

CAPE GEORGE COLONY CLUB
ANNUAL MEMBERSHIP MEETING
JULY 19, 2014
2:00 PM

Call to order: President Richard Hilfer called the meeting to order at 2:05 PM.

In Attendance: Richard Hilfer, Ross Anderson, Carol Wood, Karen Krug, Michael Hinojos, Penny Jensen, Ray Pierson

Action on Minutes: Penny Jensen moved and Tom Ramsey seconded to approve the minutes from the July 20, 2013 Annual Membership Meeting. Motion passed by a majority vote of members present.

Membership Report: Carol Wood, Secretary provided the oral report. There are at least 50 new members representing 44 properties purchased in the last year. The full membership report is available in the Cape George office.

Treasurer's Report: Karen Krug

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Fiscal Year 2013

Despite a number of unusual events, fiscal year 2013 (January 1, 2013 through December 31, 2013) produced very satisfactory results. All three cost centers finished the year at, or better than, their original budgets, the correction of prior years' cash deposits re-aligned all cash accounts to their proper balances, and the transition back to internal bookkeeping services was completed.

Cash positions at year end looked stronger than expected mostly because the majority of the North Seawall special assessment had been collected but only minor project expenses had occurred. Accounts receivable continue to be a concern since nearly \$12,000 of funds due the corporation appear to be uncollectible. Considerable effort by staff was focused on collecting funds that are due the organization from the small handful of Members responsible for the debt.

The 2013 audit, conducted by Cagianut & Co., proceeded very smoothly and resulted in an unqualified or "clean" audit opinion. The Federal income tax liability for 2013 was \$553, split evenly between the taxable activities of general and marina operations. Copies of the formal audit and tax return are available for review in the Office.

General operations, funded primarily by the general assessment, finished the year with income of \$31,000, much better than the original budget. While there were positive and negative variances in nearly all line items, most of the favorable outcome can be traced to a favorable variance in pool utilities. The budget anticipated very high propane heating costs for 2013 which did not materialize. Slightly lower labor costs as a that resulted from staff streamlining many posting, bookkeeping and reconciliations processes also contributed to the positive outcome. General operations received slightly over \$16,000 in flood insurance proceeds which were used to replace damaged workshop tools and equipment.

Water operations, funded mostly by water user fees, finished the year nearly exactly as originally budgeted. This outcome is very positive since expenditures for consulting services related to the State required Water System Plan (WSP) were \$12,000 higher than budget. Very careful control of all other water operations activities mitigated the additional consulting fees and the WSP was approved.

Marina operations, funded by a wide variety of fees but mostly moorage and trailer parking, finished the year \$10,000 better than their original budget. Lower than anticipated labor rates, careful control of other expenditures and a decision to forego construction of a new harvest by-pass pit all contributed to the favorable results.

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2014 - Mid year

The first six months of 2014 (January 1, 2014 through June 30, 2014) have generated results close to budget. The new quarterly assessment process seems to be working well but it does make comparing year-to-date revenue and receivables against the same six months last year somewhat difficult. The most significant financial event during the past six months has of course been the North and South seawall projects. While there is a special assessment for the Berm project there have not yet been any major project expenses.

Cash looks weaker than at the end of 2013 and this can be attributed to the expenditures for the two seawall projects. It was necessary to borrow funds from the General Reserve to pay for the South Seawall project and those funds will be paid back, with interest, using South seawall collections in 2014 and 2015.

General operations is, for the most part, in line with budget. Pool expenses are slightly higher than budgeted while labor costs are slightly lower. The favorable balance in labor is expected to diminish through the remainder of the summer since temporary maintenance staff works during this period. The pool utility variance does need to be carefully reviewed to ensure it is merely a timing/recognition issue.

Water operations are producing more favorable results than budgeted due in part to the favorable labor variance mentioned above and also lower than budgeted expenses for small tools and supplies. The recent work on the Cross Connect program will likely cause the favorable office supply variance to disappear.

When considering mid-year Marina operations it is important to remember that virtually all their revenue is generated during the first few months of the year but their operating expenses continue throughout the year. Dredging for the year has been completed and is reflected in the June 30th results.

