

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
January 13, 2005

1. **Call to order:** Robin Scherting, Acting President, called the regular meeting to order at 7:00 P.M.
2. **In Attendance:** Ben Fellows, John Garrett, Brian Ritchie, Robin Scherting, and Georgette Semick.
3. **Action on Minutes:**
 - a. Ritchie moved to accept the minutes of the December 16 2004 Board of Trustees meeting. Passed 4-0.
4. **Treasurer's Report:** As of December 31, 2004 the checking account total was \$74,075.37; the operational investment account balance was \$4019.37; the reserve account total was \$35337.62; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$413,432.36. Memorial and fundraising funds held in a separate account total \$11,701.77. There are delinquent member accounts, with a total amount owing, including late charges, of \$4,190.96. One account owes \$3,132.54. We may receive payment when the lot is sold. One delinquent account owes \$554.42, two accounts owe under \$300 and the remaining four accounts are for balances under \$200.

2005 Income Approximately 135 members paid their entire year's assessment early and took the 2% discount.

5. **Committee Reports:** Boat/RV storage lot: No report. Building: Written and oral report by Bob Phillips for Don Lee, Chair. The Committee approved one earthwork request. Environmental: No report. Finance: No report. Fitness Committee: The Fitness room is running smoothly. The aim is to have an auction on February 12 to raise funds for a light commercial grade multistation, exercise machine. This will replace two older and cumbersome machines we now have and also add some new functions. Donations from members to help make this happen are requested. Members who are willing to donate goods or funds are asked to contact Phyllis Ballough or Robin Scherting. Currently there is \$1105.15 in our account with \$350 designated for new equipment. Report by Robin Scherting. Marina: Gary Rossow reported that the Marina crew will now be meeting to work only on Tuesdays until the weather gets better. Marina Committee meetings will now be held in the workshop on the first Tuesday of each month to allow more time to prepare for the Board meetings. The workshop is the cleanest we can remember. Please come and have a look. Members are asked to check with Dale or Gary before donating items to the workshop. Two kayak racks have been moved to the ramp end of the marina. Kayakers are asked to check their kayaks and move those on the middle rack at the south end. Fourteen of twenty reserved boat storage slots have been rented. A list is posted on the workshop door. Dredging permits are still in progress and expected by July. Membership: John and Betty Hanks have purchased lot 11, Cresthaven from Don and Beatrice Thorne. Nominating Committee: No report. Pool: No report. Roads: No report. Social Club: Approximately 100 people attended the Christmas Party. New card tables and a boom box were purchased for the clubhouse. Water Advisory: No report. Wildfire Task Force: No report.

6. **Summary of Managers Report:** Written and oral report by Bob Phillips, Manager. Well #5 became inoperative January 4, 2005. The pump and some of the pipe were found to be worn out. The preliminary estimated repair cost is about \$10,000. The swimming pool and fitness room were invaded by sand fleas. The doors have been weather-stripped. Cleaning of the water treatment media seems to have solved the iron/manganese removal problems and all is well at this time. The streets were plowed and sanded (with our new sand spreader) last week.

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7. Member Participation: None

8. Information: (1) It was determined at the Study Session that the group of members wanting to rent the clubhouse could use it as members at no charge since the event will be open to all Cape George members. (2) A verbal complaint concerning possible home business activity will not be addressed unless a written complaint is received. (3) Discussion on Newsletter options was postponed until more survey results are available.

New Business: (1) Semick moved that M. Bluewater's request for refund of guest moorage fees be denied. Passed. 3 yes, 2 abstained. (2) Fellows moved to appoint John Garrett as Board Liaison to the Ad Hoc Website Committee. Passed 4-0. (3) Semick moved to deny a request from Bob Tilley for reduced guest fees. Passed 4-0 (4) Garrett moved to accept the attached excess funds resolution. Passed 4-0. (5) Semick moved to approve the attached resolution to transfer funds from the Investment reserve Account to the General Investment Account. Passed 4-0 (6) Semick moved to authorize the Manager to spend up to \$10,000 to repair Well #5. Passed 4-0. (7) Garrett moved to revise EMP01 to define a Cape George full time employee as one regularly scheduled to work a minimum of 30 hours /week.

The February Study Session will be held on Tuesday the 8th at 3:00pm in the Clubhouse. A variance hearing will be held in advance of the Study Session at 2:30pm.

The next Regular Board of Trustees Meeting will be held on February 10, 2005, at 7:00 P.M. p.m., at the Club House.

12. Adjournment: The President adjourned the meeting at 8:05 p.m.

Submitted by:

Approved by:

Ben Fellows
Acting Secretary

Robin Scherting
Acting President

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1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:00 P.M.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, John Garrett, Brian Ritchie, and Robin Scherting.
3. **Action on Minutes:** Fellows moved (passed 4/0) that the Minutes of the regular Board of Trustee Meeting of January 13, 2005 be adopted subject to the correction of a clerical omission at New Business (7) which is corrected to show the passage of the motion concerning the definition of fulltime employee by a vote of 4/0.
4. **Treasurer's Report:** As of January 31, the checking account total was \$51,764.01; the operational investment account balance was \$104,051.58; the reserve account total was \$34,889.58; the three CD accounts (without accrued interest) total \$300,000 for a total for all accounts of \$490,705.17. Memorial and fundraising funds held in a separate account total \$10,708.59. There are thirty-three delinquent member accounts, with a total amount owing, including late charges, of \$9,135.40. One account owes \$3,244.54. We may receive payment when the lot is sold. One delinquent account owes \$666.42, four accounts owe over \$200 and the remaining twenty-seven accounts are for balances under \$200. The 33 delinquencies is a significant jump but not atypical for this time of year when assessments were just due. Our accounting audit, provided by J. Vandal, has been completed. There were no problems or irregularities and no federal income taxes are owed. Generally, although we are a nonprofit corporation, we would owe taxes on revenue deemed to be commercial, such as our marina income. In our case, marina expenses exceeded income so no taxes are owed for 2004. Manager Bob Phillips and Linda Cooley and Georgette Semick worked with the auditor.
5. **Committee Reports:** Boat/RV storage lot: Brian Ritchie, Chair, stated that he had no report. The Board discussed whether there was any further need for this ad hoc committee. Dale Huselton, Marina Committee Chairperson, indicated that boat trailer parking was not a problem and that no additional space was needed at this time. Other Members stated that no Member had come forward to lead efforts for RV parking. The Board decided to dismiss this Ad Hoc Committee for the present. Building: Written and oral report by Don Lee, Chair. The Committee approved one earthwork request, one tree removal permit and one building permit. Environmental: Written and oral report by Bob Tilley, Chair. Poison hemlock at the Marina and other common areas has exceeded our ability to control by pulling, and spraying will now be used. Nursery plants are ready and workers will begin planting at the bluff above the children's playground and continue along the marina trailer park road. The Vancouver West Park will be sprayed and the ground prepared for plantings; Bernie Del Valle, Phyllis and Robin are preparing a plan and planting will begin at completion. Pampas Grass to be removed from the club house area and replanted, along with donated New Zealand Flax plants, at Memorial Park. The metal sign at Memorial Park has been taken down by Mac MacDonald, and he will clean, shellac and reinstall it, shortly. Doug Ballough prepared a memorial plaque for deceased members. Bill McFarland and Phyllis Ballough are preparing for and will install it by the gazebo. A pruning seminar conducted by Richard Hefley was held at the clubhouse, and was well attended and successful. A videotape of the seminar will be auctioned at the Fitness auction this weekend and a loaner tape is available through Bob Tilley. Finance: No report. Fitness Committee Verbal report by Robin Scherting. Members donated enough items to make the auction possible - the committee is very appreciative of the contributions and thanks those members who made the auction possible. Marina Written and oral report by Dale Huselton and a written report by Gary Rossow. The entrance sign letters have been repaired and the sign will be back up on Tuesday. There are 18 of the 20 reserved parking slots that are paid up. We have 31 paid up rampage permits. All of our 67 full slips are rented and 8 out of 13

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economy slips are rented. Dredging permits are still in progress and expected by July.

Membership: Margot Bolstad is the new owner of Lot 1, Blk 3, Div 2 in the Colony. Joseph and Frances Dibene purchased 170 N. Palmer from Mary Bruce. Kathie King purchased Lot 39, Div 4 in the Village from Lezlie Rehkopf. Rick Riddle purchased 20 Ridge Drive in the Village from John and Amanda Hoffman. Nominating Committee: No report. We still need a Committee Chairperson.

Neighborhood Watch: Written and Oral report by Mikel Stull. The old suggested use of a plastic bag to store emergency medical information in the refrigerator freezer has been updated. It is now recommended that members use a plastic tube shaped travel toothbrush holder to hold the information in the freezer, making it easier to identify. Block Captains' telephone numbers have been provided to the office so they are available to the staff for notification in case of problems, issues, and notices.

Pool: Written and Oral report by Dixie Romadka. A lost and found has been put in the foyer. There appears to be a conflict between what the YMCA proposed for their schedule (one morning a week, Thursday) and what they currently plan (adds Monday morning). Also, a population shift has come about since the last time scheduling of pool hours and designated users has been addressed. There are more families, now, with school children. Dixie requested that there be an open meeting for the membership to address pool usage. The Board concurred and recommended that she schedule and handle the meeting. It was also recommended and agreed that written comments be accepted to accommodate those who might not be able to attend the meeting.

Roads: No report. Social Club No report. Water Advisory: Written and oral by Ed Skowyra A foul up in the mail has caused a delay in State approval for tank #7, so we have missed the prime bidding period. However, that may not be an issue as we then have more freedom in scheduling our activities. The permit application process is back on track.

Wildfire Task Force: Oral report by John Garrett, Chair. The owner of the 10-acre strip of land above the ravine and between the Colony and Village has asked for permission to use his Cape George lot and roads as a means to load and haul some dead trees that he will be removing from his acreage because they are potential fire and safety hazards. The Manager was asked to coordinate and it was noted that this activity is of benefit to those owners whose Cape George properties are adjacent to the offending trees.

6. Summary of Managers Report: Written and oral report by Bob Phillips. (1) A Cape George member has brought to Bob's attention that there are a few apparent violations of required side and front building set backs per Covenants and Regulations. Bob would like the Board's permission to investigate, along with the assistance of the Building Committee, whether there are some violations of setback requirements. The Board gave its permission for Bob and the Building Committee to review new homes and other buildings built within the last one to two years and then report back to the Board concerning potential setback violations. Ancillary buildings are not exempt from setback Covenants and Regulations. Bob and the Building Committee were also asked to make recommendations to the Board about what kinds of inspections should be made to ensure that there are no future violations of our setback requirements. (2) Well #5 is still being repaired. An additional problem has come to light concerning the wire conductors that provide the power. It should be in operation by February 20th. (3) Dish satellite service at the clubhouse was cancelled on January 27th, 2005. Although sought, no member comments have been received, pro or con and members have not volunteered to pay a portion of the approximately \$50 per month cost. (4) A MBNA VISA credit card has been issued with Dana and Bob as authorized users with the authorized credit limit of \$10,000 (5) Discovery Bay Fishing Derby will be the weekend of February 19-21. There will be some guest moorage fees collected and the Cape George marina is identified as a "safe harbor" for emergencies. (6) Bob notified a member that they had 30 days to remove their RV from Cape George right of way property in front of their home. He has received a letter from them stating that they will be applying for a Variance to the Parking Regulations. (7) The office had a written notice about the condition of the letters on the entrance signs. The Marina

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Committee is creating new letters for replacement. (8) A considerable wet area that was undermining the road near 161 Maple Dr. has been excavated and filled with 5 yards of slurry. (9) Graffiti was removed from a Bus Stop Structure in the Highlands. Bob and Don will be checking regularly to minimize exposure of children to offensive materials. (19) Our post-hole digger is on its way. (11) We have a Defib (Defibrillator [?]) Unit in the office. We need volunteers to learn how to use this equipment. Defib units are used to help persons having heart attacks or other emergent conditions. (12) Adobe Acrobat is now in the office computer and will be used for our newsletter publication. (13) The names and phone numbers of Neighborhood Watch Block Captains are now posted on the Web page. (14) An investigation will be made to find a suitable automated chlorination system for the swimming pool that will operate in the wee hours of the morning so as to not interfere with normal swimming activities and to allow for opening the pool at an earlier hour.

7. Member Participation: A member asked about the “No Parking” signs posted around a house building site. It was reported that the signs had been moved and that they are now posted “at” the construction site. Bob will look into it. He also committed to do a regular drive-through inspection of the main roads and vicinities to look for anomalous conditions.

8. Information: (1) The Manager was instructed to answer “No” to a member who wanted to place commercial advertising on Community Bulletin Boards and to inform the member that we do accept paid advertising in our newsletter. Bob also agreed to check more regularly and to remove unauthorized and expired items from our Bulletin Boards. (2) A member withdrew her request to host a rent-free luncheon at the community center, agreeing to pay the rent. (3) A query into the potential for allowing members to use the office fax, for a fee, was withdrawn in light of the of the age, wear and tear, and office disruptions which would occur. (4) An individual made a written offer to buy the Ekstrom property, which was recently deeded to Cape George. The Board directed Bob to respond in writing to the offeror declining the offer. The Board has not had the property appraised (although it did not sell at it’s last offer price of \$12,500) nor has the Board made any decision on whether to simply hold it, sell it or use it for a community purpose. Bob was instructed to develop summary information for the Board’s review concerning the assessable lots which are commonly owned. (5) It was suggested that the frequency of updates to the rules and regulations be limited to, for example, twice a year, to reduce the document turmoil and administrative burden. This was dismissed as unnecessary and too restrictive to conducting Board business and activation and enforcement of changes. (6) A member asked permission to park an RV in an adjacent, vacant house’s driveway (with the owner’s permission) while the requesting member’s house is built. It was determined that, barring any unforeseen issues, this is not an issue that required Board action – the Board instructed the manager to correspond with the Member and approve the request. (7) Two letters were received requesting that the issue of limits and rates for excess water usage be addressed. The Board’s consensus was that they had spent considerable time reviewing this very issue in recent months and had recently (11/04) acted upon a well-founded set of data that substantiates the current limits and overage rates. Bob was advised to respond to these two requests with that information.

9. New Business: (Note: the first three items in this section deal with requests for relief from the covenant which requires a 25 foot setback from the front of the lot unless the contour of the land prohibits construction. Although adjacent neighbors were notified and these three requests were posted as “variance requests”, these are NOT variance requests. They are requests for relief according to the express terms of the covenant. The factors considered for a variance request are not relevant to the request concerning relief from the covenant. The covenant states the condition to be met for relief to be granted – “...when the contour of the land prohibits such a setback”) (1) Request for Relief from Setback Covenant: Terry and Kristie Steben – Lot 11, Div 2, 200 Dennis

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Blvd, Village: Scherting moved (passed 4/0 as amended) that the Board adopt the Building Committee's findings and unanimous recommendation to approve the requested two foot relief from the 25 foot setback covenant because the requested relief was necessary because the contour of the land prohibited the construction of a home unless the two foot relief was granted. (A copy of the Building Committee's 1/30/05 report is attached and hereby incorporated in its entirety into these Minutes.) (2) Request for Relief from Setback Covenant: Leroy and Caroline Ramey – Lot 16, Blk 1, Div 1, 221 Victoria Loop, Colony. In response to new material presented by the Member at the Study Session, Don Lee, Building Chair, was asked to and did submit a supplemental written report, dated February 10, 2005, (copy attached and incorporated into these Minutes) which addressed the Member's new contention that a variance from the definition of Building was sought, not relief from the setback covenant. On short notice Mr. Lee considered that request and recommended against granting a variance to the definition of Building found at Cape George Building regulations for the reasons stated in his Memo and because the variance request would conflict with a covenant. Fellows moved (passed 4/0) that the Board adopt the Building Committee's findings and recommendation to deny the request to allow house eaves to intrude two feet into the 25 foot setback area because the contour of the ground did not prohibit the 25 foot setback and for the reasons stated in the Committee's recommendation. (3) Request for Relief from Setback Covenant: Todd and Carol Eskelin – Lot 11 and 12, Blk 9, Div 3, Corner of Vancouver Drive and North Palmer. Ritchie moved (passed 4/0 as amended) that the Board adopt the Building Committee's unanimous Findings and Recommendations that the request for relief from the covenant's setback requirements be denied for the reasons stated in the report and because the contour of the land did not prohibit the 25 foot setback. (4) Earlier Bird Fitness Hours: Scherting moved (passed 4/0) that the Fitness Center hours be changed so that the facility opens at 5:00 am rather than 6:00 am. (5) Cost of Replacing Lost Card Key Increases: Fellows moved (passed 4/0) that a replacement fee of \$20 be charged to members who wish to replace a lost card key and that the pool, fitness center and clubhouse rules be amended accordingly. (6) Pompous Grass Displaced: Fellows moved (passed 4/0) that the Environmental Committee be granted permission to move the pampas grass clumps from the clubhouse area to Memorial Park. (7) Notice of Clubhouse Use: Scherting moved (passed 4/0) that "Use of the Clubhouse" Rules and Regulations (CP02), A.2.b, concerning a member's use of the clubhouse, rent free, for events open to all members be amended to include the following: "Notice of clubhouse activity must be posted on all Community Bulletin Boards three weeks before the reservation cutoff date or the event date, whichever is earlier."

