,119	960	86%	
Other Expenses	8,250	8,375	125	1%	
Total General Expenses	<u>281,869</u>	<u>254,321</u>	<u>(12,095)</u>	<u>-11%</u>	
<b>General Net Income</b>	<b><u>44,687</u></b>	<b><u>\$ 59,627</u></b>	<b><u>\$ (14,940)</u></b>	<b><u>-25%</u></b>	

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM

<b><u>Water</u></b>				
Revenue - Water Use Fees	186,960	\$ 185,130	\$ 1,830	0%
Revenue - All Other Sources	5,544	7,263	(1,719)	-24%
<b>Total Water Revenue</b>	<b>192,504</b>	<b>192,393</b>	<b>111</b>	<b>0%</b>
Expenses:				
Salaries, Benefits, PR Tax	63,249	62,153	(1,096)	-2%
Repairs & Maintenance	14,785	3,937	(10,848)	-276%
Contracted Services	17,275	17,141	(134)	-1%
Insurance	9,692	9,807	115	1%
Supplies & Small Tools	10,730	11,500	770	7%
Utilities	11,914	11,060	(854)	-8%
Federal Income Tax	0	0	-	0%
Other Expenses	14,447	14,779	332	2%
<b>Total Water Expenses</b>	<b>142,092</b>	<b>130,377</b>	<b>(11,715)</b>	<b>-9%</b>
<b><u>Marina</u></b>				
Revenue - Moorage/Parking	54,294	\$ 55,345	\$ (1,051)	-2%
Revenue - All Other Sources	15,088	9,804	\$ 5,284	54%
<b>Total Marina Revenue</b>	<b>69,382</b>	<b>65,149</b>	<b>4,233</b>	<b>6%</b>
Expenses:				
Salaries, Benefits, PR Tax	15,179	13,522	(1,657)	-12%
Repairs & Maintenance	13,506	14,392	886	6%
Contracted Services	7,744	6,623	(1,121)	-17%
Insurance	6,763	6,024	(739)	-12%
Supplies & Small Tools	1,957	2,298	341	15%
Utilities	6,907	5,152	(1,755)	-34%
Federal Income Tax	0	1,119	1,119	100%
Other Expenses	951	2,606	1,655	64%
<b>Total Marina Expenses</b>	<b>53,007</b>	<b>51,736</b>	<b>(1,271)</b>	<b>-2%</b>
<b>Marina Net Income</b>	<b>16,375</b>	<b>\$ 13,413</b>	<b>2,962</b>	<b>22%</b>
<b><u>Reserves</u></b>				
Net Reserve Activity	119,847	119,744	(103)	0%
<b>Cmbnd Net Income/(Loss)**</b>	<b>231,321</b>	<b>\$ 254,800</b>	<b>23,479</b>	<b>-9%</b>
<i>Less: Depreciation Expense</i>	<i>123,322</i>	<i>110,660</i>	<i>(12,662)</i>	<i>-11%</i>
<b>Net Income/(Loss) after Dprn.</b>	<b>107,999</b>	<b>\$144,140</b>	<b>\$36,141</b>	<b>25%</b>

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM

**Manager's Report: Sharon Mitchel**

We ran speed surveys at 4 more locations in the Colony and Village. Most drivers are traveling under 25 mph which is the good news. There were still many instances over that speed. A particularly dangerous spot is near the Colony entrance where there is significant activity around the mailboxes, office, pickle ball court and barns each day. During our survey at that location, there were 87 cars traveling between 25 – 54.9 mph. The Trustees requested orange caution flags to be placed on the speed limit signs throughout the community and additional speed limit signs for N & S Palmer. The signs will be installed next week. Yesterday a member reported that one of the newspaper carriers drives too fast, so I've contacted the newspapers and asked them to slow down. If you are aware of specific vendors traveling too fast on our roads, please let me know.

The Harbormaster has offered the available slips to members on the Wait List. She hopes to have assignments finalized by the end of this month.

The Huckleberry Mailbox enclosure is complete and mail delivery will begin at the new location later this week. I'd like to thank everyone who has had a part in this project! It certainly hasn't been easy.

We are running out of space in our current Village and Colony mailbox enclosures for new members' mailboxes and the larger replacement mailboxes that members have been purchasing. Cluster mailboxes are quite secure, save space and are cost effective. I encourage you to work with others on your street to purchase locking cluster mailboxes.

We are recruiting for a Seasonal Maintenance Assistant to weed whack ditches and assist with other grounds maintenance. We pay \$16/hour, 20-25 hours per week, April through September. If you know someone who might be interested, please have them call me.

Projects being worked on by the Office Administrator, Terri Brown:

- Providing new ramp and south gate keys to members. Bring in your old key and she'll exchange it!