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Balance Sheet of June 30, 2014 and Audited Balance Sheet for the Year Ended December 31, 2013

	<i>Year-to-date</i>	<i>Audited</i>		<i>Year-to-date</i>	<i>Audited</i>
Assets	6 months	Full Year	Liabilities and Fund Balances	6 months	Full Year
	06/30/14	2013		06/30/14	2013
Cash and Cash Equivalents:			Current Liabilities:		
Operations - Checking	\$ 86,942	\$ 125,599	Accounts Pay. & Other Liabilities	\$ 13,543	\$ 16,674
Operations - Savings	70,029	70,018	Unearned Income General/Water	81,050	128,970
Petty Cash (2 accounts)	610	600	All Other Unearned Income	1,175	900
Reserves-General, Water & Marina	321,483	464,845	Due to General Reserve (Loan)	<u>70,612</u>	<u>0</u>
Special Reserves-Seawalls&Berm	<u>71,068</u>	<u>278,038</u>	Total Current Liabilities	166,380	146,544
Total Cash & Equivalents	550,132	939,100			
Net Accounts Receivable	8,649	3,322	North Seawall Assessment Liability	293,928	293,928
Due from S.Seawall Reserve	70,612	0	South Seawall Assessmebnt Liability	99,300	0
SpclAssmnts Receivables	66,249	268			
Total Net Fixed Assets	1,843,574	1,400,157	FUND BALANCES:		
Total Prepaid & Other Assets	40,935	24,042	Fund Balances (Combined)	1,926,417	1,924,204
TOTAL ASSETS	<u>\$2,580,151</u>	<u>\$2,366,889</u>	Modified Cash Basis YTD Income**	<u>94,126</u>	<u>2,213</u>
			Total Liabiliites and Fund Balance	<u>\$2,580,151</u>	<u>\$2,366,889</u>

** 2013 Audited income on the Balance Sheet does include \$93,699 in depreciation expense, a non-cash item.

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Summary Revenue and Expense Statements for the periods indicated (Modified Cash Basis)*

2014 thru June 30, 2014					2013 Audited - Full Year thru December 31, 2013				
	Actual	Budget	Variance	%		Audited***	Budget	Variance	%
General Assessment	\$ 137,696	\$ 137,696	-	0%	General Assessment	\$ 264,853	\$ 264,853	-	0%
Special Assessment-Berm	26,480	0	26,480	100%	Special Assessment-Berm	0	0	-	-
Revenue-All Other Sources	11,573	12,614	(1,041)	-8%	Revenue-All Other Sources	43,530	20,600	22,930	111%
Total General Revenue	149,269	150,310	(1,041)		Total General Revenue	308,383	285,453	22,930	
Expenses:					Expenses:				
Salaries, Benefits, etc.	63,792	68,789	4,997	7%	Salaries, Benefits, etc.	126,949	136,923	9,974	7%
Repairs & Maintenance	9,819	9,075	(744)	-8%	Repairs & Maintenance	31,097	18,488	(12,609)	-68%
Contracted Services	27,853	28,850	997	3%	Contracted Services	43,005	39,554	(3,451)	-9%
Insurance	11,272	11,828	556	5%	Insurance	21,140	20,882	(258)	-1%
Pool expenses	16,814	12,450	(4,364)	-35%	Pool expenses	18,379	30,000	11,621	39%
Other Expenses & taxes	14,127	11,405	(2,722)	-24%	Other Expenses & taxes	36,714	26,650	(10,062)	-38%
Total General Expenses	143,677	142,397	(1,280)		Total General Expenses	277,284	272,497	(4,785)	
General Net Income	\$ 5,592	\$ 7,913	\$ (2,321)	-29%	General Net Income	\$ 31,099	\$ 12,956	\$ 18,143	140%
Water					Water				
Total Water Revenue	\$ 93,323	\$ 93,440	\$ (117)	0%	Total Water Revenue	188,979	183,940	5,039	3%
Expenses:					Expenses:				
Salaries, Benefits, etc.	27,595	31,076	3,481	11%	Salaries, Benefits, etc.	58,456	61,185	2,729	4%
Repairs & Maintenance	4,754	3,140	(1,614)	-51%	Repairs & Maintenance	3,619	5,985	2,366	40%
Contracted Services	7,085	7,281	196	3%	Contracted Services	34,831	22,500	(12,331)	-55%
Insurance	7,022	6,423	(599)	-9%	Insurance	13,621	13,456	(165)	-1%
Other Expenses & taxes	15,075	18,275	3,200	18%	Other Expenses & taxes	32,176	34,179	2,003	6%
Total Water Expenses	61,531	66,195	4,664		Total Water Expenses	142,703	137,305	(5,398)	
Water Net Income	\$ 31,792	\$ 27,245	\$ 4,547	17%	Water Net Income	\$ 46,276	\$ 46,635	\$ (359)	-1%
Marina					Marina				
Total Marina Revenue	57,803	57,950	(147)	0%	Total Marina Revenue	\$ 58,177	\$ 63,735	\$ 2,557	-9%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	5,615	7,098	1,483	21%	Salaries, Benefits, PR Tax	9,628	13,550	3,922	29%
Repairs & Maintenance	14,047	12,765	(1,282)	-10%	Repairs & Maintenance	13,348	13,928	1,764	4%
Contracted Services	1,008	2,083	1,075	52%	Contracted Services	420	3,545	3,125	88%
Insurance	2,238	3,249	1,011	31%	Insurance	6,519	5,700	(819)	-14%
Other Expenses & taxes	5,076	5,462	386	7%	Other Expenses & taxes	11,183	20,382	9,199	45%
Total Marina Expense:	27,984	30,657	2,673		Total Marina Expenses	41,098	57,105	17,191	
Marina Net Income	\$ 29,819	\$ 27,293	\$ 2,526	9%	Marina Net Income	\$ 17,079	\$ 6,630	\$ 10,449	158%
Interest Income - Reserves	436	-	436	100%	Interest Income - Reserves	1,457	-	1,457	100%
Combined Net Income	\$ 67,640	\$ 62,451	\$ 5,188	8%	Combined Net Income	\$ 95,912	\$ 66,221	\$ 29,690	45%

