

Variance Hearing and Study Session Agenda
Date: January 8, 2008
2:30 pm, Variance Hearings
3:00 pm, Regular Study Session
Meeting will be Held at the Fire Hall

Variance Hearing

2:30 pm - Gunning height variance request, 441 Ridge

2:45 pm - Hanks height variance request, Lot 11, Cresthaven, N. Palmer

Study Session

A. President's Comments

B. Letters from Members (none)

C. Presentations to Board (15-20 minutes with time for audience questions.)

Mail Security and Possibility of Locking Kiosk Style Mail Boxes – Postmaster Cindy Bryant

D. Manager's Preliminary Report

- Delinquent account report
- Status of swimming pool project
- Water meter installation plan
- Needs for repairs of Shop Building
- Manager's Report including timetable for completion of major projects

E. Member Participation (Compliments, issues, concerns members wish to bring forward.)

F. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting.

1. Swimming Pool Proposal
2. Gunning Variance Request
3. Hanks Variance Request
4. Mailboxes – what action do we want to take on this?
5. Legal Representation
6. Approval for Manger to Purchase Water meters (over his \$5,000 spending limit).
7. Approval for Manger to Purchase utility truck with cost to not exceed \$12,000.
8. Other items

G. Board Meeting, January 10th, 7:00 pm at the Firehouse

Study Session Agenda
Date: February 12th, 2008
Time: 3:00 p.m.

A. President's Comments

At the conclusion of today's meeting I would like to have Board Members in attendance examine a couple of issues we are facing with our facilities.

B. Letters from Members

C. Manager's Preliminary Report

Status of tree removal on Coleman dip
Progress on decommissioning of wells
Plans for water meter installation
Summary of class completed in Seattle
Possibility of electric heaters for shower room of pool
Status of water well drilling and agreement with Water System Manager
Clubhouse coordinator – extra duty for our Office Assistant
Change in custodial services
Summary of completion of Clubhouse project
Need for repairs to exterior of Clubhouse and Shop Building
Clarification of schedule of road repairs

D. Member Participation (Compliments, Issues, Concerns members wish to bring forward.)

E. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.)

- 1. Swimming Pool Proposal**
- 2. Information on recommendation regarding future legal counsel for CGCC**
- 3. Possibility of charging a fee for CG Building Permits**
- 4. Status of mission/vision ad hoc group – Marti**
- 5. Mail boxes – do we have any information from legal counsel regarding this topic?**

F. Adjournment

Study Session Agenda
Date: March 11th, 2008
Time: 3:00 p.m.

- A. President's Comments**
Ad-Hoc Personnel Committee

- B. Letters from Members**

- C. Manager's Preliminary Report**

- D. Member Participation (Compliments, Issues, Concerns members wish to bring forward.)**

- E. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.)**
 - 1. Swimming Pool Proposals – Tom Ramsey**
 - 2. Request for Marina Use by Protection Island Researchers – Ross Anderson**
 - 3. Water Agreement with PUD – Gary Nelson**
 - 4. Report on Janitorial Services – Leanne Ryan**
 - 5. Update on New Filing System – Jeannie Wright**
 - 6. Decommissioning of Well # 5 – Robin Scherting**
 - 7. New Building Committee Chairperson – David Stanko**
 - 8. Picnic Table for Dogs – Robin Scherting**

- F. Adjournment**

Study Session Agenda

Date: April 8th, 2008

Time: 3:00 p.m.

A. President's Comments

B. Letters from Members

C. Manager's Preliminary Report (Linda Cooley)

D. Member Participation (Compliments, Issues, Concerns members wish to bring forward.)

E. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.)

1. Upcoming Election Schedule

2. Approval for Manager to spend up to \$5,000 for removal of trees on Colman Dip

3. Status of kiosk style mail boxes

4. Swimming Pool Proposal –new information and recommendation

5. Ad-Hoc Personnel Committee's Recommendation

6. Draft of job description for bookkeeping/accounting service or person

7. Request that manager obtain estimates to remove trees on selected CG common property (bank areas) to include the cost of permitting process

8. PUD request to consider Valairi water hookup to CG water system

9. Other items

F. Adjournment

Variance Hearing and Study Session Agenda

Date: May 13, 2008

2:45 pm, Variance Hearing

3:00 pm, Regular Study Session

Variance Hearing – Gunning height variance request

- 1. Owner or owner's agent comments**
- 2. Letters from members dealing with variance**
- 3. Building Committee recommendation**

Study Session

A. President's Comments

- 1. Update on PUD request for water hookup**
- 2. Preliminary report regarding pool building damages**
- 3. Manager hiring process update**
- 4. Pool maintenance delayed until resolution of drain requirement**
- 5. Update on well drilling progress**
- 6. Candidates for Board Vacancies**

B. Letters from Members

C. Manager's Preliminary Report

D. Member Participation (Compliments, Issues, Concerns members wish to bring forward.)

Jim Pickrell – update on “Site Proposal Application for Protection Island and Smith/Minor Islands” Dated: February 14, 2008

E. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.