10. Scheduled Events: The March Study Session will be held on Tuesday the 8th at 3:00pm at the Clubhouse. The next Regular Board of Trustees Meeting will be held on March 10th, 2005, at 7:00 P.M. p.m. at the Club House.

11. Adjournment: The President adjourned the meeting at 9:05 p.m.

Submitted by:

Approved by:

John Garrett
Acting Secretary

Barbara Barnhart
President

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1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:00 P.M.
2. **In Attendance:** Barbara Barnhart, John Garrett, Kitty Rucker, Robin Scherting, and Georgette Semick.
3. **Action on Minutes:**
 - a. Scherting moved (passed 4/0) to approve the minutes of the Regular Board Meeting of February 10, 2005.
 - b. Rucker moved (passed 4/0) to approve the Minutes of the March 7, 2005 Special Meeting.
4. **Treasurer's Report:** As of March 10, 2005, the Checking Account total was \$36,960. The Operational Investment Account was \$104,213 and the Reserve Account total was \$34,944. Three CD accounts, without accrued interest, total \$300,000. The total of all accounts was \$476,116. Memorial and fundraising funds in a separate account total \$13,668. Our 15 month audit was approved, in draft, by the president. After adjustments to the Reserve Account schedule, the final audit will be presented to the Board at the April Board Meeting. There were no significant comments from the auditor. As of March 9, 2005, 27 accounts were delinquent (down from 33 last month) with a total owing, including late charges of \$6,558. Two members are in arrears over 90 days and have liens filed against them. Of those, one account owes \$3,255 (about 50% of the total owing for all accounts).
5. **Committee Reports:** Building: Written and oral report by Don Lee, Chair. The Committee approved two tree cutting permits, two earthwork permits and two building permits. Environmental: Written report and oral report by Kitty Rucker, Co-Chair. Due to the large response to the training workshop on pruning in January, the workshop will be offered again in Jan./Feb. 2006. A Volunteer Planting Party is set for April 2 from 9-Noon on the hill near the "Kiddy Park" by the clubhouse. The Annual Road Clean-Up Party will occur on April 27 from 1 p.m to 3 p.m. A Pancake Breakfast Fund Raiser is set for April 30 from 8 a.m. to 11 a.m. Finance: No report. Fitness Committee: No report. Marina: Written and oral report by Dale Huselton, chair. The Board will be asked to approve the committee's plans to enclose the concrete patio on the west side of the shop to expand the tool room. Dwayne Blondin donated a wood lathe that was needed. "Borrowed tools" are not being returned. The boat trailer parking area is going well with 20 reserved spaces and many unreserved spaces. The docks are being pressure washed. The posthole digger broke delaying the replacement of the posts along the road. Horseshoe teams are being formed-call Marvin Herridge at 344-4083 if you're interested. Membership: Written and oral report. In the Colony, Dimne Cote and Rosemarie Lueke purchased a home at 291 Victoria Loop from Elma Beary. John Hulburd purchased a home at 153 N. Rhododendron from J. B. McCrummen. John Thomas purchased Lot 14, Div. 6, on Huckleberry Place from Bob and Gloria Lehnert. Neighborhood Watch: No report. Nominating Committee: No report. Pool: No report. Roads: No report. Social Club: No report. Water Advisory: Written and oral report given by Ed Skowyra, Chair. The State Dept. of Health has received our request for a permit to build Tank #7 and has requested an update of our water system plan which would extend our present plan by a few years. We may be affected by Gov. Gregoire's declaration of a statewide drought emergency. The Department of Ecology may propose conservation plans that could affect us. The Committee will monitor the situation. Our household water consumption rate has changed little over the recent years: the average member usage was 155 Gal./day in 2001; 140 Gal./day in 2002; 172 Gal./day in 2003 and 155 Gal./day in 2004. Wildfire Task Force: No report.
6. **Managers Report:** Written and oral report by Bob Phillips, Manager. (a) There is a member who has a boat in the marina who is disposing of a large number of trash bags in the marina

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dumpster. He will be sent a letter and told to stop as per CP07(96), the Unauthorized Disposal Rule. (2) Members may purchase bound copies of Governing Documents for CG at the office for \$2.00. (3) Repair of Well #5 is progressing. An unexpected expense was replacing the underground conductor from the control room to the well. This should be repaired by March 15 when final parts arrive. (4) The Annual Pool Inspection by Jefferson County was conducted on March 8. The only violation was that the water circulation volume standard was not being met. Maintenance is addressing this issue. It was also suggested that we look at a few "toe stubbers" on the deck which could cause accidents. This too is being addressed. The inspector was very impressed with the cleanliness of the pool structure and operating equipment and with the water clarity. (5) A complaint was filed with Jefferson county Environmental Health Department regarding a sewage overflow on a member's property. Inspection will be done. (6) Noxious weed spraying is going on under the direction of the Environmental Committee. (7) Two plants were relocated from a member's property to Memorial Park. (8) Employees poured concrete slabs from the water chlorinator room and the media filter room to allow delivery of heavy materials and supplies after complaints from deliverers. (9) Major cleanup of dead brush and trees behind the tank farm has removed a serious fire hazard and prepared the ground for the new water tank, which should be constructed in the next year. (10) The dredge should be removed in the next month. The purchaser is having a tilt-trailer built to haul it away. (11) The manager and Building Committee Chairman reviewed all houses that were built during the last two years to see if there were any violations of the 25 foot setback covenant as was alluded to at the February board meeting. They found that there were **no** violations other than one home that has received a notice of violation. (The Manager's and Building Chair's summary reports are attached to these minutes)

7. Member Participation: (a) A member congratulated the water staff on the clear water he has been receiving recently. He said that it is the best he can remember getting. (2) A member said that we need to have a chairman for the Nominating Committee. (3) The same member said we need a chairman of the Emergency Preparedness Committee. This member was unwilling to serve in either capacity. (4) A member asked about enforcement of the rule requiring that all driveways be asphalt- no gravel driveways. The Manager stated the asphalt apron rule will be enforced and that no member has been "grand fathered". (5) The Manager will investigate a member's written complaint that a builder in the community was not using a "sanican" at the construction site.

8. Information: (1.) The Manager was directed to send by regular and certified mail "Notices of Violations" to three members, with the hearing on such violations to be set for a Special Board of Trustees Meeting on March 30, 2005. (Note: these matters were subsequently scheduled for April 14, 2005 at the Regular Board of Trustees Meeting.) (2) A real estate agent withdrew her request that a \$150 rental fee be waived for a luncheon for real estate agents at the clubhouse. (3) A preliminary report on the cost of relocating an overhead electrical line at the marina was discussed. (4) Building Committee Chairman, Don Lee, and Manager, Bob Phillips, submitted written summaries of a preliminary inspection of homes constructed in the past two years to determine if building setbacks were consistent with Cape George requirements. Other than one violation, which had been previously identified, no violations were identified. (5) The Manager will review whether an exhaust fan and door closing mechanism should be installed in the fitness room.

9. New Business: (1) **Blondin variance request to use Cape George right of way:** Rucker moved (passed 4/0) that the Board adopt the analysis and recommendation contained in the Manager's report and deny the Blondins' request to park their 5th wheel trailer on about 120 square feet of the Cape George right of way adjacent to their home. The variance request was properly posted and notices were mailed to neighbors. Two members objected to the variance request

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while 4 immediate neighbors did not object. (A copy of the Manager's report is attached to the Minutes.) (2) **Blondin Request to lease Cape George right of way:** Garrett moved (passed 4/0) that the Board deny the Blondin request to lease or to have a license to use 120 sq. ft. of right of way adjacent to their property for their 5th wheel trailer. (3) **Reschedule Ramey variance:** Rucker moved (passed 4/0) that the Ramey variance request be rescheduled to allow the Ramey's to amend and resubmit their request concerning the 5 foot side yard setback requirement. Amended notices of the variance will be send to members required to receive notice, the property will be reposted and the variance hearing will be held on March 30, 2005, at 2:00, at the clubhouse. (4) **Adkins' request for building height variance:** Semick moved (passed 4/0) that we accept the Building Committee's recommendation to approve the request for a height variance for this perimeter lot to allow a nine square foot cupola which exceeds the 17 foot height limitation by 18" to remain on the roof of the ancillary building. The cupola does not and never will impair anyone's view and two neighbors had no objections to this variance. (A copy of the Building Committee Report is attached and hereby incorporated in its entirety into these minutes) (5) **Adkins' request for variance to 5 foot side yard setback:** Garrett moved (passed 4/0) that the Board adopt the Building Committee's report and recommendation to deny the Adkins' request to allow existing wooden stairs which intrude four feet into the five foot side yard setback to remain attached to an ancillary building. (A copy of the Building Committee's report is attached and hereby incorporated in its entirety into these minutes) Two neighbors responded and did not object to the request (6) **Violation for failure to submit rental agreement:** Rucker moved (passed 4/0) to levy a fine in the amount of \$100 against a member for failure, after several requests, to submit a rental agreement, as required by Rule PP04 . (A copy of Fine for Violation Form PP04 is attached and hereby incorporated in its entirety into these minutes.) (7.) **Shop Addition:** Scherting moved (passed 4/0) that we approve a construction project to enclose the existing concrete entryway on the west side of the shop building, subject to obtaining permits as needed, with the costs to be paid for by and the work to be supervised by the Marina Committee. (8) **Marina Tool Sale:** Semick moved (passed 4/0) to allow the Marina committee to sell excess Cape George shop tools and miscellaneous marina items with proceeds to go to the Marina Donation Fund. (9) **Huckleberry mailboxes:** Garrett moved (passed 4/0) to allow members who live on Huckleberry to install, at their own expense, a locking mailbox module into the existing Huckleberry mailbox structure. (Design attached) (10) **Accept donated fitness equipment:** Scherting moved (passed 4/0) to accept a donation of about \$5000 of fitness equipment, funded by contributions from members, to be placed in the Cape George Fitness Center. (Bids for equipment are attached to these minutes) (11) **"Early Bird" pool hours:** Semick moved (passed 4/0) to accept the recommendation of the Pool Committee to change the pool opening time from 6:00 a.m. to 5:00 a.m. (12) **Resolution to move reserve funds:** Semick moved (passed 4/0) to authorize officers to sign a resolution to transfer \$3802.50 from the Investment Reserve Account to the General Investment Account to pay for a marine biology study previously authorized by the Board. (Resolution is attached and hereby incorporated in its entirety into these minutes) (13) **Authorization to spend additional sums:** Rucker moved (passed 4/0) to authorize the manager to spend up to an additional \$1500 on repairs to Well no. 5, if necessary.

9. **Announcements** (a) Special Board of Trustees Meeting, March 30, 2005 at 2 p.m., at the Clubhouse, (b) Regular Study Session, April 12, 2005, 3:00 p.m., at the Clubhouse 3. Regular Board of Trustees Meeting, April 14, 2005, at 7:00 p.m., at the Clubhouse.

11. **Adjournment to Executive Session:** At 8:25 p.m. Rucker moved (passed 4/0) that the Board adjourn to Executive Session to discuss personnel issues.

12. **Return to Regular Session:** The Board returned from Executive Session at 9:25.

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13. **Adjournment:** There being no further business, the President adjourned the meeting at 9:26 p.m.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

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April 14, 2005

1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:01 P.M.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, John Garrett, Brian Ritchie, Kitty Rucker, Robin Scherting, and Georgette Semick.
3. **Action on Minutes:** Rucker moved (passed 6/0) to approve the Minutes of the Regular Board Meeting of March 10, 2005, with the correction in the New Business Section 9-(6) that says the fine for a first time violation of "Failure To Submit A Rental Agreement" is \$50 not \$100.
4. **Treasurer's Report:** (1) As of March 31, 2005, the Checking Account total was \$7,979.08. The balance of the Operational Investment Account was \$104,420.63. The Reserve Account total was \$35,013.33. Three CD accounts, without accrued interest, total \$300,000. These total \$447,413.04 in cash and investments. Memorial and fundraising funds in a separate account total \$14,311.50. (2) The final audit report was received, and a recommendation was given to the Board to transfer the remaining funds to reserve accounts. (3) As of April 13, 2005, 11 accounts were delinquent, down from 27 last month. Total Accounts Receivable is \$4584.47, of which, two accounts total \$3950.96, or approximately 81% of the overdue amount. Legal counsel has been consulted about collection options to be discussed during Executive Session tonight. (4) The Consolidated Income Statement for the first three months of 2005 is available in the office and will be published in the May newsletter. We are ahead of the YTD budget by a total of \$46,139. (5) One of our CD's matured in March and was transferred to a one year Capital One CD, which will earn 3.8%. The over \$2000 of interest earned will be credited to marina and general operations reserves in the same proportion as the CD amounts. (6) Based on several resolutions on the agenda today, there will be significant changes in reserve accounts in April. A review of the four reserve accounts will be provided at the May Board Study Session.
5. **Committee Reports:** Building: Written and oral report by Don Lee, Chair. The Committee approved three tree cutting permits, three earthwork requests and issued three building permits. Children's Committee: No report. Environmental: Written report and oral report by Kitty Rucker, Co-Chair. (1) We had "Planting Day" on April 2. We planted our nursery plants at the marina along the hillside of the service road. (2) Another "Planting Day" will be held in the fall. (3) A fundraising Pancake Breakfast will be held on April 30 from 8 am until 10 am. The cost will be \$6.00 for adults and \$3.00 for children. Call Kitty or Robin for reservations. Pay at the door. (4) A "Road Cleanup Day" will be held on April 27, from 1:00pm until 3:00pm. Call Ron Niccoli if you plan to help clean up Cape George Road to let him know how many safety vests to obtain. (5) Ray and Eileen Pierson have purchased and planted primroses, viburnum, lavender, and heath at the Dennis entrance to the Village. It looks wonderful. (6) The common area near the Fire Station will be planted with some trees and tall bushes to cover the old water tank. (7) We asked Bob to pave the north side of the Dennis entrance to the Village. (8) The committee unanimously approved Ann Candioto's plan for a garden at the small common area at West Vancouver and recommended that the Board approve it. (9) The Committee recommended that the Board not develop the Ekstrom donated lot and that it be left natural as a part of our common area. Finance: Oral and written report by Georgette Semick. (1) The Finance Committee would like to meet with the auditor to reconcile some differences in the report. (2) Cliff Prout has resigned as Finance Committee Chair but will continue as a committee member. Georgette will assume the chairmanship. (3) The committee discussed the upcoming insurance renewal. They will contact several companies to get bids in addition to having Bob Phillips complete the questionnaire for the current company. (4) The committee asked Georgette to develop a form to be given to staff and committee chairs asking for information on any capital improvements, purchases, and/or changes to the reserve funds in

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preparation for the review of cash flow needs and reserve funds. (5) It was decided to schedule a "periodic review" of financial records and the accounting system within the next few weeks.