***2013 operating results on the Revenue and Expense Summary does not include \$93,699 in Depreciation expense, a non-cash item.

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RESERVES	General	Water	Marina
Audited Reserve Balance - 12/31/2012	\$ 125,148	\$ 200,053	\$ 104,585
(1) 2012 Excess cash transfer (4/12/13)	15,717	39,481	11,454
(2) 2013 Budgeted excess cash transfer (12/20/13)	12,956	46,635	6,630
(4) 2013 Interest Income	362	594	265
(5) 2013 Project Draws			
Fitness Room Elliptical	(3,000)		
Water pump soft-starts		(5,198)	
North Seawall expenses (Marina - 25%)			(2,554)
(6) Correction of prior years' deposit errors (5/30/13)	(16,719)	(40,622)	(30,942)
Audited Balance - 12/31/2013	134,464	240,943	89,438
(8) Final 2013 Excess cash transfer (3/24/14)	0	0	10,449
(9) Loan to South Seawall (+/-)	(92,650)		
(10) 2014 Interest Income	47	204	15
(11) North Seawall expenses (Marina - 25%)			(83,595)
(12) First loan payment & interest	22,168		
Balance - 06/30/2014	64,029	241,147	16,307

SPECIAL ASSESSMENTS	North Seawall	South Seawall	Berm
Audited Balance - 12/31/2012	\$ 167,367	\$ 0	\$ 0
(13) North Seawall Assessment Collections	117,998		
(14) 2013 Interest Income	234		
(15) North Seawall expenses (75%)	(7,661)		
(16) Temporary transfers	(90)	90	100
Audited Balance - 12/31/2013	277,848	90	100
(17) Loan to South Seawall (+/-)		92,650	
(18) Special Assessment Collections			
North Seawall	268		
South Seawall		33,433	
Berm			34,220
(19) 2014 Interest Income	137		
(20) North Seawall expenses (75%)	(250,786)		
(21) South Seawall expenses		(94,534)	
(22) First loan payment & interest (+/-)		(22,168)	
(23) Temporary transfers		(90)	(100)
Balance - 06/30/2014	27,467	9,381	34,220

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Preliminary Seawall financial results through June 30, 2014. These results and the estimated refunds are subject to change. Final reconciliations are expected to be completed by August 30, 2014.