- 1. Suggested revisions to CP02 - “Use of the Clubhouse – Section A – Who May Use the Clubhouse”**
- 2. Creation of new policy dealing with alterations to CGCC roadways. See draft of CP 21, “Alterations to CGCC Roads”**
- 3. Resolution to transfer 2007 excesses to appropriate reserve funds**
- 4. Possibility of locking mailboxes**
- 5. Re-vegetation along Colman dip area where trees were removed**
- 6. Problems with vandalism of rest room by pool**
- 7. Approval to approve bid of \$7,464.42 for repair/replacement of roof on office building**
- 8. Variance recommendations**

F. Adjournment

Study Session Agenda

Date: June 10, 2008

Time: 3:30 p.m.

A. President's Comments

**George Castaneda starts on June 23rd
Trustee election ballots have been mailed out**

B. Letters from Members

C. Manager's Preliminary Report

D. Member Participation (Compliments, Issues, Concerns members wish to bring forward.)

E. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.)

- 1. Resolution for transfer of funds to Reserve Accounts - action**
- 2. Using original natural grade for determining building heights -discussion**
- 3. Water System Manager Proposal for Board consideration - action**
- 4. Update on status of well drilling – info**
- 5. Approval of progress payment of \$7,000 to Hancock/Slater. Need for accompanying motion to authorize the transfer of \$7,000 from Water Reserves to General Operating account - action**
- 6. Employment of water system consultant - info**
- 7. Insurance renewal - info and action**
- 8. Approval of Marina Dredging Contract**
- 9. Other items**

F. Adjournment

Study Session Agenda

Date: July 8, 2008

Time: 3:30 p.m.

A. President's Comments

Welcome to George Castaneda as new Manager

Board Meeting on July 12 will be held at 8:00pm instead of 7:00pm

B. Letters from Members

C. Manager's Preliminary Report – George Castaneda

D. Member Participation (Compliments, Issues, Concerns members wish to bring forward.)

E. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.)

1. Resolutions to transfer funds from Reserve Accounts to operations checking

2. Violation of Building Regulations in regards to five foot setback. Possible assessment of fine for violation – Building Committee

3. Discussion of possible Committee mergers. Example: combining Neighborhood Watch with Emergency Preparedness as well as the possibility of other combinations.

4. Board responsibilities at the Annual Membership Meeting, July 19th at 1:00 pm

5. Robinson/Noble proposal for hydrogeologic services

6. Other items

F. Adjournment

Study Session Agenda
Date: August 12, 2008
Time: 2:30 PM

A. President's Comments and Announcements

August 16th, 9:30 AM, Tri Area Community Center, Public Hearing for Jefferson Pubic Transit

Possibility of Special Board Meeting on August 23rd to discuss swimming pool building renovation

Introduction of Peter Downy who will make a presentation on the Shoreline Management Proposal – Impact on Cape George common and private properties.

B. Letters from Members

C. Manager's Comments

D. Member Participation (Compliments, Issues, Concerns members wish to bring forward.)

E. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.)

- 1. Resignation of Marty Bluewater and procedure for replacement – motion required.**
- 2. 2008-09 Calendar of Board Activities - information**
- 3. 2008-09 Committee Chairs and Procedures for Approval. Need one motion approving listed Chair people and a second to approve membership on Core Committees which include Finance, Water, Roads, and Building.**
- 4. Status on Major Projects and Discussion/Input from Board (Swimming pool, water, marina, and roads)**
- 5. Repairs to Well 4 – Approval for manager to pay Bayview Pump \$2800.24 for emergency repairs to Well 4. Need accompanying resolution to transfer this amount from Water Reserves to General Operating Account.**

6. Swimming Pool Evaluation – Approval of Manager to pay Inveresk Design Build, Inc., \$1,185.82 for evaluation of water damage done to pool building. Need accompanying resolution to transfer this amount from General Reserves to General Operating Account.

7. Unfinished business with Club insurance – earthquake and hazardous waste disposal?

8. Up coming budget process and deadlines

9. Other items

Adjournment

Variance Hearing and Study Session Agenda

Date: September 9, 2008

1:30 PM Variance Hearing

2:00 pm, Regular Study Session

**Variance Hearing (1:30 PM) – Betty Jo Watkins and Cheryl Mantlik,
6-3 and 7-3 Marine View Place**

- 1. Owner or owner's agent comments**
- 2. Letters from members dealing with variance**
- 3. Building Committee recommendation**

Study Session (2:00 PM)

A. President's Comments

Change in format for Study Sessions

B. Letters from Members

C. Member Participation (Compliments, Issues, Concerns members wish to bring forward. This could also be a time period when members might want to address questions to the manager or the Board.)

D. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.