Fitness Committee: Oral and written report by Phyllis Ballough, Chair. (1) The committee will take possession of the new Schwinn Airdyne Bicycle and a multi-station machine on Friday. They hope to purchase an Elliptical Trainer when they receive money from Granny's Attic. The Social Committee has agreed to donate all but 10% of the profits to equipment for the Fitness Room. (3) An air exchange fan system must be installed to alleviate the heat and humidity in the Fitness room. Manager Phillips will arrange this. (4) Members are reminded to please restore equipment, including replacing the weights, when done. The unrestored weights have been a recurrent problem – Manager Phillips will track down the offender by tracing the card key entry. Marina: Written and oral report by Gary Rossow, Chair. (1) The expansion of the workshop and relocation of the tool room is nearly completed. (2) The south portion of F Dock needs to be rebuilt. The concrete mixer is now repaired to do this. (3) The preferred dates for dredging the channel are June 23-24. (4) Committee volunteers will provide assistance to the Social Committee's CRAB project to beautify the clubhouse entrance. (5) The Harbormaster and the Chairman are undertaking a review of our outdated and incomplete marina rules and regulations. (6) It was recommended that a new security gate and cameras be installed to prevent and deter theft. (7) The Committee asked that the Board authorize the Manager to request that Puget Sound Energy pay all or a portion of the cost of burying the overhead power lines at the south end of the marina. Membership: Written and oral report by Kitty Rucker. Mike Colbert and Karen Alfke bought a lot at 41 Fir Place. William and Mary Satterthwaite bought a lot on Victoria Loop. Bonnie Strickland purchased a home at 50 Victoria Loop. Karen Urioste purchased a home at 42 Vancouver Place. Neighborhood Watch: No report. Nominating Committee: No report. Pool: No report. Roads: No report. Social Club: Oral and written report by Robin Scherting. (1) The "Annual Poverty Pot Luck" will be held on Friday, April 15, at 5 P.M. (2) There will be a Social Club Meeting and luncheon on Monday, April 25 at noon. (3) Granny's Attic will be held on Friday and Saturday, May 6 & 7. Water Advisory: Written and oral report given by Bob Phillips. The State Dept. of Health has approved our addendum outlining our need for Tank #7 and requesting additional connections to take us to build out (665). When funds are available and the Board authorizes it, NTI, the engineering water consultant, will prepare the necessary documents and construction drawings to go out for bid. The estimated cost of this tank is \$45,000-50,000. Late October or November would be an ideal time for the project. Wildfire Task Force: Oral report by John Garrett, Chair. Perhaps the Emergency Preparedness Committee should be combined with the Wildfire Task Force, since the former has no chairperson or members. Useful new information is available concerning emergency preparedness. (Copies of referenced written reports are attached to the Minutes.)

6. Managers Report Summary: Oral report by Bob Phillips, Manager. (1) The maintenance crew just repaired a drain to the ladies' room of the pool that had been crushed. It will be interesting to see if this could be the source of the sand fleas in that area. (2) The man who bought our dredge will be here to remove the dredge. He has had trouble getting the trailer that he purchased from Fort Lewis off of the base because of red tape. (3) The pool thermostat is now repaired, and the temperature is back to 86 degrees. It was a broken relay. (4) The water pump has been repaired and is working well again. (5) The manganese level is very low; there is no reading at all. This may be because we washed the media twice this time. (6) We have a new, one-year, oral agreement for propane that is \$.21 less than our previous contract. If gas prices do not rise too fast this will remain in effect. (7) He has met with a tree expert, and they went around the community looking at trees that have been damaged by drought and or infection. He would like to have a committee formed to evaluate which trees need to be removed for the safety of the community. (8) Well #5 has been repaired at a cost of \$11,527.39 and will be back on line after testing and CB

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synchronizing. (Written report is attached to the minutes.)

7. Member Participation: (1) a member asked about locking mailboxes. The Board policy on locking mailboxes will be reprinted in the Newsletter. A member who wants such a box is to talk to Manager Bob to determine if there is room. (2) A member spoke in support of the design for the small park on Vancouver.

8. Information: (1) Adkins, whose request for a variance to the 5 foot side yard setback requirement was denied at the March Board Meeting, has removed the stairs and eliminated that violation. (2) Member Ramey has withdrawn his request for a variance to the five-foot side yard setback and was able to resolve his building issue without the need for the setback variance. (3) Member Blondin has removed the 5th wheel from the right of way. (4) To address their concerns about wanting a locking mailbox, the Manager was directed to provide certain members with a copy of the Board's "Mailbox Update Statement", published in the January newsletter, and to republish the "Update" in the May newsletter. (5) The Manager was asked to check with the county about the status of the Victoria Loop house and discuss whether it poses risks.

9. New Business: (1) Bank Resolution: Semick moved (passed 6-0) that certain Board officers be authorized to sign a resolution to transfer surplus funds to the Reserve Account, as per the results of the 2004 Audit. (Resolution attached) (2) Bank Resolution: Semick moved (passed 6-0) that certain Board officers be authorized to sign a Resolution authorizing Bob Phillips to access Cape George bank accounts and make intrafund transfers. (Resolution attached) (3) Bank Resolution: Semick moved (passed 6-0) that certain Board officers be authorized to sign a Resolution to transfer funds from Water Operations Reserves to the Operational checking account to reimburse costs paid for Well #5 repairs. (Resolution attached) (4) RV Survey: Rucker moved (passed 6-0) that the Board authorize the publication in the Newsletter of a member survey to determine whether there is interest in pursuing the potential development of an RV and trailer storage area for members. (5) Sewer Advisory: Scherting moved (passed 4-2) that the Board authorize the Manager to develop an advisory group to collect information about the potential for developing a centralized wastewater disposal system for our area. (6) Clubhouse Improvements: Scherting moved (passed 6-0) that the Board approve Jean Kinney's Clubhouse beautification plan as recommended by the Social Committee, with the work to be paid for by the Social Committee. (7) Security Gate Options: Semick moved (passed 6-0) that the board authorize the Marina Committee to obtain information and prices and make a recommendation concerning security gate options for the access road. The Board requested that such recommendations include access for walkers. (8) Shop Security Camera: Ritchie moved (failed 0-6) that the Board authorize the Manager to move the Clubhouse security camera system to the shop. Rucker moved (passed 6-0) that the manager be directed to research the security camera issue for the Clubhouse and shop and make a report and recommendation at the May Board Meeting. (9) Power Line Burial: Fellows moved (passed 6-0) that the Board authorize the Manager to send a letter to Puget Sound Energy requesting that, at their expense, they relocate the overhead power lines to underground at the north side of the boat trailer parking lot. (10) West Vancouver Park: Scherting moved (passed 6-0) to authorize the Environmental committee, at its expense, to establish a small park area in the triangle of land donated by Claire Lacy, at the northeast end of West Vancouver. (11) Fine/Penalty Schedule: Garrett moved (passed 6-0) that the Board appoint a board working committee to review the Fine Schedules MIS04 (03) and Form MIS04-A (03) and make recommendations to the full board concerning any revisions, additions, or changes. (Members are Garrett, Fellows, Ritchie and Scherting) (12) Executive Session: Fellows moved (passed 6-0) that the Board adjourn to Executive Session to discuss alleged violations of rules and regulations by certain members, financial collection issues involving claims against Members and to discuss a personnel matter.

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The Executive session began at 8:45 pm.

11. Executive Session: Following a discussion of financial collection concerns, a personnel issue and a discussion of alleged rule and covenant violations by certain Members. The Board adjourned from Executive session and resumed the General Meeting at 10:35 pm.

12. Return to Regular Session To Continue New Business Items: (13) Supplemental Proceedings: Semick moved (passed 6-0) that, in an effort to collect an overdue account, the attorney be authorized to bring a Supplemental Proceeding against a member who owes several thousand dollars. (14) Rental Agreement Fine: Garrett moved (passed 6-0) that a \$50.00 fine be assessed against the member who failed to execute a rental agreement. (15) Tree cutting permit: Rucker moved (passed 6-0) that a fine of \$25 be levied against a member who cut trees without a permit (16) No Building Permit: Scheriting moved (passed 6-0) that a fine of \$250 be assessed against a member who installed a mobile home without a building permit - the permit was later obtained. (17) Earthworks permit: Semick moved (passed 6-0) that a fine of \$250.00 be assessed against the member who dug footings without an earthworks permit – the permit was subsequently obtained. (18) Member who Moved Away: Fellows moved (passed 6-0) that no fine be assessed against an ex-Member who violated the 5 foot setback rule since the Member subsequently rectified the violation by removing the intruding stairs, sold his property and moved out of state. (19) Violation of Setback covenant: Fellows moved (passed 5-1) that a fine of \$1,000 be assessed against the member for violation of the 25 foot setback covenant; that the member be asked to allow us to have a licensed contractor determine if the violation can be rectified and how much that would cost; and that the matter be scheduled for the May regular board meeting to review the cost of remedying the violation and to decide if the violation is continuing. (20) Violation of 5 foot setback rule: Rucker moved (passed 5-1) that a fine of \$1,000 be assessed against a Member for violation of the 5 foot setback rule; that the member be asked to allow us to have a licensed contractor determine if the violation can be rectified and how much that would cost; and that the matter be scheduled for the regular board meeting in May to review the cost of remedying the violation and to determine if the violation is continuing. (21) Personnel Matter: Semick moved (passed 6-0) that the Board pass a Resolution to authorize the following actions: (1) to amend the job description of the Manager to relieve him of the responsibility for maintaining and/or preparing certain financial books and records; (2) that a part-time bookkeeper or accountant be hired to maintain such records; and (3) that Linda Cooley be hired at a reasonable salary to provide the book-keeping and accounting services on a interim, part-time basis; and (4) that the Cape George job descriptions of Manager and Bookkeeper be amended to reflect the Board's actions. (Resolution attached)

13. Announcements (1) Regular Study Session will be held on May 10, 2005, 3:00 P.M., at the Clubhouse (2). Regular Board of Trustees Meeting will be held on May 12, 2005, at 7:00 P.M., at the Clubhouse.

14. Adjournment: The President adjourned the meeting at 10:45 P.M.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

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1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:00 P.M.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, John Garrett, Brian Ritchie, Kitty Rucker, Robin Scherting, and Georgette Semick.
3. **Action on Minutes:**
Rucker moved (passed 6/0) to approve the minutes of the Regular Board Meeting of April 14, 2005. Semick moved (passed 6/0) to approve the minutes of the Special Board of Trustees Meeting of April 25, 2005.
4. **Treasurer's Report:** (a) As of April 30, 2005, the Checking Account total was \$34,597.70. The balance of the Operational Investment Account was \$40,149.93. The Reserve Account total was \$64,187.62. Three CD's (without accrued interest) total \$300,000 for a total of \$438,935.25 in cash and investments. Memorial and Fundraising funds are in a separate account and total \$9,210.72. (b) Balances in the four reserve accounts after the transfers from the April Board Meeting are as follows: General Operations Reserve, \$158,560; Water Operations Reserve, \$17,815; Water Growth Reserve, \$32,482; and Marina Reserve, \$85,381. (c) As of April 30, 2005, 8 accounts were delinquent, down from 11 last month. The total accounts receivable is \$4,812, of which one account is \$3,276, or approximately 68% of the total amount. On the portion of that account for which civil judgments have been obtained, the Board directed our attorney to bring a Supplemental Proceeding against the member. (d) For the first four months of 2005 our net income is \$56,694 compared to a budget of \$16,362. This is because the Marina's income is virtually all booked in the beginning of the year while the other incomes are spread over the entire year. (e) The insurance bill of approximately \$22,000, must be paid by June. This is an increase of 5% over last year's bill. Other bids are being sought.
5. **Committee Reports:** Building: Written report by Don Lee, Chair. The Committee approved three tree cutting permits, four earthwork requests and issued four building permits. Environmental: Written and oral report by Kitty Rucker, Co-Chair. (1) Ownership of the little park at the corner of Vancouver West, donated by Clare Lacey, needs to be settled before any park landscaping is done. (2) Fifteen members came to the Cape George Road Clean Up Activity and finished the area in two hours. Finance: No report. Fitness Committee: No report. Marina: Written and oral report by Gary Rossow, Chair. (1) Estimates on the cost of installing a sliding gate at the marina were too high, so it is recommended that the existing gate be moved down to the lower landing area. The cost of using a key card to access the shop and the marina gates will be researched. (2) We recommend installing two cameras in the shop with a recorder. We will obtain more information on the cost of installing these. (3) Committee members will continue their rotating schedule to lock the road access gate every evening. (4) The dredging permit is still pending for June 23-24. (5) The shop rearrangement has been completed. (6) We made approximately \$1200 from our tool sale. We have purchased new hand held drills and work lights. (7) New plastic floats have been purchased for replacing F Dock and a new tide gauge is under construction. (8) Volunteers have begun work on the CRAB project (clubhouse beautification). New lamps are in and painting is in progress. We discovered that the side doors and pool emergency doors to the clubhouse are rusted and need to be replaced. (9) We sent a letter to PSE asking them, at their expense, to bury the power line over the boat/trailer storage area to bring it into compliance with the National Electrical Safety Code clearance requirements. Membership: Terence Goddard from Kansas purchased a lot in the Village. Vivian Hayter of Port Ludlow purchased a lot in the Colony. Neighborhood Watch: Oral and written report by Michael Stull. (1) 5 new block watch captains have been added. We will continue to try to fill the remaining positions. (2) We plan to use the telephone trees to communicate information to members and to obtain

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information for use in the community. (3) We have divided CG into four areas with block captains under each area. We will continue to encourage neighborhood get-togethers for all areas. (4) We hope to sponsor a community presentation for late summer/early fall to warn members of fraudulent activities. We will write an article in the newsletter to obtain feedback on interest of members. Nominating: No report. Pool: Oral and written report by Dixie Romadka, Chair. (1) Bob Phillips reviewed current humidifier problems and said that he was ordering new floor mats for the men's dressing room. (2) Nancy Stilbert asked us to purchase 10 pairs of ankle weights for adult use. \$200 was approved. (3) We are researching the purchase of hand rails for the wading pool. (4) We will research a request to upgrade the men's and women's dressing rooms and present it to the board for approval. Roads: No report. Social Club: Oral report by Robin Scherting. We made \$2000 on Granny's Attic which is an improvement over last year. Water Advisory: Written and oral report given by Ed Skowyra, chair. The next step in building the new storage tank is to prepare construction drawings for approval by the state and to obtain a Jefferson County building permit. The Board will be asked to approve a contract with NTI (our water engineering firm) to provide the necessary documents to obtain the permit. We are within 15 members (customers) of reaching our presently authorized maximum of 515 hook-ups. We expect to reach 515 customers by 2006 rather than our earlier projection of 2009. The construction of the new water tank will increase our customer capacity to 665. Wildfire Task Force: Oral report by John Garrett, Chair. It might be advisable to combine the Emergency Preparedness Committee with the Wildfire Task Force. (Complete committee reports are attached to the minutes.)

6. Manager's Report: There was no Manager's Report. Barnhart presented: (a) Preliminary figures showing the cost of heating the pool; and (b) a summary of the responses to the RV Survey. Of the 21 responses, 11 respondents wanted RV parking but only 5 were willing to pay and only 4 would use the facility if there was no fencing. The Board concluded that, because of the lack of interest and the lack of willingness to pay unless fencing upgrades existed, no further action was warranted.