NORTH SEAWALL PROJECT FINANCIAL UPDATE			
Special Assessment Cash Balance:		Marina Reserve Contribution:	
Special Assessment collections - 6/30/2014	\$291,363	Total (99.1% of \$100,000)	\$99,100
Plus: Interest income since inception	469	Less: Actual draws (6/30/14)	<u>(88,109)</u>
Less: Actual draws for expenses (6/30/14)	<u>(264,365)</u>	Maximum Remaining Contribution(6/30/14)	\$10,991
Net Cash In Special Assessment Account	<u>\$27,467</u>		
GL Balance (1108-007) 6/30/14	<u>\$27,467</u>	GL Balance (1108-003) 6/30/14	<u>\$16,307</u>
Anticipated Remaining Project Expenses (75%):		Anticipated Remaining Expenses (25%):	
Actual expenditures not yet drawn	(\$3,898)	Actual expenditures not yet drawn	(\$1,293)
Contingency for minor items	<u>(569)</u>	Contingency for minor items	<u>(190)</u>
Probable remaining draws	<u>(\$4,467)</u>	Probable remaining draws	<u>(\$1,483)</u>
***Probable Refund to Members	<u>\$23,000</u>	Probable Marina Reserve Balance	<u>\$14,824</u>
<i>Possible per lot refined between \$30 and \$34 depending on final bad debts collections.</i>			

SOUTH SEAWALL PROJECT FINANCIAL UPDATE			
Total Special Assessment approved by Members	\$99,300	Internal Reserve Borrowing:	
<i>662 equivalent lots @ \$150 each; payable over 2 yrs.</i>		Loan from General Fund (1108-001)	\$92,650
<i>Potential for bad debts estimated to be \$1,500</i>		Less: Principal repayments thru 6/30/14	<u>(22,038)</u>
		Remaining balance (excluding interest)	<u>\$70,612</u>
Cash collected thru 6/30/14	\$33,434	Due to General Reserve (2170-008)	<u>\$70,612</u>
Due from General Cash	90		
Past due Receivable (1250-008) 6/30/14	439		
Future Receivables(1250-008) 6/30/14	<u>65,337</u>		
	<u>\$99,300</u>		
Cash collections thru 6/30/14 plus variance	\$33,434	Project expenses not yet drawn:	
Plus: Internal loan from General Reserves	92,650	Gravel fill	(\$4,398)
Less: Actual draws for expenses thru 6/30/14	(94,535)	Cap	(2,600)
Principal loan repayment thru 6/30/14	(22,038)	Contingency for minor expenses	(400)
Interest expense on internal borrowing	<u>(130)</u>	Remaining interest(life of loan)	<u>(350)</u>
Net cash - South Seawall Special Assessment	<u>\$9,381</u>	Probably remaining draws	(\$7,748)
GL Balance (1108-008) 6/30/14	<u>\$9,381</u>	***Probable Refund to Members	<u>\$1,633</u>
<i>Probably little, if any, refund since bad debts have not yet been determined. If there is any refund it will not occur until 4th quarter 2015 and would be between \$1 and \$3.</i>			

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Manager's Report: Art Burke

In preparing my annual report I considered trying to quantify all of the routine responsibilities that the Cape George staff undertakes on a daily, weekly, monthly and annual basis, and found it to be a daunting task. Things such as how many times during the course of a year does Donnie and his crew mow all of the common areas or set up the Clubhouse for a Board meeting or vacuum the swimming pool? How many quarterly assessment payments does Sharon process or phone calls does she answer concerning every imaginable topic from, can you recommend a campground for visiting friends to why is my water brown? How many financial reports does Sally prepare or accounts payable does she process or journal entries does she make? How many conversations do I have with members concerning our reserves or Board meeting agendas do I prepare or committee meetings do I attend? Trust me when I tell you that the answer to each of these questions having to do with our routine responsibilities is A LOT. We are fortunate to have a skilled and dedicated staff at Cape George that day-in and day-out is doing a great job of providing service to the community.