Projects being worked on by the Caretaker:

- Installed orange flags on our speed limit signs to remind us all to slow down
- Removed a falling tree on Saddle Drive
- Plowed and salted the roads during our late winter snow storm

I have received the following reports/complaints over the past month:

- Member not picking up their dogs' waste on another member's vacant lot in the Colony. Member has been notified.
- Outdoor lights on overnight in the Colony. Member was notified and is turning off light at 10 p.m.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Marina, Pool, and Water.  
The reports are attached to these minutes and incorporated by reference.

**Information Items:**

- A. A member whose home exterior was not completed within 6 months notified the Trustees about extenuating circumstances. The Trustees advised that he could request abeyance of fines once the exterior of the home is completed.
- B. The Building Committee will draft updated regulations to clarify issues around guest quarters. Updated regulations will be submitted to the Trustees for vote in the fall election.
- C. The Manager updated the Trustees on Clubhouse Wi-Fi and will continue discussions with Wave
- D. The Manager updated the Trustees on the status of 2 reserve projects: pool showers and dock electric.

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Carol Wood moved and Joel Janetski seconded to approve a resolution to transfer \$7194 from General Reserves to General Checking account for the swimming pool paint project. – Passed 4/0

**Motion 2:** Karen Krug moved and Ross Anderson seconded, since the Trustees have received copies of all pertinent 2017 audit documents as prepared by Cagianut & Company, CPA that the Board approve the General Representation letter, the Legal Representation letter, and the Post-Audit Inquiry letter indicating nothing to report. - Passed 4/0

**Motion 3:** Karen Krug moved and Carol Wood seconded for the Board to accept the 2017 draft audit report as provided by Cagianut & Company, CPA. - Passed 4/0

**Motion 4:** Karen Krug moved and Joel Janetski seconded for the Board to approve the 2017 Federal 1120-H tax return as prepared on behalf of Cape George by Cagianut & Company, CPA. – Passed 4/0

**Motion 5:** Karen Krug moved and Ross Anderson seconded for the Board approve the final 2017 excess cash transfer totaling \$27,542 from general operations to specific reserves as detailed in the Treasurer’s Memo dated March 09, 2017. – Passed 4/0

**Open Board Discussion:** The trustees offered a huge “Thank you” to Karen Krug for all of her work and dedication in the preparation of the 2017 audit. Her careful attention is much appreciated.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM

**Announcements:**

- A. Study Session – April 10, 2018 3:00 P.M.
- B. Board Meeting – April 12, 2018 3:30 P.M.

**Adjournment:** Carol Wood moved and Joel Janetski seconded to adjourn the Regular Board Meeting at 4:00 pm. Passed – 4/0

**Submitted by:**

**Approved by:**

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**Carol Wood, Secretary**

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**Katie Habegger, President**

**Committee reports:**

Marina Committee Meeting, March 13, 2018

**THE MARINA NEEDS YOUR USED BOATING AND EQUIPMENT FOR THE UPCOMING MARINA SALE. LOOK FOR CONTACT INFO ON THE BULLETIN BOARDS.**

Attendees: Cape George Manager Sharon Mitchel, Marina Harbormaster Sonja Ericson. Marina Committee: Paul Happel, Lad Burgin, Ben Fellows, Marta Favati, Mac McDonald, Archie Bickling, Ken Owen, Ross Anderson, John Hanks, Brian Ritchie, Penny Jensen, Mike LaPointe, Mike Heckinger and Thad Bickling,

The meeting was called to order at 11:00 am by Harbor Master Sonja Ericson.

Marina members volunteered for evening gate closers for the next 3 weeks. The meetings will return to the first Tuesday of each month beginning April 3.

Sonja brought up the subject of potential fuel spills in the marina and the marina tenants responsibilities for maintaining a spill free marina. How people can lessen the possibility by keeping a clean bilge and keeping absorbent materials in their bilges to lessen discharge of adding petroleum products to the environment. The present spill barriers for the marina may possibly be adequate to stop spills from entering Discovery Bay but additional spill materials will be needed if there is a spill within the marina.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM

Sonja is researching costs and availability of spill kits for the marina. Marine boater insurance was discussed along with other insurance policies used to insure boats in the marina. A typical marine boater's policy for Washington State requires \$800,000 in spill insurance whereas some home owner's insurance may not have that type of item in the policy. Typically, larger boats have marine boater insurance while the smaller vessels are covered on homeowner policies.

Lad Burgin discussed the electrical contract for the marina. The marina will need work crews on Tuesday and Thursday to prepare the docks for the electrical contractor and remove all the existing electrical wiring in the marina. The electricity in the marina will be turned off on May 7 and the existing wiring will be removed. The Contract will start June 1<sup>st</sup>.