7. Member Participation: (1) A member expressed concern about the entrance to the Village at Dennis. He said that it is very narrow and doesn't allow trailers, etc. to turn safely. He was recently almost hit when turning there. (2) Another member feels that there should be a "yield sign" at the bottom of the north end of Quinault Loop for drivers turning onto South Palmer. The angle of that turn is sharp and high vegetation blocks visibility creating a risk of collision. (3) A member who is dependent on his boat to get to his home on Protection Island asked that he be allowed to temporarily moor a loaner boat in his slip boat while his boat is repaired.

8. Information: (a) Manager Bob Phillips resigned, effective May 10, 2005. (b) A member request for "Children at Play" signs has been referred to Kitty Rucker who will work with Neighborhood Watch Block Captains to determine whether the signs would be appropriate. (c) Board of Trustee Candidate Statements (available at the office) are due at the Office by May 20 for publication in the June Newsletter. (d) Ballots for the four Board positions and a notice concerning the July 16 Annual Membership Meeting at the Clubhouse will be mailed to all members in early June.

9. New Business: (a) Coard Variance Request: Fellows moved (passed 6/0) that the Board adopt the analysis and final recommendation of the Building Committee and approve the request for a 3 foot variance to the 17 foot height limitation for the home planned by the Coards in the Highlands. Notice was properly posted, one neighbor member supported the request and no one opposed it. No views will be impacted as the home will be in the Highlands. (b) Violation – Failure to Obtain Tree Permit: Scherting moved (passed 6/0) that the member on Sunset Boulevard be fined \$25 for failure to obtain a tree cutting permit. (c) Violation – Failure to Obtain Tree Permit:

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Schertering moved (passed 6/0) that the new member on Victoria Loop be fined \$25 for failure to obtain a tree cutting permit. (d) Violation – Subsequent Failure to Properly Execute Rental Agreement: Semick moved (passed 6/0) that the Member be fined \$100, for a subsequent violation in failing to properly execute a rental agreement. (e) Continuing Violation of 25 Foot Setback Covenant: Ritchie moved (passed 6/0) that the existing fine of \$1000 remain in effect and that no further fine be levied for a subsequent or continuing violation of the covenant although the violation has not been remedied. The fine was limited to this amount because the member has apologized for his violation, because of the cost to the owner for remedial action to correct the approximate 2 foot intrusion by the house eaves into the 25 foot front setback and because of the desire to resolve the matter and maintain community harmony. The Building Committee process now provides for inspections during construction and for requiring members to obtain a survey when construction is close to a property line. (f) Continuing Violation of 5 Foot Setback Regulation: Ritchie moved (passed 6/0) that the existing fine of \$1000 remain in effect and that no further fine be levied for a subsequent or continuing violation of the 5 foot side yard setback regulation, although the violation has not been remedied. The fine was limited to this amount because the member has apologized for his violation, because of the cost of the owner of remedial action to correct the approximate 2 foot intrusion by the house eaves into the 5 foot side yard setback, and because of the desire to resolve the matter and maintain community harmony. Semick stated that the 5 foot violation of the side setback was far more serious to her since the side setback of 5 feet was already so narrow that member privacy was reduced. This kind of violation should not reoccur because the Building Committee will require a survey if a building is close to a property line and interim inspections will be required including before the foundation is poured. (g) Security Gate: Schertering moved (passed 6/0) that the Manager obtain information and review alternatives for the placement of a cardkey arm gate at the base of Marina Drive and report back to the Board on costs and alternatives. (h) Security Camera: Semick moved (passed 6/0) that Brian Ritchie and Gary Rossow be appointed as an ad hoc committee to obtain information and make recommendations to the Board concerning security cameras for all or a portion of the common areas including the shop, pool, club house, fitness center, parking lot, and other common property. (i) Mailbox Structures: Semick moved (passed 6/0) that the Manager be authorized to obtain three bids to build mailbox structures at the Colony, Village and the Highlands to accommodate individual locking mailboxes. (j) Resolution to Transfer Funds: Schertering moved (passed 6/0) that the Board authorize officers to sign a Resolution to transfer funds from a reserve account to the operating fund checking account to pay expenses previously authorized. (k) Authorization for Water Permit Work: Semick moved (passed 6/0) that the Board approve expenses, not to exceed \$7,000, for engineering and design work for the new water tank project with the funds to be taken from the water growth reserve fund. (l) Committee Request Form: Schertering moved (passed 6/0) that the Board approve the Capital Expenditure Request Form for distribution to committees.

11. Adjournment to Executive Session: Rucker moved (passed 6/0) that the Board adjourn to Executive Session to discuss personnel issues. We adjourned at 8:20 pm.

12. Return to Regular Session To Continue New Business Items: The Board returned from Executive Session at 9:07 P.M. (m) Co-manager Contract: Garrett moved (passed 6/0) that we authorize the President to offer the position of interim Co-Managers to Zane Wyll and Linda Cooley based on the terms and conditions stated in the attached letter. (n) Ad for Manager: Rucker moved (passed 6/0) that the managers be instructed to place an ad in the Bremerton Sun, the Leader, The Peninsula Daily News, the Seattle Times and the Homeowner Association magazine. (o) Manager Applicant Review Committee: Rucker moved (passed 6/0) that a board committee to include John Garrett, Brian Ritchie, Kitty Rucker and Robin Schertering be established to review applicants' resumes and make recommendations to the Board of candidates to be interviewed. (p)

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Loaner Boat Moorage: Rucker moved (passed 4/2) that the Board allow the member to substitute another vessel for his use in his slip at the marina for a period of 30 days to expire on June 16, 2005.

13. **Announcements** (1) Regular Study Session will be held on June 14, 2005, 3:00 P.M., at the Clubhouse (2) Regular Board of Trustees Meeting will be held on June 16, 2005, at 7:00 P.M., at the Clubhouse. (3) **Meet the Candidates** session at 1:30 pm on June 14, 2005, prior to the Study Session, to provide an opportunity to meet, listen and question candidates for the Board of Trustees.

14. **Adjournment:** The President adjourned the meeting at 9:15 P.M.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

June 16, 2005

1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:05 P.M.
2. **In Attendance:** Barbara Barnhart, Brian Ritchie, Kitty Rucker, and Robin Scherting.
3. **Action on Minutes:** Rucker moved (passed 3/0) to approve the minutes of the Regular Board Meeting of May 12, 2005.
4. **Treasurer's Report:** (1) As of May 31, 2005, the Checking Account total was \$59,916. The balance of the Operational Investment Account was \$5,150. The Reserve Account total was \$10,524. Three CD accounts, without accrued interest, total \$300,000. We also have 4 new Risk Free CD Accounts to earn better interest. They are for the following amounts: \$35,000 in excess Operational Investment monies, \$55,000 in Reserve Funds, \$35,000 from the General Reserve, and \$20,000 from the Marina Reserve. These CD's are paying 2.74% and allow us to access funds without penalty after only a 7 day waiting period. These total \$465,590 in cash and investments. Memorial and fundraising funds in a separate account total \$10,428. (2) Accounts receivable: as of May 31, 28 accounts were delinquent, up from 8 last month. The increase is expected to be short term and is attributed to the assessment payment due in May. Total Accounts Receivable is \$9,155.35, of which, three accounts are over 90 days due totaling \$4,497.63. On our most delinquent account we were informed that there is an offer on the property, so the attorney has suspended action directed by the Board, hoping for a favorable outcome from that sale. (3) Consolidated Income Statement: All three accounts are ahead of budget for the 5 month year to date. Net income is a positive \$135,177. There are several big expense items anticipated, namely dredging for the marina and insurance for the community. In addition, after the June 30 close, scheduled reserve account deposits will be proposed. (4) Insurance: After soliciting bids from two other companies, we decided to renew the policies brokered through the CAI. The Property deductibles were revised upward from \$1,500 to \$5,000 to obtain a more favorable premium. Two of the three bills have arrived and it is estimated that we will be within the \$22,000 budgeted amount. (Report attached)
5. **Committee Reports:** Building: Written report from Don Lee, Chair. The Committee approved eleven tree cutting permits, five earthwork requests and three building permits were issued. (Report attached) Children's Committee: No report. Environmental: Written report and oral report by Kitty Rucker, Co-Chair. (1) We are working on the small park at Vancouver West. The pipe is in and we will have the berm done tomorrow. (2) There will be a tansy ragwort pull in the near future. Finance: Written report by Georgette Semick. (1) The committee will meet with the Auditor to discuss depreciation and reserve accounts. (2) Although the final bid for the new water tank has not been received, the Committee estimates that the water Growth Reserve account is about \$18,000 short of the amount needed for the water tank. It is expected that the Committee will recommend that the Board submit for member approval this fall a request for a one year member special assessment of \$30 to meet this deficit. (3) Rhebe Greenwald has been added to the standing committee. (Report attached) Fitness Committee: No report. Marina: Written report by Dale Huselton and Gary Rossow, Chair and oral report by Huselton. (1) Quotes are being sought for key card access to the shop and the marina gates. There is a pending request for the Board to approve funding for two cameras and a recorder (approx. \$400) for the shop to deter tool theft. (2) Members are continuing the rotating schedule to lock the road access gate. (3) Dredging will occur on June 23-24 around the noon extreme low tides. (4) A new tide gauge was built and installed. (4) Crab project is almost done. (5) A new section of F-dock has been installed. (6) Puget Sound Energy will not pay to bury the overhead power line at the south end of the boat/trailer storage access road. Members with trailerable sailboats may be asked to pay a portion of the cost. (7) A new emergency pump, anvil, engine hoist, cordless drills, etc. were purchased with the money

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BOARD OF TRUSTEES MEETING

June 16, 2005

from their marina sale. (Report attached) Membership: Written report. In the Village, Karin Corbin purchased a home at 64 Pine Drive and Tim and Claudia Meehan purchased their home on 270 Dennis Blvd. In the Colony, Chris Burrows became the trustee for 40 Colman Drive, for the William Burrows Estate and Ken Uhrich purchased his home on 171 Victoria Loop. In the Highlands, Taylor Dunn purchased Lot 1-5, Blk, 6, Ingersoll's Addition. (Report attached) Neighborhood Watch: Written and oral report by Mikel Stull, Chair. (1) Telephone trees have been updated. (2) We are helping the Welcoming Committee find new members in our neighborhoods. (3) We asked the manager to send letters to people in neighborhoods where children are playing to warn them to be careful when driving and to ask parents to keep their small children out of the streets. (4) We are planning a neighborhood dessert party to meet Village people before a fall Board Meeting. (Report attached) Nominating Committee: No report. Pool: No report. Roads: Written report presented by Larry Southwick. In response to a Board request, solutions were recommended to the Dennis Boulevard bottleneck entrance and the Quinault Loop blocking vegetation problem. (Report attached.). Social Club: No report. Water Advisory: Written and oral report given by Ed Skowyr. (1) A request for project approval has been submitted to the State Dept. of Health for Tank no. 6. It is scheduled to be completed by Jan., 2006. (2) Cape George now has 468 water customers. That means our population is in the range of 985 to 1000 persons. Wildfire Task Force: No report.

6. Managers Report: No report.

7. Member Participation: (1) A member thanked the Manager and the Board for the quick action on painting the Dennis intersection with Cape George Road to make it safer. He asked that the yellow line be extended down to the mailboxes close to the south side, since that is a really narrow section. (2) A member expressed concern that the mailbox stands be repaired when adding the new level because some are in poor condition. (3) A member stated that mailbox structures in the Highlands need attention. Members were reminded to send written requests for action by the Managers to the office.

8. Information: (1) After considering the matter, the Board will not install "Children at Play signs. (2) More information is needed concerning the possible installation of a card lock system on the Marina Drive security gate. (3) Information is still being gathered on surveillance cameras for the workshop. (4) Road Committee recommendations for Dennis Blvd visibility problems will be implemented by staff. The Quinault vegetation problem will also be attended to. (5) Manager candidates have been narrowed to four and further inquiry is being done by committee and staff. (6) Potential policy change regarding tree/shrub cutting with blanket permission has been postponed until July meeting with notice to go into the newsletter. (7) Door replacement for clubhouse and pool are awaiting additional bids. (8) Consideration of Fine schedule revisions will be postponed to July meeting. (9) Finance Committee made a preliminary recommended that any excess monies required to construct the new water tank be funded by a member approved one time special assessment in an amount estimated to be about \$30.00. (10) In response to a member request, signs will be placed by the basketball hoop requesting that members not park in the play area unless absolutely necessary – statement will also be put into newsletter. (11) The Secretary presented the Board with a certificate indicating that the four candidates for the four trustee positions (Kitty Rucker, Robin Scherting, John Garrett and Brian Ritchie) were all members in good standing and eligible to run for office.

9. New Business: (1) Capital one resolution for CD: Ritchie moved (passed 3-0) to approve the execution of a Corporate Certificate of Authority with Capital One; (2) Colony and Village Mailboxes: Scherting moved (passed 3/0) to approve the proposal to add one additional shelf to

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the existing Colony and Village mailboxes thereby providing substantial new space to accommodate member purchased individual locking mailboxes. (3) Installation of Aura Ventilators in Exercise Room: Rucker moved (passed 3/0) to approve the installation of two Aura Ventilators in the Exercise Room ceiling and roof to attempt to cool the room. (4) Emergency Pager: Rucker moved (passed 3/0) to eliminate the requirement that the manager carry an emergency pager on evenings and week ends. Water system emergencies are covered by a separate notification system. Information for members faced with an emergency in off-hours will be printed in the newsletter. (5) Manager Job Description and Authority Form: Scherting moved (passed 3/0) to adopt a committee's proposal of a new manager job description and authority form. (6) Sale of Old Generator: Ritchie moved (passed 3/0) to instruct the manager to sell the old generator. (7) Chairman of Nominating Committee: Rucker moved (passed 3/0) to approve the appointment of Bill Stull as chairman of the Nominating Committee.

10. Announcements (1) Regular Study Session will be held on July 12, 2005, 3:00 P.M., at the Clubhouse (2). Regular Board of Trustees Meeting will be held on July 14, 2005, at 7:00 P.M., at the Clubhouse. (3) Annual Membership Meeting, Saturday, July 16, 2005, at 2:00 P.M. to be followed by a dessert party. (4) Annual Salmon Barbecue Sunday, July 17, 2005.