In addition to the routine responsibilities; the following is a list of some of the new projects undertaken by Cape George staff.

Administration

As a part of our reorganization of bookkeeping services, Senior Bookkeeper Sally Lovell and Administrative Assistant Sharon Mitchel completed the process of bringing Accounts Payable back under control of the office staff. Payroll services have been outsourced to an online company resulting in easier tracking of information and direct deposit for employees.

Administrative Assistant Sharon Mitchel coordinated the following volunteer projects:

- Front desk coverage to provide office support in her absence.
- Development of a complex database to track the cross connection control program information.
- Coordinate data entry for the cross connection control program.

Website and Technology Improvements

The office computers have gone through a system upgrade as a result of the Windows XP operating system no longer being supported. The majority of our hardware and software was moved to Windows 7 without too much difficulty. Although there are still some "bugs" being worked out, most of the systems are back to normal.

Grounds and Roadways

We have completed our required steps in the process to acquire a permit from Jefferson County for the construction of a protective shoreline berm. This included submitting required documents to Jefferson County for the State Environmental Policy Act (SEPA) including, SEPA Environmental Checklist, Master Permit Application, Washington State Joint Aquatic Resources Permit Application Form (JARPA), Coastal Process Evaluation and Project Design/Description, Geotechnical Report, Habitat Assessment Study,

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Stormwater Site Plan and permit fees. We have also submitted the JARPA to the Washington State Dept. of Fish and Wildlife. Recently we entered into the Public Notice phase which will last for 30 days. We anticipate this project getting underway in late fall 2014.

The community received a long-term loan of the art piece of artist Tom Jay, the Watershed Bell from the family of member Bob Carter. This beautiful bronze casting depicts the life cycle of our native salmon and the varied habitats it relies on through life. The bell is on display in a skillfully crafted belfry made by marina volunteers and placed near the entrance to the Clubhouse. It has a wonderful tone.

In 2013 Roads Committee Chair Larry Southwick and I conducted a detailed survey of community roads and parking lots. At the conclusion of the survey 26 locations were identified as needing asphalt repair. A contractor was selected through a bid process to undertake the work.

A roadway drainage program was initiated at the beginning of 2014 and will continue for the next year or more. Included in this project is road edge scraping and backfill, ditch defining and culvert clearing.

The office septic system was inspected and the clubhouse/pool septic tank was pumped and inspected. Risers have been added to the clubhouse/pool tanks to bring them into compliance with regulations. Shortly after inspection the clubhouse/pool septic system pump failed and was replaced.

Pool and Pool Building

The sand filter at the pool failed after many years of service. This resulted in the pool being closed for approx. 6 days while a replacement was ordered, shipped, installed and allowed to filter the water for a day prior to being reopened. As a part of the project, several valves, backflow devices and shutoffs were also replaced.

Minor renovations were undertaken at the outdoor restroom at the corner of the pool building. Improvements include: weatherproofing, painting, ceramic tile floor installation, light fixture and toilet replacement, mirror installation.

Water System

In January we received notification from the Washington State Department of Health that the Water System Plan has been approved. For those of you unfamiliar with this project, it was just getting underway when I first started working here 4+ years ago. Thanks to all of the Water Committee members that have played a role in this project. The community is fortunate to have had your experience and patience to see this through to the end. A special thanks to Ed Skowyra and Larry Southwick for going above and beyond in the compilation, review and guidance of this project.

As a part of the Water System Plans (WSP) approval we also received final authorization to place Well #8 into production for the community. The drilling of this well was completed in late 2011 as a replacement to Well #5 but as a result of delays to complete the WSP, could not be connected into the system. The pumps were turned on earlier this month.

A portable water meter was purchased to measure water usage during flushing operations. As operations are scheduled announcements will be posted.