- 1. Report on Jefferson County Transit meeting - Robin**
- 2. Responsibility of Board Members in dealing with complaints and rule violations - Bill**
- 3. Update on Well #5 progress - George**
- 4. Update on Community Center Building - George**
- 5. Update on Swimming Pool – Bill, Tom, and George**
- 6. Committee Chair for Environmental Committee - Robin**
- 7. Marina Ad-Hoc Long Term Planning Committee - Tom**
- 8. Use of funds generated by sale of tractor – Tom/Dick**

E. Adjournment

Study Session Agenda
Date: October 14 2008
2:00 pm, Regular Study Session

A. President's Comments

Executive Session October 16th to discuss personnel issues

B. Letters from Members:

Letter from Brian Ritchie concerning Lot 17 on E. Rhododendron Drive

C. Member Participation (Compliments, Issues, Concerns members wish to bring forward. This could also be a time period when members might want to address questions to the manager or the Board.)

D. Manager's Comments

- 1) Status of sign regulation
- 2) Bruce Strobridge – Shed on vacant lot -31 Spruce Drive
- 3) Permit Approvals – Swimming Pool Renovations

E. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.

- 1) Ray Pierson to become a member of the Building Committee – Don Lee
- 2) Merger of EP and NW with Carolyn Salmon & Mikel Stull as co-chairs
- 3) Discussion of revised charter for new EP/NW Committee
- 4) Finalize an agreement for payment of Gresham Well Drilling for Well #5 .
- 5) Finalize an agreement for payment of Gresham Well Drilling for decommissioning of Well #2
- 6) Transfer Resolutions – George Castaneda
- 7) Update on Swimming Pool – Building – George Castaneda, Heat Pumps-Tom Ramsey
- 8) Add Thad Bickling & Dick Poole as check signers – Kitsap Bank
- 9) Discuss new contract with Joseph Vandal-Auditor
- 10) Discuss contract from Abacus for Pool Building repairs.
- 11) New TV-George Castaneda/Tom Ramsey

E. Adjournment

**Study Session Agenda
November 11, 2008
2:00 PM at Clubhouse**

A. President's Comments and Announcements

- Budget Ballots were mailed out on November 11th**
- Annual Membership Meeting will be December 11th from 7:00 – 7:15 PM with the regular Board meeting following**
- Pool will be closed for repairs to building and pool until approximately March 1**
- Regular Board meeting on Thursday, November 13th at 7:00 PM**

B. Letters from Members

C. Member Participation (Compliments, Issues, Concerns members wish to bring forward. This could also be a time period when members might want to address questions to the manager or the Board.)

D. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.

- 1. Discussion on Robinson and Noble Report – any Board actions required? George**
- 2. Payment of Robinson and Noble for work completed – George**
- 3. Required resolution for transfer of money from Water Reserves to Water Operating - George**
- 4. Emergency repairs to Well #4. Give authorization for Manager to contract for completion of these repairs not to exceed \$7,617.70. Funding to come from Water Reserves – George**
- 5. Required resolution for transfer of money from Water Reserves to Water Operating - George**
- 6. Swimming Pool Fee Ad Hoc Committee appointment – Bill Stull**
- 7. Update on Community Center Building Project - George**
- 8. Status of Master Pools Contract – George (We may have a proposed contract to act on by the meeting date)**
- 9. Update on Well #5 – George**
- 10. Need for Executive Session on Thursday to discuss legal issue**
- 11. Other items**

E. Adjournment

**Study Session
December 9, 2008
2:00 PM**

A. President's Comments

Board meeting on December 11th will begin at approximately 7:15 pm after the election results.

Employee Christmas lunch will be on December 19th at 12:00 pm. Board members are invited to attend but lunch will be Dutch treat. The office will be closed from 12:00-2:00.

B. Letters from Members

C. Member Participation (Compliments, Issues, Concerns members wish to bring forward. This could also be a time period when members might want to address questions to the manager or the Board.)

D. Board Items for Discussion and possible inclusion on the agenda for Thursday's Board Meeting. (Four possible actions: (1) place on Board Meeting agenda as action item, (2) place on Board Meeting agenda as information item, (3) move item to next month's Study Session agenda, and (4) no action or further discussion required.

- 1. Transfer resolutions needed – Gresham, Abacus, and Master Pools**
- 2. Abacus work order changes**
- 3. Discuss possibility of selling property on Vancouver Drive**
- 4. Status report on signage on Cape George Road – need for letter from the Board to County Commissioners**
- 5. Status report on CGCC Handbook**
- 6. Well #5 Pump proposal from Gresham**
- 7. Status report from Swimming Pool Ad Hoc Committee**
- 8. Consider approving proposed bid for heat pumps for pool**
- 9. Consider authorizing manager to move ahead with renovations to shower rooms not to exceed \$7,500**
- 10. Need for insulation under Clubhouse**
- 11. Other items**

E. Brainstorming session on possible projects and activities for 2009. Input from members accepted. Board members should give some thought to this prior to the meeting and come to the meeting with some ideas.

E. Adjournment