11. Adjournment: The President adjourned the meeting at 7:51 P.M.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

July 14, 2005

1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:00 P.M.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, Kitty Rucker, and Robin Scherting.
3. **Action on Minutes:** Rucker moved (3/0) as amended to pass the Regular Board Minutes of May 12, 2005 subject to the correction to the Treasurer's Report, attached. Rucker moved (passed 3/0) to approve the minutes of the Special Board of Trustees Meeting of June 22, 2005.
4. **Treasurer's Report:** (1) As of June 30, 2005, the Checking Account total was \$25,380.23. The Operational Investment Account was \$5,237.57. We have a Bank of America No Risk CD for \$35,000.00. The Reserve Account total was \$10,669.23. Another Bank of Am No Risk CD Reserve Account has \$55,000.00. Three CD accounts, without accrued interest, total \$300,000. These total \$431,287.03. Memorial and fundraising funds in a separate account total \$10,744.14. (2) Accounts receivable: As of July, 14, 2005, 17 accounts were delinquent, down from 28 last month. Total Accounts Receivable is \$6,725.68, of which, two accounts are over 90 days past due totaling \$4,214.96. (See attached written report).
5. **Committee Reports:** Building: Written and oral report by Don Lee, Chair. The Committee approved 5 tree cutting permits, three earthwork requests and one building permit. (See attached written report). Environmental: Written report by Kitty Rucker, Co-Chair, attached. Oral report waived in light of low attendance. Finance: No report. Fitness: No report. Marina: Written and oral report by Tom Ramsey, the new Harbormaster. The Committee will seek Board approval in August for a surveillance camera proposal for the Shop. The entrance channel dredging occurred on June 23. The Manager was asked to press the dredge purchaser to remove the dredge from common property. Post holes need to be dug along the basin road. The harbor itself will need dredging in the near future. The American flag is worn and will be replaced. Some floats need to be replaced on the ends of selected docks to restore uniform levels. (See attached written report) Membership: Written report – oral report waived in light of low attendance. Four new members acquired property in the Village: Michael and Martha Brzoska purchased 80 Maple Drive, Lee and Ann Katzenback purchased 161 Pine Drive, Larry and Mel Mowbray purchased 191 Maple Drive, Nancy Schmidt and Charles Boulay purchased Lot 57, Div. 4 in the Village. There are two new members in the Colony: Robert and Elaine Eisner bought 152 Huckleberry Place and Carlos and Kathryn Franco bought 40 Queets Place. Suzanne Yeiser bought Lot 9, Blk. 7 in the Highlands. (written report attached) Neighborhood Watch: No report. Nominating: No report. Pool: No report. Roads: No report. Social Club: No report. Water Advisory: No report. Welcome: Written report – oral report waived in light of low attendance.
6. **Managers Report:** (1) We welcomed the new Manager, Gail Williamson. (2) A member removed his derelict Boat. (3) The Colony mailboxes have been finished. Thanks to Donny and John Cooley. The Village mailboxes will be done when Dale Huselton returns. The Manager is researching what should be done with the mailboxes in the Highlands and will put this on the agenda for August. (4) Play Area, Parking Restricted sign has arrived and will be posted at the basketball hoop area. (5) There is a failed septic system in the Village. Jefferson County will make a recommendation, and we shall turn off the water if not remedied. Notice of violation has been mailed to the member. (6) We advertised the sale of the old reserve generator in the Leader and had no response. (7) New ventilators have been installed in the Fitness Room. (8) Manager obtained estimates for replacing two doors in the pool area and the one in the clubhouse. (9) Staff will trim shrubbery/trees in the Highlands later this month. (10) We will be posting more towing warning signs in the beach areas. (11) The CG office door will be repainted. (12) We purchased a new paint striping machine and will be using it to mark the parking lot at the clubhouse soon. (13)

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

July 14, 2005

The Manager will be assessing problems with trees in the right-of-way and power lines and will report back to the Board with recommendations for trimming or removal. Puget Power will have to be involved if trees are close to the power lines.

7. Member Participation: None.

8. Information: (1) The Board will not appoint a staff liaison at this time because the Board President serves this function. (2) The Board decided not to pursue granting blanket permission with respect to the tree/shrub covenant. (3) John Garrett will host a community meeting to find ways to encourage volunteers in those areas where they could be used. (4) The Board directed the Manager to take care of removing certain dead trees and trees encroaching on power lines.

9. New Business: (1) Variance Request: Scherting moved (passed 3/0) that the Board adopt the Building Committee's rationale and unanimous recommendation to approve member Zandanel's request for a 7' height variance to the 17' height rule for his home in the Highlands. No members approved or disapproved of this request. Notice of the variance was properly posted, and member notification procedures were followed. This property is in the Highlands, and granting the variance will have no effect on the views of any other members. (2) Door Replacement: Rucker moved (passed 3/0) that the Manager be authorized to accept the bid from Groves and Co. as specified for pool and clubhouse doors and to proceed with their replacement. (3) Surveillance Camera: Rucker moved (passed 2/1) that the Board publish the proposed policy regarding use of surveillance/video cameras in common club facilities (MISC. 05) in the August newsletter, solicit member comments and consider adoption at the August Board Meeting. (4) Revised Fine Schedule: Rucker moved: (passed 3/0) that the Board publish the proposed revised fine schedule in the August newsletter, solicit Member comments and consider adoption at the August Board Meeting. (5) Fellows moved (passed 3/0) that Tom Ramsey be appointed as Harbormaster. (6) Reserve Transfer: Scherting moved (passed 3/0) that the Board authorize the President and Secretary to sign a resolution to transfer a total of \$35,000 from Operational Investment Funds to a Reserve Account. (7) Resolution For Account Access: Fellows moved (passed 3/0) that the President and Secretary be authorized to sign a resolution authorizing the Manager, Gail Williamson, to have access to account information at the Bank of America.

10. Announcements (1) Annual Membership Meeting, 2 P.M., on July 16, 2005, at the Clubhouse. (2) Regular Study Session will be held on August 11, 2005, 3:00 P.M., at the Clubhouse. (3). Regular Board of Trustees Meeting will be held on August 13, 2005, at 7:00 P.M., at the Clubhouse.

11. Adjournment: The President adjourned the meeting at 8:05 P.M.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
MEMBERSHIP MEETING
July 16, 2005

1. **Call to order:** Barbara Barnhart called the Annual Membership Meeting to order at 2:00 p.m.
2. **In Attendance:** Barbara Barnhart, Kitty Rucker, Robin Scherting, and Georgette Semick.
3. **Action on Minutes:** Kitty Rucker moved (passed unanimously by Members present) to approve the minutes of the Annual Membership Meeting of July 17, 2004.
4. **Treasurer's Report:** Oral and written report by Georgette Semick, Treasurer. Semick reported that Cape George Colony's financial status is very good. We expect to finish 2005 on budget after providing proper funding for reserve accounts. As of June 30, reserve account balances totaled \$295,718. Another \$110,249 is in our Operations Investment Accounts. In addition to regular CD's we have opened two "No Risk" CD's for operational investment for reserve account monies and Operational Investment Accounts. The yield on these is 2.74%. The Quarterly Financial Report will be published in the August newsletter. Once again our external audit was successful for the 15 month period ending December 31, 2004.
5. **Committee Reports:** Building: Oral and written report submitted by Don Lee, Chairman. The Committee approved the following permits for the year: 38 tree cutting , 30 earthwork, 17 new residences, 10 additions to existing homes and ancillary buildings and submitted reports on 10 variance requests. (Written report attached) Kids' Club: Written report (attached). Suzanne Selisch, Chairman, reported that this brand new committee worked to have young adults be allowed to use the Fitness Center on a case by case basis. They tried to provide swimming classes for children and will continue to work on that this fall. They organized the Easter Egg Hunt. They will be sponsoring a Beach Cleanup/BBQ in August. They are looking for people to teach children skills in any area. (Written report attached) Environmental: Oral presentation and written report submitted by Kitty Rucker, Co-Chairman. This year the committee engaged in a wide range of activities including fundraising, community education, road clean up, dog waste disposal, removing noxious weeds, and continued work on the landscaping of the entrances to the Village, Memorial Park and the park at Vancouver West. They also maintained the nursery, managed weeds in common areas, advised on fir tree damage, on tree issues and on a building lot recently donated to the community. (Written report attached) Finance: Oral and written report given by Georgette Semick, Acting Chairman. For the year, the committee developed the 2005 budget, reviewed reserve schedules, reviewed insurance coverage and policy costs, assisted the 2004 audit and reviewed and made recommendations concerning the use of the Water Growth Fund. The committee recommended that the Board adopt a Committee budget request form to be completed by committee chairs concerning anticipated capital improvement and funding requests to facilitate budget planning. (Written report attached) Fitness Room: Oral and written report given by Phyllis Ballough, Chairman. About 350 members have key card access to the Fitness center, which now has 10 different pieces of equipment. The committee has received \$7000 from fundraisers and donations for the purchase of equipment. Plans are for one fundraiser a year. Heat and humidity problems have been addressed by having an exhaust fan and vents installed. Marina: Oral presentation and written report submitted by Tom Ramsey. The committee has dredged the entrance to the marina, set aside some reserved parking spaces in the boat/trailer parking area, rebuilt F-Dock at the south ramp, reconfigured the workshop to add space for storage and tools, used money from their marina sale to purchase new tools, sold the dredge, constructed a picture board showing members at work and play, expanded the capacity and relocated the 2 of the 4 kayak racks to the ramp area, worked to beautify the clubhouse entrances, and helped the community in many volunteer projects. (Written report attached) Membership: Oral

CAPE GEORGE COLONY CLUB
MEMBERSHIP MEETING
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presentation and written report submitted. During the past year there were fifty-two real estate transactions at Cape George including the sale of 38 homes and 14 lots. This is about a 30% decrease over last year. Within the Village, 4 lots and 16 homes were sold. Within the Highlands, 2 lots and 2 homes were sold. Within the Colony, 8 lots and 20 homes were sold. (See attached report for specifics) Neighborhood Watch: Oral and written report by Mikel Stull, Co-Chair. There are 58 block captains and co-captains for the neighborhood watch program. Telephone trees are updated monthly. The committee is working with the Welcome Committee and the Office to update information on new members. They held a get-together for members from the Highlands last fall. They had one large meeting in January. They passed along vital information on emergency issues. They plan to invite each area to attend a get-acquainted meeting with the CG Board once a quarter. The committee plans to disperse important information by phone tree between newsletters. (See attached report) Nominating: Oral and written report given by Bill Stull, Chairman. There is now a functioning Nominating Committee which will begin to solicit Board candidates for 2006. They will present the names of persons who volunteered to run for the Board to the Election Committee and will organize the Annual Meet the Candidates Session. (See attached report) Pool: Oral and written report submitted by Dixie Romadka, Chairman. Pool usage has increased this year. The pool is now open at 5:00 A.M. to allow people to come early. The men's and women's shower stalls were repaired. They plan to ask to have the dressing rooms insulated and the showers stalls replaced and enlarged. They decided to install steps into the wading pool to allow access for less agile members. (See attached report) Roads: Oral and written report given by Larry Southwick, Chairman. The committee worked to update the standard driveway detail. They researched and recommended the purchase of a sand spreader for snow. The Chair reviewed the intersection of Dennis Blvd with Cape George Road and recommended safety adjustments. The Chair also recommended safety changes for the intersection of Quinault Loop with South Palmer and recommended pruning vegetation at both the NE and SE corners on Quinault Loop. The Chair reviewed permits for driveways and ditch/culverts and assisted the Manager as requested on road and drainage issues and maintenance. They will be discussing the resurfacing of our roads at the August study session and will assist the board in enforcing the asphalt driveway apron requirement (See attached report) Social Club: Oral and written report given by Nancy Stilbert, Chairman. They had an active and successful year with hundreds of members participating in many activities. These included the Salmon BBQ, an ice cream social, Oktoberfest, the Bazaar, Granny's Attic, the Poverty Party, and Thanksgiving and Christmas dinners. Funds raised have been used for improvements at the clubhouse, office and equipment (mowers) for Cape George as well as a significant contribution for some needy families at Christmas time. They bought new chairs for the Clubhouse and two new stoves for the kitchen. They have also dedicated a significant portion of funds to the Fitness Room and to the local Fire Department. (See attached report) Water Advisory: Oral presentation and written report submitted by Ed Skowyra. The committee oversaw the replacement of the pump at Well No. 5. They also cleaned the well casing. They blend the water of wells 4, 5, and 6 to make sure that the arsenic levels are well below state limits. They hope to have tank #7 on line by January and that will take us to build out. Build out is 665 customers. We are now at 490. In the future, they plan to recommend that we change our mains to 6"-8" instead of the current 4". This will allow us to have fire hydrants. (See attached report)

6. **President's Report**: Oral and written report by Barbara Barnhart, President. The Board increased employee holidays from 6 to 9 days to encourage the retention of good employees. They modified the job description of the manager and the definition of a "full time employee". The Board hired a new Manager and then another new manager. The Board relieved the Manager of the requirement to carry a pager during nonworking hours and granted the Manager authority to suspend a

CAPE GEORGE COLONY CLUB
MEMBERSHIP MEETING
July 16, 2005

Member's user privileges under certain conditions. They contracted out Newsletter mailing and appointed volunteers to serve in 15 different committee chair or similar positions. The Board approved new policies and regulations and authorized the purchase of some new equipment for maintenance and to improve the community. The Board decided 11 violations and assessed and collected fines of about \$4000. They decided 8 variance requests (5 granted, 3 denied). The Board polled members on several issues and established ad hoc committees to study several important issues. The Board approved the rehabilitation of mailbox structures to accommodate new homes and Members' desire for locking mailboxes. (See attached report)

7. **Trustee Election Results:** Barbara Hill, Election Committee acting Chair, reported that all four incumbent trustees were reelected. 169 members submitted ballots with 3 ballots thereafter disqualified. The candidates received the following number of votes: Robin Scherting (162); Kitty Rucker (160); John Garrett (158); and Brian Ritchie (153).
8. **Member Participation:** Members asked numerous questions during the committee reports.
9. **Adjournment:** The President adjourned the meeting at 4:05 p.m.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
August 11, 2005

1. **Call to order:** Barbara Barnhart, President, called the regular meeting to order at 7:07P.M.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, John Garrett, Kitty Rucker, and Georgette Semick.
3. **Action on Minutes:** Semick moved (passed 4/0) to approve the Minutes of the July 14, 2005 Board of Trustees Meeting. Semick moved (passed 3/0, with one abstention) to approve the Minutes of the July 16, 2005 Special Board of Trustees Meeting.
4. **Treasurer's Report:** (1) As of June 30, 2005, the Checking Account total was \$10,783.47. The Operational Investment Account was \$5,249.36. The Bank of America No Risk CDs are \$35,000.00 and \$55,000. The Reserve Account total was \$10,669.23. Three CD accounts, without accrued interest, total \$302,646.88. The total of these accounts is \$417,063.05. Memorial and fundraising funds in a separate account total \$10,751.01. (2) Accounts receivable: As of August 9, 2005, 19 accounts were delinquent, up from 17 last month. Total Accounts Receivable is \$6,723.18, of which, nine accounts are over 90 days past due totaling \$3,687.31. One of these will have their water turned off if not paid by 8/16/05. Another is in the process of being sold. The highest account was being sold, but the offer fell through. We will direct the attorney to continue with the Supplemental Proceeding action, as previously directed by the Board, in an effort to collect this debt. (Written reports are attached)
5. **Committee Reports:** Building: Written report from Don Lee, Chair. The Committee approved five tree cutting permits, one earthworks request, and issued two building permits. (Written report is attached). Environmental: Written and oral report by Kitty Rucker, Co-Chair. (1) Work continues on the small park at Vancouver West - weed cloth has been laid and bull rock spread in the stream bed. Three work parties are planned for the next three Thursdays to finish the prep work. Members bought plants to be planted in the fall. Thanks to Ann Candioto, Robin Scherting, Bernie Del Valle, Phyllis Ballough and Kitty Rucker for helping. (2) The Pancake Breakfast will be held on Sat., Nov. 12. (3) Galen Peterson cleared the undergrowth from the upper part of the ravine. (Written report attached). Finance: No report. Fitness: No report. Marina: Written and oral report by Gary Rossow, Marina Chairman. (1) Economy slips are all taken. (2) A donation fund has been established to bury the power line at the south end of the marina access road. The cost will be \$3100 - sailboat owners and 3 others have pledged \$1,800.00. (3) The flag has been replaced and a light repaired to allow it to be flown 24 hours a day. (4) Preliminary work on the permit process for dredging the marina basin will soon begin. (5) The pilings have been replaced along the access road. (6) The group is constructing a bench proposed by the Environmental Committee for the Clubhouse. (7) The dredge is gone. (See attached written report) Membership: Written report by the Office: There are 2 new members in the Colony: Richard and Ann Swallow purchased a home at 450 S. Palmer Dr. and Todd and Carol Eskelin bought Lot 11, Blk. 4, Div. 2. (See attached written report) Neighborhood Watch: Written and oral report by Mikel Stull, Co-Chairman. (1) The telephone trees have been updated and the process of notifying members has been refined (2) Block captains met with the police and fire department. The fire department will provide CPR training free of charge. They will also calibrate our defibrillator, which will be stored at the clubhouse. (3) In the future, block captains will be identified in the phone book. (Written report is attached) Nominating: No report. Pool: No report. Roads: No report. Social Club: No report. Water Advisory: Written and oral report by Ed Skowrya. The state has approved the installation of Tank #7. Paperwork is being prepared to obtain a building permit and then the project will go out for bids. The project should be completed in the fourth quarter of 2005. (Written report is attached) Welcome: The Welcome Committee visited 5 new members this month. (See attached report) Wildfire Task Force: No report.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

August 11, 2005

6. Managers Report: (1) Lydel Construction paid Puget Sound Energy for the cut lines, \$3,924.81. (2) Parking lot has been striped at the clubhouse/marina and speed bumps painted. (3) "Overflow Parking Only" signs are up at basketball hoop. (4) Village and Highland mailboxes are completed. Thank you to the Marina Crew and Donny. (5) Phone static has been fixed at the clubhouse. (6) 24 hour parking signs have been installed. (7) The Cape George Colony sign at the Colony entrance was vandalized and has been repaired. (8) 2 dead trees have been removed from the Ravine. (9) Tall grass and some tree trunks have been removed at the old tank at the south entrance to the Village. This year the tank, piping and stumps will be totally removed. (Written report is attached)

7. Member Participation: In response to a question, John Garrett said he would schedule a meeting for September to discuss volunteer participation.