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John Dwyer, 361 S Palmer Dr., build a greenhouse
Joel Janetski, 432 Sunset Blvd., build a greenhouse
Robert Altman, 151 N Palmer Dr., build a shed
Tom Rice, 341 Sunset Blvd., build a new home
Earthworks Permits Issued:
Tom Rice, 341 Sunset Blvd, excavate for new home

November 2013

Building Permits Issued:

Bob & Leilani Pennel, 304 Sunset Blvd., build a new home
Thomas Barnett, 66 N Palmer Dr., build a garage addition
Earthworks Permits Issued:
Bob & Leilani Pennel, 304 Sunset Blvd, excavate for new home
Thomas Barnett, 66 N Palmer Dr, excavate for garage addition

February 2014

Building Permits Issued:

Brad Seamans & Kirsten Campbell, 40 Quilcene Pl, move shed from 37
Quilcene Pl onto their property

April 2014

Earthworks Permits Issued:

Richard Hilfer, 21 Sequim Pl, excavate for landscaping
Craig Muma, 360 Saddle Dr,

May 2014

Building Permits Issued:

Tom Smith, 61 Pine Dr, build a shed

June 2014

Building Permits Issued:

Greg Rutz, 511 Dennis Blvd, build a greenhouse
Joyce Cardinal, 11 N Palmer, build an entryway
Earthworks Permits Issued:
Mike Heckinger, 170 Sunset Blvd, excavate perc test holes

EMERGENCY PREPAREDNESS COMMITTEE

The Cape George Emergency Preparedness Committee (EPC) continues to prepare for potential disaster impacts on all CG residents, members and renters. EPC is the one committee that hopes to never have to function; but, all participants must be trained and prepared to react immediately in the event of a disaster or potential disaster which could impact many Cape George residents.

The EPC met twice during the year to provide guidance to the committee chairs.

Community Disaster Preparedness Education: Resident Education continues to be top priority for CG EPC. Karla Kauzlarich is the new chair of the Education Committee. She will place Preparedness information in each CG newsletter and organize programs open to all residents. Our most recent program was "FireWise", preparing your home to be wildfire resistant. Other educational experiences we have hosted in Cape

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George include "Earthquakes and Tsunamis (twice)", "How to use your fire extinguisher", "What to do until the ambulance arrives", "Basic CPR and AED training" (non-certificate) and the Port Ludlow disaster simulation trailer. We welcome input from members regarding desired emergency preparedness education topics.

Disaster Response Activities: The entire Cape George community has been divided into specific areas with a **Neighborhood Responder** assigned to each area. There are enough Neighborhood Responders in the Colony for each area to share a back-up responder with another area. We continue to need additional Neighborhood Responders in the Village, Highlands and Huckleberry.

The **Incident Management Team** has implemented a **Portfolio System** for disaster response activities. Each Portfolio describes the responsibilities of each team member: Communicator, Recorder, Incident Coordinator, Runners, Emergency Care, Safety & Security and Animal Care. The Portfolio System enables whoever arrives at the Neighborhood Incident Command Center to effectively fill essential roles during the initial response to a disaster.

Training exercises are held several times each year with participation of the five CG HAM radio operators, the Incident Management Team and the Neighborhood Responders. Their primary responsibility, in a real disaster, is to assess and gather CG condition information and transmit it to the county Department of Emergency Management so appropriate resources can be dispatched when available. CG Incident Management Team and Neighborhood Responders are not trained to provide rescue or first aid services but may assist residents in the event of a disaster as they are willing and able.

The EPC **Priority Assistance Sub-Committee**, chaired by Maria Porter, gathers information from those residents who self-identify as needing a little extra help in the event of a disaster. The committee provides information on how to prepare directly to those folks who may need extra help. They regularly update our emergency medical supplies, customized to the types of needs CG residents might have during a community disaster. These supplies are kept in 2 large red coolers on wheels– you may see them at our next community event.

Greater Community Outreach and Education: The EPC co-chairs and other EPC members participate in bi-monthly Neighborhood Representatives' meetings sponsored by Jefferson County Department of Emergency Management (jeffcoeoc.org) and Local 20/20 (l2020.org). Through these meetings the EPC maintains valuable relationships with county DEM personnel and related agencies as well as other East Jefferson community organizers and EPC's.

Cape George EPC will participate in the **August 17th All-County Picnic** at H.J. Carroll Park in Chimacum. The event focuses on emergency preparedness, disaster resilience and related neighborhood organizing efforts. There will be many information and education booths, some hands on opportunities and great speakers. You will be able to meet many JeffCo public officials and DEM personnel. This event is FREE (including corn on the cob and music) and open to everyone who lives in Jefferson County.