Purchases for the marina must be approved through Sonja prior to the purchase of supplies and equipment for the marina.

The funds derived from the yearly marina sale are placed in the "memorial fund" for the marina. A request was made from the workshop committee for some of that funding. The manager explained the workshop expenses come from the general budget for maintenance expenses throughout the complex. Penny Jensen moved and John Hanks seconded that \$2,500 would be used to fund the extra shop expenses for year 2018.

The Marina Sale will be April 27-28 from 8:00 am – 2:00 pm and on April 29 from 9:00 am – 12:00 pm. Volunteers are needed to help the week before the sale and during the sale.

Electric lighting for the flag pole was discussed and Mac McDonald will work on that project. Other items brought up at the end of the meeting were zincs for the sea wall, yearly dredging of the marina entrance, piling covers for piles and retrofitting the guides around the piles.

The meeting was adjourned at 12:20 pm

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM

**CAPE GEORGE POOL COMMITTEE MEETING NOTES**

**CG Clubhouse – February 14, 2018**

**ATTENDEES:**

Rocky D'Acquisto. – Chair	Mary Hilfer
Joel Janetski – Board Liaison	Penny Jensen
Norma Lupkes – Sec.	Barbara Maynard
Sharon Mitchel – CG Mgr.	Cassie Reeves
Robin Scherting	Diona Smith

NOTES: The current Pool Committee Treasury amount is \$3,759.07. These funds are not a part of Cape George Colony Club Homeowner's Association.

Sharon Mitchel gave a report on the completed pool repairs in the pool area and dressing rooms. The sheet rocking and painting around the ceiling vents over the pool was extended to painting all the walls and it looks incredible. The refurbished benches for around the pool were also installed. Redoing the shower stalls in both dressing rooms has been postponed until early summer. New NO SMOKING signs will be ordered and put back in place. Lights being left on overnight have been an ongoing problem. The motion was made, seconded and passed for the pool committee funds to purchase timer switches to be ordered and installed by the office.

The major portion of the Pool Committee Treasury will be used to subsidize the cost of the shower stall remodel project and a suggestion was made to instigate a fund-raising project similar to what the exercise room does annually. A letter will be compiled going to "pool users" asking for help.

The office is still working on a written procedure for pool chemical maintenance and when completed Donnie will contact Rocky to review them as a back-up should if ever be needed.

The St Patrick's Day dinner hosted by the Pool Committee and the Emergency Preparation Committee will be held on Sat. March 17. Mary Hilfer will be doing the tickets which can be purchased in the office for \$10.00 with a deadline of March 14. The theme once again will be a "loaded" potato bar with chili and all the goodies imaginable! A food list from last year will be referenced and Norma Lupkes and Cassie Reeves will be the shoppers. Workers from the two committees are asked to meet at the clubhouse at 10:00 to decorate and do some prep work.

Pool Committee now meets on the second Wednesday of the month at 3:00 in the clubhouse.  
Next meeting: March 14

Respectfully submitted, Norma J. Lupkes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING  
March 15, 2018  
3:30 PM

**CAPE GEORGE WATER ADVISORY COMMITTEE MEETING REPORT, MARCH 6, 2018**

The meeting was held at 5:00 pm at the Office. The following attended: Sharon Mitchel, Manager; Karen Krug, Board Liaison; Greg Rae, Water Manager; Larry Southwick, Committee Chair; and members Scott James and Stewart Pugh.

1. The meter-reading list just came out today. Stew reported 19 leaks and he's started making calls. One leak, a rental in the Village, shows almost 1,000 gallons per day (250 is considered normal, most are well below that). Stew can't reach them by phone; send card to owners. Pool uses around 800 gpd which is down from historical levels. The Marina crew has fixed some of their leaks. 157 connections have less than 30 gpd.
2. Few chlorine taste/smell complaints, Donnie checked chlorine levels and they are fine. The new chlorine injector is working well and we're using less chlorine.
3. Greg got a call on a Sunday regarding a leak and responded but couldn't find the water meter – it was under dirt and grass. He suggested that Donnie/staff expose all meters over time so we can locate them easily if needed. Donnie exercises valves when he's doing the flushing. Exercising valves is important so we know where they are and that they'll work when/if needed. All other operations are going fine.
4. Lots 2 and 5 in Cresthaven, the plat west of N Palmer between Sunset and W Vancouver is being converted to an orchard with a number of water standpipes off of two water meters. Greg said they may need a backflow assembly or at least the small backflow devices on each faucet, depending on how they are going to irrigate it. Sharon and Karen talked about the properties being owned by a corporation and the need for communication to/thru the corporation and not just as an individual.

The next meeting will be on **April 3, 2018 at 5 pm at the Office.**