8. Information: (1) The Finance committee reported on potential capital expenses of committees. (2) The request by the Environmental Committee to do plantings to conceal the Village water tank has been deferred pending receipt of additional information. (3) The Manager will review placement of towing signs in response to member complaints.

9. New Business: (1) Dog violation: Rucker moved (passed 4/0, as amended) that the Member be cited for a second loose dog violation but that no fine be levied since the owner had made great effort to restrain the dog with a fence and had now also installed a padlock. (2) Dog violation: Garrett moved (passed 4/0) that the Member be fined \$25, the maximum possible, for the dog bite incident. This was a first violation, the owner no longer owns the dog and the Member has been contacted by the dog owner's insurance company. After the Manager received notice of the violation, the Manager contacted a second Member who allegedly had an incident with the dog running loose. The Board treated the issue as a first violation. (3) Surveillance camera for woodshop: Garrett moved (passed 4/1) (Board Member Ritchie participated by telephone) to authorize the Manager to purchase a surveillance camera system for the shop at a price estimated to be \$750. (4) Surveillance camera policy: Fellows moved (passed 4/0) to adopt MISC 05, a policy regarding the use of surveillance cameras in common club facilities, with the word "recording(s)" to be substituted for "tapes" in the proposed policy. (5) Revised fine schedule: Garrett moved (passed 4/0) to approve the revisions to the fine schedule at MISC 04 (11 Aug. 2005), FORM MIS 04-a (11 Aug, 05), FORM MIS 04-b (11 Aug, 05), and proposed Form MIS 04-c (11 Aug. 05). (Documents attached) (6) Clubhouse bench: Semick moved (passed 4/0) that donated funds be accepted from Amy Brandon for the construction and installation of a bench by the clubhouse door to include a memorial plaque in honor of her husband. The work shop will construct it and install it. (7) Parking Rule CP12: The need for an ad hoc committee to draft proposed rule changes became unnecessary because Ben Fellows and Tom Ramsey submitted a proposal for the Board's consideration. Rucker moved (passed 4/0) that the proposed revision of the parking rule (CP 12) be published in the Newsletter, that Member comments be solicited and that the rule be considered for approval at the September Board Meeting. (8) Bank Resolution: Rucker moved (passed 4/0) that we authorize the President and the Secretary to sign a bank resolution granting bank account access to Gail Williamson, Manager, and rescinding authority previously granted to Bob Phillips, Linda Cooley, and Zane Wyll.

10. Announcements: (1) Regular Study Session will be held on September 13, 2005, 3:00 P.M., at the Clubhouse. (2) Regular Board of Trustees Meeting will be held on September 15, 2005, at 7:00 P.M., at the Clubhouse. (3) The Environmental Committee's Pancake Breakfast is Saturday, November 12 at the clubhouse. (4) The Board members agreed to the following Board liaison positions: (1) Building-Barnhart; (2) Children-Scherting; (3) Election-Rucker; (4) Environment-

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

August 11, 2005

Garrett; (5) Finance-Barnhart; (6) Fitness-Scherting; (7) Marina/Harbormaster-Ritchie; (8) Newsletter-Barnhart; (9) Neighborhood Watch-Garrett; (10) Pool-Semick; (11) Roads-Fellows; (12) Social-Rucker; (13) Water Advisory-Fellows; (14) Welcome-Rucker; (15) Nominating-to be assigned.

11. Adjournment: The President adjourned the meeting at 9:02 P.M.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

**CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
September 15, 2005**

1. Call to Order: President Barbara Barnhart called the meeting to order at 7:01

2. In Attendance: Barbara Barnhart, Ben Fellows, John Garrett, Brian Ritchie, Kitty Rucker, Robin Scherting, Georgette Semick.

3. Minutes: Rucker moved (passed 6/0) to approve the minutes of the August 11, 2005 regular Board of Trustees Meeting as amended to allow for the correction of clerical errors on the Fine Schedule.

4. Treasurer's Report. (1) As of August 31, 2005 account totals were: Checking Account - \$5,992.12; Operational Investment Account- \$5,263.57; Reserve Account- \$10,722.19. Two Bank of America No Risk CDs total \$85,000. Three CD accounts, without accrued interest, total \$302,646.88. The total of these accounts is \$414,624.76. Memorial and fundraising funds in a separate account total \$11,042.97. (2) Accounts receivable: As of September 15, 2005, 6 accounts were delinquent, down from 19 last month. Total Accounts Receivable is \$5,049.26 with one account owing well over half of this total. That large delinquent account may soon be paid as the sale of the underlying property, encumbered with Cape George liens, is expected to close during the week of September 18.

5. Committee Reports: Building Committee: Oral and written report by Don Lee. Eleven tree cutting permits were approved. One building permit was approved. Three earthworks requests were approved. (Written report attached) Children's Committee: No report. Environmental Committee: Oral and written report by Kitty Rucker. (1) There will be a presentation by Eleanor Stopps on The Protection Island Bird Sanctuary History on October 2, from 2-4 P.M. (2) The Annual Pancake Breakfast will be held on November 12, from 8 to 10 A.M. (3) The West Vancouver Park is 95% completed. (4) Cape George shirts will be sold as a fundraiser. (5) The committee will work with Bill McFarland and the Marina Comm. to prevent beach erosion. (6) Volunteers are still needed for some projects listed in last month's Newsletter. (Written report attached) Finance Committee: Oral and written report by Georgette Semick (1) A schedule for preparation of the budget has been prepared and reviewed. (2) Committees' capital requests have been preliminarily reviewed. The Marina Committee request for dredging and rebuilding the entry channel walls need a more complete estimate for consideration. Paving the marina road and parking lot for trailer storage are low priority now. Clarification is needed on whether the Pool Committee's request for steps and a banister in the wading pool should come from fundraising monies or the general fund. The Committee may recommend that the portion of the cost of the new water tank not covered by the Water Growth Fund should come from the General Reserves Fund. The Pool leak should be included in the 2006 budget as a top priority item. The road repair option requires further study. Some repair should come in 2006. Perhaps construction companies should be charged for repairs for road damage they have caused. There is a suggestion that "tie-downs" be considered for the Community Center, the office, and other community buildings for earthquake protection. (Written report attached) Fitness Committee: Written report from Phyllis Ballough. An Elliptical Trainer was purchased for \$2496.00, leaving a balance of \$101.94. Many members are using the room for physical rehab. This year's fundraiser will be a Medieval Feast. (Written report attached below) Marina Committee: Oral and written report given by Gary Rossow. There is now a waiting list of 38 members for moorage. They are considering a "use or lose" rule to release more slips. The surveillance camera has been installed. Fire extinguishers will be placed on the main docks. The cost of a card key lock for the shop is not yet known. A memorial bench was constructed and installed at the Clubhouse. The south gate at the marina has been replaced. New doors

were installed and painted at the Clubhouse. A dinghy rack has been constructed and will be located near the ramp. Discussions were begun on whether moorage patrons should be required to store their dinghies on the new racks and be charged for this. They also began discussion on whether moorage patrons should be charged the same fee as rampage patrons for trailer storage. (Written report is attached) Membership Report: Four new members purchased homes in the Colony: Valerie Horvath and Scott Ludwig are at 373 S. Palmer Drive; Colleen Johnson is at 111 Quinault Loop; Karen Knauer is at 280 Quinault Loop; and Jennifer Martin and Ryan West are living at 181 Sunset Blvd... In the Village, Thomas Smith and Deborah Belzoni purchased a home at 93 Pine Drive. (Written report is attached) Neighborhood Watch Committee. Written report by Mikel Stull. Mikel has started an inventory of tools in the workshop. Daphne Kilbern from Jefferson County Emergency Management Office will give a program on how to prepare for emergencies in CG on Oct. 11, at 7 P.M (Written report attached) Nominating Committee. No Report. Pool Committee: No Report. Roads Committee: No Committee Report. The Committee did submit a comprehensive written report concerning pavement options. Social Committee: Written report. There will be a Social Club Meeting on September 26, at noon. There will be a "Soupper Supper" on October 5. (3) Oktober Fest will be held on October 15. (Written report attached) Water Advisory Committee: Written and oral report given by Ed Skowyra. Ed met with the Jefferson County Dept. of Community Development to determine requirements for building the new tank. All pertinent permits will be sent in next week. Ken will be placing underground pipes to prepare for construction. Bid documents will be prepared in the next two weeks, and the tank should be on line by the end of the year.

6. Managers' Report: (1) The generator sold for \$2,500.00. (2) The Puget Sound Energy forester will come to assess trees in power lines by Sept 23. CG staff will start trimming trees in the right-of-way by October 1. (3) The Security Camera has been installed by marina crew. (4) Pool doors have been installed. (5) The pool leak is being investigated. More data will be obtained to determine how many gallons are leaked and/or are evaporating each day. The Evergreen Rural Water Company will, at no cost, try to determine the source of the leak. If this is not successful, The Leak Detector expert will be called to review the situation.

7. Member Participation: (1) A member said that there are several snags at the curve below the gate on Marine Drive that should be checked and removed. (2) Can we put yellow stripes on the curve coming down the Marine Drive hill? (3) One member asked the manager to investigate obtaining a small speed recording sign to show members how fast they are going. The Manager will review each of these matters.

8. Information: (1) Clerical corrections to violation/fine schedule to be re-published in newsletter. (2) Tenant situation: Colony - No Board action warranted at this time. Manager directed to monitor property. (3) Budget Schedule presented (4) Reminder notice to be posted in newsletter re: members to call sheriff with neighbor concerns or DSHS for child mistreatment (5) Bill McFarland spoke about plans to prevent beach erosion. (6) Long Range Planning Committee will not be reactivated but specific ad-hoc committees may be formed as needed. (7) The Board directed the Manager to further investigate the pool leak by calling a 'leak finder' specialist. (8) Problem with speeders – Board directed Manager to look into renting a 'radar trailer' from sheriff's office and to check with the Community Association Institute on their recommendations for enforcement of speed limits. (9) Written Road Committee Report on road pavement options submitted: discussion postponed until Larry Southwick returns. (10) Bill Stull will host a presentation for all members by Jefferson County Emergency Preparedness Representative to take place on October 11th at 7:00 p.m. at the clubhouse.

9. New Business:

- A. Dog Violation: Semick moved (passed 5/0 with one abstention) that we record that this is a subsequent pet violation, that a fine of \$50 be levied, and that credit be given for the payment received.
- B. Dog Violation: Fellows moved (passed 6/0) to find that a subsequent pet violation has occurred, that a fine of \$250.00 be levied, and that a notice be issued to owner (as per the covenants and PPO1) that the dog is a nuisance and that the right to retain the dog in the community is hereby revoked. This is a third violation and in this instance the dog was loose, attacked a car causing damages estimated at \$500.
- C. Tenant Situation: Village. Rucker moved (passed 4/1, with one abstention) that the Manager give notice to the member/landlord that if there are any more complaints about the Tennant, the Board will direct member/landlord to serve the tenant with a tenancy Termination Notice pursuant to PP04-a
- D. Exercise Room Rule Clarification: Scherting moved (passed 6/0) that the Board approve modification of Fitness Rule CP16, and the User Contract Form CP16 to prohibit children 14 and under from being in the exercise room.
- E. Consider the appointment of Bernie Del Valle to be Environmental Committee Chairman: Rucker moved (passed 6/0) to approve Bernie Del Valle as Environmental Committee Chairman.
- F. Building Procedure Checklist: Garrett moved (passed 6/0) to adopt new Form BG07 which clarifies information concerning the construction process.
- G. Heart Defibrillator: Scherting moved (passed 6/0) to return the heart defibrillator to the donor because Cape George is unable to obtain liability insurance.
- H. Asphalt Driveway Connections: Rucker moved (passed 6/0) to amend BG02-2 to provide that all asphalt driveway aprons shall be a minimum of six feet.
- I. Parking Policy: Fellows moved (passed 6/0) approval of Parking Policy CP12 as amended.

- 10. Announcements:** 1. Regular Study Session is October 11, 2005, 3:00 pm at Clubhouse
2. Regular Board of Trustees Meeting is October 13, 2005 at 7:00 pm at Clubhouse.

- 11. Adjournment to Executive Session:** Rucker moved (passed 6/0) to adjourn to Executive Session at 8:20 P.M to discuss a personnel matter.

- 12. Reconvene Regular Board Meeting:** The Board reconvened from Executive Session to the Regular Board Meeting at 9:15. Rucker moved (passed 6/0) that the Board direct the President to issue a letter to the Manager indicating that her performance during the last three months has been satisfactory and that she has met the requirements entitling her to the salary increase described in her contract of employment.

13. Adjourned at 9:20 P.M.

Prepared by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

**MINUTES OF CAPE GEORGE BOARD OF TRUSTEES MEETING
October 13, 2005**

Prior to the Board Meeting Mike Mingee spoke to members regarding the proposed merger of Fire Districts 1 and 6 and what this would mean to Cape George.

1. Call To Order: Ben Fellows, Acting Chair, called the meeting to order at 7:22 P.M.

2. In Attendance: Ben Fellows, John Garrett, Brian Ritchie, Kitty Rucker, Robin Scherting, Georgette Semick.

3. Minutes: Rucker moved (passed 5/0) to approve the minutes of the September 15, 2005, Regular Board of Trustees Meeting.