Submitted by: Thad Bickling & Carolyn Salmon, co-chairs.

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ENVIRONMENTAL COMMITTEE

1. We held our Beach Walk of July 23, 2013 and it was a big success. More than 70 people attended. We decided to have another Beach Walk next year.
2. The Lilacs near the mailboxes were pruned by Betty Hanks
3. Berm permits have been submitted, and Kitty has contacted The NW Straits Commission to see if we could get a grant for planting vegetation on the berm.
4. The Bucks For The Berm Dance was held on August 24, 2013. We had about 35 people attend and raised \$390.50 for the berm project
5. We sent out information about the fish pens that are being proposed for our bay.
6. We sent a letter to the Board asking them to place the Beach Berm Project at the top of their priorities for 2014 to prevent future flooding.
7. We worked with the Marina Committee and the Social Committee to obtain and install the Watershed Bell in front of the Clubhouse. We leveled the bed, removed plants, placed wood chips under the bell and surrounded it with a rock border.
8. We also sponsored a community dedication of the bell for Bob Carter's family and the artist, Tom Jay. Kitty also sent thank you notes to Bob and the artist for the donation of the bell.
9. We removed Tansy Ragwort on empty lots.
10. We sold Protection Island books and drawings of the Olympic Mountains to raise money for the Berm Project.
11. We reviewed our volunteer list of people who maintain the common areas of our community. We currently have 19 volunteers who work on the community's common areas.
12. We had Caribbean Dinner in October and raised \$1257 for the berm. In addition to the potluck dinner we solicited objects and auctioned them.
13. We also raised money for the Berm through donations. Currently we have \$2100 for that project.
14. We repaired damage done by deer to Amy Brandon's tree
15. We established a volunteer list of people to contact if we have another flood at the beach.
16. We contacted the Marine Science about a dead seal found on the beach.
17. Betty, Kitty and Dean Shinn worked for two hours to clean up the beds in front of the clubhouse for Christmas.
18. Steve Shapiro worked many hours to clean out poison hemlock at the beach and in the ravine.

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19. We wrote an article asking members not to burn trash in their fireplaces or yards.
20. On June 11, 2014, Betty Hanks and the committee showed a movie at the clubhouse called "More Than Honey" about the plight of bees. We had about 25 people attend.
21. We worked with the Social Committee to place new recycling bins in the Clubhouse.
22. We wrote an article for the newsletter asking members to remove Scotch Broom from their yards, since it is a noxious weed.
23. We are asking the Board to provide funds to hire someone to maintain our common areas since we do not have as many volunteers as are needed.
24. We will be sponsoring the Annual Beach Walk by the Marine Science Center on July 11, 2014, at 9 a.m., at the clubhouse.
25. We are planning to sponsor a Roman Dinner in October to raise money for projects.

FITNESS COMMITTEE

The Fitness Committee has again had a good year. We did not do a fund raising event as we know many people gave were very generous in supporting the Pickle Ball court. We consider that also part of the Fitness of our community.

We contained several new members this year and I am so grateful for the men on the committee but excited to see several women at our meeting and a couple of them joined the committee. The more new members we can get the better input and ideas come about.

We did a few repairs on our equipment. We did put the window film on the windows to cut the thermal heat. Most of the feedback on that is positive. Most people like the glare it cuts down on. It works best with the overhead fan running the small top window open and the blinds pulled down.

We are planning a Birthday Bash on September 20th. The fitness room turned 10 in 2014. It has come such a long way. Something our community can feel proud about building. Save the date and plan to attend.

We are saving now to purchase a abduction/adduction machine. It is used for the inner and outer muscle in the upper leg. Also to keep your flexor muscles strong. These are so important as we age so we do not develop a shuffle when we walk.

Please if you have not been down to the room in a while come in and give it a try. If you need help with any of the machines any of the committee would be glad to help you.