4. Treasurer's Report. (1) As of Sept. 30, 2005, the Checking Account total was \$27,375. The Operational Investment Account was \$5,276. The Reserve Investment Account total was \$10,747. Three CD accounts, without accrued interest, total \$302,646.88. The two risk free reserve CD's total \$90,000. This brings our grand total of cash and investments to \$436,045. Memorial and fundraising funds in a separate account total \$7,895. (2) Accounts receivable: As of October 12, 2005, 100 accounts were delinquent, up from 6 last month. Total Accounts Receivable is \$17,100, of which, six are over 90 days past due. One of these is \$3,528. We were informed that settlement on the sale of that property was postponed until October 27, 2005. (3) All three accounts are ahead of budget YTD: General Operations by \$60,836; Water Operations by \$34,678; and Marina by \$18,491. (4) The Quarterly Financial Report will be published in the November newsletter. (5) The Finance Committee will meet the week of Oct. 17, and a Special Board of Trustees Meeting will be held within a week of that to prepare the annual budget. (Written report is attached)

5. Committee Reports: The following reports were received. Building Committee: Oral report given by Kitty Rucker and written report by Don Lee. One tree cutting permit was approved. One building permit was approved. Two earthworks requests were approved. (Written report attached) Children's Committee: No report. Environmental Committee: Oral and written report by Kitty Rucker. (1) The Eleanor Stopps Presentation on The Protection Island Bird Sanctuary History warmly received by over 80 people. It was taped and you may borrow a copy from Kitty Rucker. (2) The Annual Pancake Breakfast will be held on November 12, from 8 to 10 A.M. (3) They have gotten volunteers for all 20 different common area projects. (4) Cape George shirts will be sold as a fundraiser. (5) They will be planting plants from our nursery throughout the community. (6) They asked the Marina work committee to put up four more doggie bag posts in the marina/beach area in the hope that people will use the bags to pick up their dogs' feces if bags are available at each entrance. Fitness Committee: No report. Marina Committee: Oral and written report given by Gary Rossow. (1) The Committee rejected any increase in existing fees and recommended that reserves be used to fund any high cost projects such as dredging the marina basin. (2) Members who choose to store their dinghies on the newly constructed rack will be charged \$25/ year, but if dinghies are kept in the water there will be no charge. (3) Moorage patrons should not be charged any fee for non-reserved trailer storage. (4) Work project hours will be 9-12 on Tuesdays only for the

winter. (5) The freezer in the kitchen areas will be used for bait storage. (Written report is attached) Membership: Oral and written report by Kitty Rucker. (1) There were two new members in the Colony. Clark and Ann Anderson purchased a lot. Timothy Nunabaker and Joseph O'Byrne purchased a home at 290 N. Palmer. (2) There was one new member in the Village. Raleigh and Nadine Ballou purchased their home at 50 Hemlock Drive. (Written report is attached) Neighborhood Watch Committee: Written report by Mikel Stull. (1) Daphne Kilburn presented information on how to prepare for disasters of various kinds and how individuals, as well as our community, fit into the county disaster plan. (2) There will be further training in the next month for Block Captains. (3) We hope to have Disaster Preparation handbooks for all members soon. (4) A list of needed emergency supplies will be published in the newsletter in November. (Written report is attached.) Nominating Committee: No Report. Pool Committee: No Report. Roads Committee: No Report. Social Committee: No report. Water Advisory Committee: Oral report given by Ed Skowyra. The permit is in for our new tank and it has been put out for bids.

6. Managers' Report: (1) The pool leak has been fixed. (2) Tree trimming – Asplund Tree Service will trim trees around power lines. (3) Clubhouse doors were installed and painted by the Marina Committee. (4) Trimming Trees and shrubs in right of ways was delayed until Nov. 1. (5) Orange flags were posted on speed limit signs. The manager is researching the cost of speed bumps. The Board will consider installing these if the flags do not slow cars down. (6) The bid for a cardlock for the woodshop is \$1400. (6) Marina Drive has been painted with a stripe. (7) Our water filter was refreshed this week. The pipes will be flushed the week of Oct. 17. (Written report is attached)

7. Member Participation: None

8. Information: (1) Marina Chairman gave information on the budget and fees. (2) Social Club to host a meeting which will be open to all members to discuss potential clubhouse rule changes. This meeting will be published in the newsletter

9. New Business:

- A. Violation: Hedge complaint against member C. in Colony. Member C called in at 7:40 to answer questions. The Board had none. Richie moved (passed 5/0) that this hedge violation be discussed at an Executive Board Meeting and a decision be made at that meeting.
- B. Violation: Dog attack on car in Highlands. Member requested an appeal to the Board. Member did not show up. Semick moved that the decision to fine the member and to rescind the member's right to have a pet be enforced. Rucker moved (passed 5/0) an amendment that the member provide verification that the dog is removed within 14 days of notification by certified mail. If this is not accomplished in the required time, a further fine of \$500 will be imposed. The amended motion passed 5/0.
- C. Violation: Hedge complaint against member G. in Village. Garrett moved (passed 5/0) to table this until the November meeting.
- D. Violation: Dog off leash in Village injured another dog. Semick moved (failed 2/3) that there be no fine since the victim started the fight. Rucker moved (passed

3/2) that this is a violation of the Livestock Covenant that dogs must be on leash and that a fine of \$25 be imposed.

- E. Change of Rule 16 of the Marina Usage Rule: Semick moved (passed 5/0) to publish this proposed rule change in the newsletter for member review and comment *“Since Cape George Marina slips are not intended to be used for long-term storage, the Harbormaster is authorized to make determinations regarding non-use or misuse of a slip. If a member does not have a boat in the marina for a minimum of 2 months per calendar year, if a member does not maintain his/her boat in operating condition, if the boat is derelict, if the boat is not actively used (e.g. leaves and returns to its slip under its own power) during the calendar year, or if the boat is a danger to other vessels, the Harbormaster will recommend to the Board of Trustees that the lease for that vessel’s slip should not be renewed. The manager will notify the member of the potential non-renewal. The member has the right to appeal this action. After the Board approval of the Harbormaster’s recommendation, action will be taken remove the vessel at the owner’s expense.”*
- F. Purchase of Fans for the Exercise Room: Semick moved (passed 5/0) to table this issue until we can obtain and consider other bids.
- G. Speeding control: 1. Scherting moved (passed 5/0) that we purchase 6 speed signs to be placed in areas where speeding is a problem with flags to make more visible. 2. Rucker moved (passed 5/0) that we postpone the purchase of speed bumps until we see how the signs work and can examine the information the Manager has on them.
- H. Emergency Preparedness Committee Charter: Rucker moved (passed 5/0) that the Board reaffirm the need for a Cape George Emergency Preparedness Committee, accept the revised charter for this committee, and appoint Bill Stull to be the acting chairman of this committee with the charge to develop a plan of emergency preparedness for our community.
- I. Resolution to Transfer \$815.92 From Water Growth Reserves to Water Operations: Be it resolved that \$815.92, designated as Water Growth Reserve funds, be transferred from Water Growth Reserves to Water Operations expense (chart of accounts number 5507-002, ‘Other Tax, License, Fee Water’).

10. Announcements: 1. Regular Study Session is November 8, 2005, 3:00 P.M. at Clubhouse. 2. Regular Board of Trustees Meeting is November 10, 2005 at 7:00 P.M. at Clubhouse.

11. Adjournment: The meeting was adjourned at 8:50.

Prepared by:

Approved by:

Kitty Rucker, Secretary

Ben Fellows, Acting President

CAPE GEORGE COLONY CLUB
SPECIAL BOARD OF TRUSTEES MEETING
October 28, 2005

1. **Call to order:** Barbara Barnhart, President, called Special Meeting to order, 9:30 A.M.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, John Garrett, Brian Ritchie, Kitty Rucker, Georgette Semick, and Robin Scherting.
3. **Information Items:** Minutes of October 19, 2005 Financial Committee meeting to consider recommendations of Financial Committee regarding: (a) Operating Budget, (b) Capital Budget, (c) Reserve Budget amounts for 2006, (d) fees and general assessments and (e) funding of build-out of Tank #7.(Copy attached)
4. **New Business:** (1) Authorizing Contract for Tank #7. Semick moved (passed 6/0) to authorize the Water Advisory Committee Chair and Manager to negotiate with Mount Baker Silo Company and sign a contract to build Tank #7 of our Water System. (2) Funding of Tank #7: Semick moved (passed 6/0 as amended) to fund the approximately \$60,000 for build-out of Tank #7 by first using all remaining monies in the Water Growth Reserve Fund, totaling approximately \$32,000; and, secondly, by borrowing the remaining approximately \$28,000, if necessary, from the General Reserve Account, repayable within 2 years. The borrowing and repayment schedule shall be approved by the Board when and only if necessary. (3) Definition of Capital Expenditures: Semick moved (passed 6/0) to pass a resolution to change the definition of capital expenditures from \$1,000 to \$2,000. (4) Approval of Capital Budget: Semick moved (passed 6/0) to approve a resolution to approve the capital budget for 2006 of \$94,500, including \$64,100 to be funded from reserve accounts. (5) Funding of Uncovered Portion of Tank #7. Semick moved (passed 6/0) to pass a resolution to fund approximately \$28,000 uncovered by the Water Growth Account to build Tank #7 by (a) using proceeds from the December 2005 special assessment in the amount of \$40 per lot. Should the special assessment not be approved, then (b) by borrowing funds from the General Reserve Account as authorized by the Board at its October 28, 2005 Special Board Meeting. (6) Semick moved (passed 6/0) to pass a resolution to approve reserve account amounts to be budgeted for 2006. (7) Boat Trailer Storage Fee: Semick moved (passed 5/1) that marina slip users be charged a fee of \$50 per year to store boat trailers in unreserved storage space at the south marina boat trailer storage lot. (8) Approval of Operating Budget. Semick moved (passed 6/0) that the Board approve the operating budget for 2006, as attached to these Minutes, subject to corrections discussed at this meeting. (9) Special Assessment for Tank #7: Fellows moved (passed 6/0) that the Board present the membership with a request to approve a one-time special assessment, payable in January 2006, of \$40 per lot to build Water Tank #7. (10) Funding Roads Study: Rucker moved (passed 6/0) that the Board approve the proposed roads assessment contract (copy attached to these minutes) with ADA Engineering, to be funded from the 2005 General Operations budget and that the Roads Committee Chairman and Manager be authorized to work with ADA on the project.
5. **Adjournment:** The President adjourned the meeting at 11:50 A.M.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 10, 2005

1. Call To Order: Barbara Barnhart, President, called the meeting to order at 7 P.M.

2. In Attendance: Ben Fellows, Brian Ritchie, Kitty Rucker, Robin Scherting, Georgette Semick. John Garret arrived at 8 P.M..

3. Minutes: (1) Rucker moved (passed 5/0) to approve the minutes of the October 13, 2005, Regular Board of Trustees Meeting, as amended to correct two omissions by adding the words: (a) "and to present it to the Board for a vote at the next meeting" at New Business, Sec. 9, line 3 of Sec. E; and (b) "and designate the Maintenance Buildings as the information center for any emergency." at New Business, Sec. H, lines 5 and 6. (2) Scherting moved (passed 5/0) to approve the Minutes of the Special Board of Trustees Meeting of October 28, 2005.

4. Treasurer's Report. (1) As of October 31, 2005 the Checking Account total was \$22,044; the operational investment account balance was \$5,291; the reserve investment account balance was \$9,926. The three CD accounts without accrued interest total \$302,646.88. The two Risk Free Reserve CDs total \$90,000. This totals \$429,909 in cash and investments. Memorial and fundraising funds in a separate account total \$7,477. (2) Accounts Receivable: As of October 31, 2005, 22 accounts were delinquent, down from 100 last month. Total Accounts Receivable is \$8,571, of which one account is \$3,538, or approximately 41% of the total amount. On this large account, the property sale has not closed because the buyer is having problems. There may still be a favorable outcome. The second largest delinquent account is \$1,060. All necessary steps have been taken on this account. (3) 2005 Consolidated Income Statement: With two months left in the 2005 fiscal year, all three accounts are ahead of budget in net income YTD. (4) 2006 Budgets: Meetings with the Financial Committee and Board were held on October 19 and 28 to review the operating and capital budgets proposed for 2006. The Board approved the proposed budgets at the October 28 special board meeting and the information and voting packages were mailed to members in early November. (Written report is attached)

5. Committee Reports: Building Committee: Oral and written report by Don Lee. The committee approved three tree cutting permits and issued one building permit. Committee members inspected the old barn to evaluate its structural integrity and found some powder post beetle damage, some damage to the shingles at the peak of the roof, decay on two support posts on the NW corner, and bulging sliding doors at the west side because of a sagging support beam. They concluded that there is no danger of the building falling down, but it is weakening. They recommend replacing some shingles and continuing the practice of a yearly inspection to monitor it. Ben Fellows recommended that a professional look at the insect damage to see if it can be curtailed and asked for a follow-up report at the Dec. meeting. (Written report is attached) Children's Committee: No report. Emergency Preparedness Committee: Kitty Rucker gave an oral report. The committee had its first meeting and identified areas to be addressed. Sub-committees were formed and chairmen will seek other volunteers to help in each area. They will meet again on Dec. 1 to report on progress, to establish a plan, and to begin coordination of efforts on that plan. Environmental Committee: Oral and written report by Kitty Rucker. (1) The park on W. Vancouver was completed with the planting of the winter heather. The land was donated by Clair Lacy. Ann Candioto provided the design and organization. About 100 hours of volunteer labor were involved. The \$1,000 costs were paid from contributions to the Memorial Fund. The committee will put up a plaque naming deceased members. (2) The committee is raising money for future projects by selling shirts, pictures of the Olympics, and books on Protection Island. (3) The Pancake Breakfast will be Saturday, November 12. (4) There will be a presentation on Landscaping given by Ann Candioto for members on January 14. The committee will remove some dead trees and brush from the ravine and plant vegetation to stabilize the hill. (Written report attached) Finance Committee:

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 10, 2005

The Finance Committee met on October 19, 2005 to review and consider the 2006 Consolidated Income Statement and Balance Sheet as of September 30, 2005, the proposed capital budget for 2006, and the proposed operating budget for 2006. The Reserve Schedules revised as of October 2005 were also reviewed and discussed. The recommendations of the Committee were provided to the Board to consider at the Special Board meeting on October 28, 2005. Fitness Committee: No report. Marina Committee: Oral and written report given by Gary Rossow. (1) The committee recommended that the Board approve the plan to move the power lines and the transformer at the south end of the marina at a cost of \$6500. Personal donations of about \$2000 will be solicited to cover part of the cost with the balance to come from Marina funds. Volunteers and CG staff will dig the necessary trenches. (2) They are investigating running power to the boat trailer area (3) The offshore mooring buoys have shifted in position and should not be used. The committee will make recommendations about what should be done with the buoys. (3) The new dredging permit from the Corp of Engineers has not been received. The permit has been amended to include replacement of existing dock floats. (4) Soundings have been taken at each moorage station and compared to soundings obtained in the year 2000. There has been no decrease in water depth during that period. The entrance channel is being shoaled. They are experimenting to determine how this can be mitigated. (5) New cabinets have been installed. Telephone service has been repaired. An emergency pumping system has been built. Four new dog poop bag containers were constructed and will be installed. (6) Upcoming projects: leaking faucet repair on docks; repair of crab cooker; repair connector links and extend ramp docks. (7) A Coast Guard presentation on boating safety may be scheduled. (Written report attached) Membership: Fred and Brenda Scaglione purchased a home at 106 Cole Ave. in the Highlands. (Written report attached) Neighborhood Watch Committee: Written report by Mikel Stull. Block Captains attended a training session with the education director from Jefferson Co. Emergency Management Office this month. Booklets were given to each Block Captain. Block Captains met with the new Emergency Planning Committee and agreed to help with communications. When available, copies of a State of Washington Disaster Preparedness Handbook will be distributed by the Captains to members. Block captains are still needed in some areas. (Written report attached) Nominating Committee: No Report. Pool Committee: No Report. Roads Committee: Written and Oral Report by Larry Southwick on speed bumps. He took Board Members out to look at various kinds of speed bumps and recommended that the Board send out a questionnaire to obtain information about members' concerns regarding roads and safety. Social Committee: No report. Water Advisory Committee: Written report given by Gail Williamson. Site preparations are well under way for the installation of tank #7. The site has been cleared. Underground pipes have been located and sized. Ken is ordering the necessary fittings and pipe to connect the tank to our system. N.T.I. is preparing the specs for compacting the fill to comply with the new International Building Code. (Written report attached).

6. Managers' Report: (1) Office received a fresh coat of paint. (2) ADA Engineering road proposal was received (3) Women's toilet flushing mechanism in clubhouse is working. (4) Radar trailers have been found with estimates. They will be presented at the Dec. Meeting. (5) Website updates. Governing documents have been removed for update. A report will be given at the Dec. meeting as to how they have been replaced with updating capabilities. (6) 6 Speed limit signs have been installed (7) Our TOPS budget system has new updates. The Board will look at these in Dec. (8) There is a dead madrona on the hillside north of clubhouse. The board gave the manager authority to cut it down. (9) The Manager gave bids from various propane dealers. The Board asked that information about the cost of purchasing a 500 gallon tank and estimates of propane costs from several suppliers be presented for review at the Dec. Board meeting. Information about insurance and county safety requirements for such a tank will also be presented. (Written report attached)

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 10, 2005

7. Member Participation: (1) A member was concerned that an incorrect Capital Budget was attached to the ballot for the budget. The Board agreed that the an early draft capital budget, not the final approved Capital budget, had been mailed to Members in error. Fellows moved (passed 5/0) to inform members of this error in the capital budget by posting the correct Capital budget with an explanation on our bulletin boards, to publish the corrections in the newsletter, and to put the correct document on the Cape George web page, reminding members that the Operating Budget and the narrative description of the ballot issues in the President's letter were correct and that the corrections applied only to the Capital budget. (2) Another member was concerned that the Marina committee's proposed rule change concerning moorage rule #16 was not on the agenda. He was informed that it would be on the December Study Session and Board agendas and that a survey had been sent to moorage tenants and those "wait listed" to allow them to comment on proposed the rule change.

8. Information: (1) An alleged hedge violation against member G. in Village has been resolved. (2) The second alleged hedge violation has been deferred until December at member's request. (3) At the Study Session the Manager was authorized to send notice of the proposed marina rule change to marina tenants and "wait listed" members to allow for input prior to December Study Session and Board Meeting when rule will be considered. The Notice has been sent.

9. New Business:

A. Violation: A pet violation has occurred with Village dog running loose. Fellows moved (passed 6/0) that the Board levy a fine of \$50 for this violation

B. Violation: A pet violation has occurred where Colony dog bit another dog while off-leash. Fellows moved (passed 5/1) that the Board levy a fine of \$25 for this violation.

C. Violation: The member was initially fined \$250 and subsequently fined another \$500 for not removing the animal as stipulated. Garrett moved (passed 5/1) to rescind the previous fine of \$500 levied against member in Highlands if member supplies proof of dog removal by Nov. 15. If no proof is received by that date, the fine will remain in effect.

D. Road Safety Questionnaire: Rucker moved (passed 6/0) that the Roads Committee questionnaire, including additions provided by some Board members, be mailed to all members as part of assessment coupon mailing.

E. Pilates Exercise Class Approval: Rucker moved (passed 6/0) to approve the request by a Member for a Pilates exercise class to be held in the Clubhouse where the member/instructor charges a fee and has provided proof of insurance.

F. Moving Potentially Dangerous Power Lines at Marina: Semick moved (passed 6/0) to approve a proposal to move the transformer and bury power lines at the south end of the marina with the approximate cost of \$6,500 to be paid for from the marina budget. Some members have offered to donate \$2000 toward the cost: the cost to the Marina will be reduced as pledged funds are paid.

G. Ceiling Exhaust Fans In Exercise Room: Fellows moved (passed 5/1) to install ceiling exhaust fans in exercise room for an approximate cost of \$500 with volunteer labor provided by the Marina Committee.

H. Liaison to Emergency Preparedness Committee: Rucker moved (passed 6/0) to appoint Brian Ritchie as liaison to the Emergency Preparedness Committee.

I. Installation of Cardlock on Woodshop: Scherting moved (passed 5/1) to authorize the manager to contract for the installation of a cardlock system (the same card system in use at the clubhouse, fitness center and pool) at the woodshop at a cost of about \$1,500 to be taken from the general fund.

J. Appointment of Co-Chair of the Neighborhood Watch Committee. Rucker moved (passed 6/0) to appoint Rhebe Greenwald as new Co-Chair of Neighborhood Watch Committee.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING
November 10, 2005

K. Audit Engagement Letter: Semick moved (passed 6/0) to authorize Manager Gail to sign the audit engagement letter with J. Vandal.

10. Announcements: (1) Regular Study Session is set for December 13, 2005, 3:00 P.M. at the Clubhouse. (2) Special Membership Meeting is set for December 15, 2005 at 6:45 P.M. at the Clubhouse regarding results of member vote by proxy concerning 2006 Budget, Special assessment and reserve rollover issues. (3) Regular Board of Trustees Meeting is set for December 15, 2005 at 7:00 P.M. at Clubhouse.

11. Adjournment: The meeting was adjourned at 9:10.

Prepared by:

Approved:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

December 15, 2005

1. **Call to order:** After adjourning the Special Membership Meeting, Barbara Barnhart, President, called the regular Board of Trustees meeting to order at 7:07 P.M.
2. **In Attendance:** Barbara Barnhart, Ben Fellows, John Garrett, Brian Ritchie, Kitty Rucker, Robin Scherting, and Georgette Semick.
3. **Action on Minutes:** Rucker moved (passed 6/0) approval of the minutes of the Regular Board Meeting of November 16, 2005.
4. **Treasurer's Report:** (a) As of **November 30, 2005** the Checking Account total was \$(8,858) but this did not reflect the transfer of funds from the No Risk CD in the amount of \$20,000; the operational investment account balance was \$5,308; and the reserve investment account balance was \$9,993. The three CD accounts without accrued interest total \$302,646.88. The two Risk Free Reserve CDs total \$70,000 after the transfer of funds from the General Reserve CD #2. This totals \$399,090 in cash and investments. (b) Memorial and fundraising funds in a separate account total \$8,548. (c) Accounts Receivable: 8 accounts were delinquent, down from 22 last month. Total Accounts Receivable is \$6,364, of which one account is \$3,788, or approximately 60% of the total amount. On that account we were informed that the offer on the property is still active so the attorney has suspended action directed by the Board, hoping for a favorable outcome from that sale. On the second most delinquent account in the amount of \$1070, a letter was sent to the Member threatening legal action if not paid by December 30. We already have a lien filed against that property. (d) 2005 Consolidated Income Statement: All three accounts are slightly better than budget for the 11 months YTD for a total positive variance of \$51,498 versus the yearend budget of \$49,082. However, the expenses for General Operations were exceptionally high in November, running over \$28,000 instead of a "normal" month of \$14,000 - \$16,000. The Manager identified the extra expenses including tree removal, an extra mailing to the membership because of the error in the budget package and the demise of our old truck.
5. **Committee Reports:** Building: Written and oral report by Don Lee, Chair. The Committee approved three tree cutting permits and two earthwork requests and issued two building permits. (See attached report) Emergency Planning: Written and oral report by Bill Stull, Chair. They are developing a plan for Cape George. There are 5 sub-groups: Administration coordination, Water and Infrastructure, Damage Assessment and Resource Identification, First Aid/CPR and medical identification, and Community Education. Copies have been obtained of a Washington State Disaster Preparedness Handbook for every home. The first CPR class is Jan. 18 from 1-4 p.m. A First Aid class is set for Jan. 17 from 1-4 p.m. (See attached Report) Environmental: Written and oral report by Kitty Rucker. The committee's proposed activities for 2006 include a presentation on ground covers on January 14, another presentation on Protections Island, and a presentation by Water Stewards. Finance: Two members reviewed the insurance policies and a list of questions was forwarded to the broker. We may request that the broker call in to a Study Session to address these. Fitness Committee: Oral report by Robin. They had a very successful Medieval Dinner and raised \$2400 for equipment. Someone damaged the Elliptical Trainer. Card key records and video will be reviewed to develop information about the damage. Marina: Written and oral report by Gary Rossow, Chair. The committee supports the change of use from 40 foot slips to 20 foot slips to allow space for more smaller boats and eliminate the larger boat spots, grandfathering in persons on the wait list. Current Marina rules require that members attach a copy of their registration with the annual renewal form. Puget Power has increased the cost of the power line installation and moving the transformer (at the south end of the marina) from their original estimate of \$3028 to \$5047. A letter will be sent to attempt to negotiate a price reduction. They would like to require liability insurance on boats moored in the marina. They would like to swap the dumpster at the workshop for the one near the office and add a concrete pad in front of the dumpster. (See attached report) Membership: No report. Neighborhood Watch: Oral and written report by Michael Stull, Chair. Emergency Prep Books have been distributed to Block

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

December 15, 2005

Captains. Four new Block Captains have volunteered but more are needed. (See attached report)
Nominating: Oral Report by Bill Stull, Chair. They have begun to solicit nominees for the Board. Joyce Skoin will put an article in the newsletter this month asking for people to run. Pool: No report. Roads: No report. Social Club: Oral report by Robin Scherting. There will be a Christmas Social this weekend. Water: No Report.

6. Manager's Report: (1) Memorial Park - Culvert installed to prevent road erosion and debris on grass. (2) Propane update – Manager suggests that we purchase from Suburban. (3) Several trees removed from common areas and right-of-way. (4) Cardlock installed at workshop but not operable yet. (5) Asplundh informed us that they would not be removing any trees from under power lines until 2006. (6) There was a sink hole on the land adjacent to the North channel entrance. We filled it with fist-sized rocks to slow sinkhole formation. (7) A phone for emergency preparedness was added to the maintenance shop and water was run between the office and the maintenance shop. (8) Gravel was laid in the driveway at Memorial Park. (9) The manager had the barn inspected and will have an exterminator come to remove the beetles and will have the beams repaired. (10) The estimate for installing Tank #7 has come in over budget. There will be a Special Board Meeting next week to study the estimates and to see how we can address these overages safely. (11) Tenant eviction update – The owners has been told to evict the tenants by Dec. 30 or they will be fined. (12) The estimate for installing arm gates with key cards was given to the board. It will cost \$5000 to change the Marina Drive automatic gate to a key card system. It will cost \$10,000 per gate to install other key card gates at the dirt marina road and the boat ramp, plus electrical charges.

7. Member Participation: (1) A member who was fined for having a dog run loose in the Village asked that the \$50 fine be voided since the dog had recently died. The Board decided that although it was sad that the dog had died, the fine will not be rescinded. (2) A member asked if the pool could be used for kayak rescue practice. It was suggested that he discuss this request with the Pool Committee and the Manager.

8. Information: (1) Consideration of building regulation re: demolition and major remodeling of structures has been postponed until the January meeting. (2) Hedge violation against member C. has been postponed until the January meeting in light of resolution efforts. (3) The proposed Marina Rule 16 published in the newsletter was dropped for lack of support. A revised Marina Rule was discussed – see below. (4) Consideration of marina change to designate six 40' slips as twelve 20' slips has been postponed until the January meeting.

9. New Business:

A. Sink Hole Remedy: Garrett moved (failed 2/4) that sink hole warning signs only and no fence be placed at the north side of the marina entrance channel. Rucker moved (passed 4/2) that we install a 30" unpainted picket fence as a barricade and warning signs saying "Danger unstable area" to keep people away from the sink hole area at the north side of the entrance channel.

B. Limiting private Rentals To 1 Per Weekend In Summer: Garrett moved (failed 0/6) to publish for member comment for consideration at the January Board Meeting a proposal to limit private rentals of the clubhouse between Memorial Day and Labor Day to one day of each weekend.

C. Limiting Rentals to 100 People: Scherting moved (passed 6/0) to publish in the Newsletter for Member comment a proposal, for consideration at the January Board Meeting, to limit to 100 the number of people attending private rental events at the clubhouse unless the Manager, after considering parking impacts, food service plans and other relevant factors, grants an exception allowing a larger attendance. This would be a revision to Form CP02-a (04) (Clubhouse Rental Agreement).

D. Member Only Parking Spots: Because our new parking rule grants the Manager the authority to set aside parking for members only in front of the shop and at the north end of the Marina, the Board determined that the no Board action was needed.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING

December 15, 2005

E. Changes to Clubhouse Rental Agreement: The Board decided to consider a motion to make administrative changes to the clubhouse rental agreement at the January meeting.

F. Change of Marina Rule #16: Ritchie moved (passed 5/1) to publish a proposed revision to Marina Rule #16 in the January newsletter for Member comment in advance of final consideration of the rule at the January Board meeting. (See attached rule change) Among its provisions, the proposal requires that moored boats be operable, safe, and be used at least three times per year

G. Adopt Proposed Changes to "Procedures for Levying Fines" MIS04 (08/05): Garrett moved (passed 6/0) to adopt proposed administrative changes to "Procedures for Levying Fines" (MIS04 (08/05)) and related documents (forms MIS04-a, b and d) as attached. The changes clarify that the Manager decides violations and may issue warnings, fines, require corrective action or other remedies with Members retaining specific rights to appeal to the Board.

H. Amend Resolution Times on Fine Schedule: Rucker moved (passed 6/0) to amend to 7 days, the resolution times on fine schedule (Form MIS04-c) for items 24 and 25, concerning pets and property maintenance, respectively.

I. Amend Violation Description on Fine Schedule: Rucker moved (passed 6/0) to amend the violation description on fine schedule (Form MIS04-c) for item 19 to read "**Failure to sign and/or perform obligations under rental agreement**". (See attached form)

J. Amend language On fine Schedule: Rucker moved (passed 6/0) to amend the violation description on fine schedule (Form MIS04-c) for item 27 by adding the language bolded hereafter: "**Violation of rules or regulations**, abuse of or misconduct on common property (language omitted...) **statutory and common law**". (See attached amendment)

K. Resolution Transfer For Reserve Funds: Semick moved (passed 6/0) to authorize the President and Treasurer to sign a Resolution allowing for the transfer of funds to the Water Growth Fund for piping for tank #7. (See attached resolution)

10. **Announcements:** (a) Regular Study Session: January 10, 2006 at 3:00 p.m. at clubhouse.

(b) Regular Board of Trustees Meeting: January 12, 2006 at 7:00 p.m. at clubhouse.

11. **Executive Session:** Rucker moved (passed 6/0) that the Board adjourn to Executive Session to discuss personnel matters. We went into Executive session at 9:25 p.m.

12. **Return to Regular Session:** The Board returned from Executive Session at 9:45 p.m.

13. **Continuation of New Business:** Rucker moved (passed 6/0) to give year end bonuses to Cape George employees and mailman pursuant to the attached schedule.

14. **Adjournment:** The President adjourned the meeting at 9:50 p.m.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President

CAPE GEORGE COLONY CLUB
SPECIAL MEMBERSHIP MEETING
December 15, 2005

1. **Call to Order:** Barbara Barnhart, President, called the Special Membership Meeting to Order at 6:45 p.m.

2. **Attendance:** About twenty members were present.

3. **Business:**

a. The purpose of the Special Membership Meeting was to allow Members to vote in person or by proxy for or against any or all of the three issues presented for Member approval on the Ballot mailed to Members on November 7, 2005.

b. The polling place remained open from 6:45 p.m. to 7:00 p.m. Members wishing to vote were directed to deliver their ballots to an Election Committee representative.

c. At 7:00 p.m. the polling place was closed and Joyce Skoin, Chair of the Election Committee, delivered the official tally sheets to the President and announced that all three measures had passed, as follows:

1. **2006 Budget:** 270 votes cast: **Approve: 252 Disapprove: 18**

2. **Rollover Excess Funds to Reserves:** 265 votes cast: **Approve: 254 Disapprove: 11**

3. **One time \$40 Special Assessment:** 266 votes cast: **Approve: 208 Disapprove: 58**

d. A total of 289 votes were cast: seven votes were disqualified for irregularities. This is a very high turnout. The Budget and rollover issues were passed with very strong majorities and the \$40 Assessment passed with more than a 78% favorable vote.

4. **Adjourn:** There being no further business, the president adjourned the Special Meeting at 7:02 p.m.

Submitted by:

Approved by:

Kitty Rucker, Secretary

Barbara Barnhart, President