Respectfully submitted
Phyllis Ballough

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MARINA COMMITTEE

Many of the Committee's activities in the past year focused on the installation of the North and South seawalls. Flag poles, signs, and benches had to be removed, and later reinstalled. In the case of the flag pole, it was cut into sections, sanded, painted, and then stored for the winter. It was later welded together for reinstallation. There were water and electrical lines that also had to be revived. The Committee installed a fence along the North seawall, as well as sacrificial zincs that were welded to both the North and South seawalls. It is still a work-in-progress, as there are other tasks remaining. The Committee will be installing caps on the East and West ends of the North seawall in the interest of safety and aesthetics.

The Committee had to suspend dock float replacement this year due to the demands the seawall took on the Marina Committee reserves, which paid 25% of the North Seawall installation. This has been an ongoing much-needed project that will be revived when reserves are built-up so that funds can be budgeted.

Since the Marina Committee is the prime tenant of the Community Workshop, there were concerns about a re-enactment of the "Great Flood" of December 17th, 2012. The workshop is located on the lowest point along that section of beach. The Committee participated in the installation of a permanent sump pump that will hopefully be sufficient in keeping the floors dry.

The winter months always result in repairs to the Marina. Pipes and faucets are usually in need of repair and the docks are always ready for a good pressure washing. A mooring buoy went missing and was replaced. Many thanks to our resident divers, Bob Tilly and Jim Bodkin who retrieved the anchor line and chain. There was an excess of galvanic corrosion and accelerated zinc usage due to fairly serious electrical problems that resulted in hiring outside contractors to assist. There is a need to replace antiquated electrical pedestals that were hand-me-downs from the Port of Port Townsend when they were originally installed. The Committee anticipates that this will be costly, and will likely be spread out over a period of time as they are needed.

The Marina Sale made a record-setting \$4,100, with proceeds going towards safety devices and equipment. The Committee voted spend over \$1,000 on a ramp on the North end with one that is non-slippery when wet. A similar ramp has already been installed on the South end with Marina Sale profits. The Committee hosts the annual Waterfront Festival and Regatta every August, which is open to all Cape George members free of charge. Last year, over 150 people participated and more are expected this August 17. The menu will consist of hamburgers, hot dogs, salad, beer, wine, and soft drinks.

A boat owner was given permission to moor their boat that had a width of over 12 feet. The result was to change the CPO3 rule as it pertained to boat widths. The Committee recommended to the Board that the Harbormaster be given discretion in making exceptions to the 12 foot rule.

The Committee played an important role in the installation of the "Watershed Bell". Committee members met with Tom Jay, the artist who cast the bell to determine installation and maintenance at a Cape George site. The Committee donated \$100 for materials, provided additional materials, engineering, and installation at a site approved by all. Thanks go to Bob Carter who donated the bell.

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Every Cape George resident is a member of the Marina Committee by default. It is not necessary to own a boat. There is no bias with regard to gender. We are fortunate to have professionals from many former and present vocations, willing to lend a hand. The Committee believes that by keeping our Marina in excellent condition, the overall value of homes in our community will be enhanced. Further, the Committee reaches out and lends its expertise with other committees and areas such as the "Watershed Bell". Please feel free to join us every Tuesday morning.

Tom Ramsey
Marina Committee Chair

NOMINATING COMMITTEE

I. November 19, 2013 – We had our first meeting.

A. We went over the packet of information to be given to the candidates

B. Kitty reported that the Board had approved our recommendation to have two Candidate Presentations, one on Tuesday, June 10, 2014, at 2 p.m. and one on Thursday, June 12, at 6 p.m.

C. We agreed to meet again on March 12, 2014, at 3 p.m. to begin the formal recruiting of candidates.

II. March 12, 2014 Meeting

A. We divided up the projects to be done.

B. We established a calendar of activities

C. We divided up the names of nominees submitted

D. Jan showed us the flier that she had designed, and we approved it.

E. We agreed to meet on April 20.

III. April 14, 2014 - We sent out an email blast to remind people of the deadline for nominees

IV. April 20, 2014 - We wrote an article for the newsletter asking for more nominees

V. May 15, we made of list of nominees for this year, a list for possible candidates for 2015, and a list of those people who did not want to be on the Board ever.

VI. June 10, 2014 – We sponsored the Meet the Candidate Afternoon and had about 40 people present

VII. June 12. 2014 - We sponsored the Meet the Candidates Night and had about 15 people present. We decided that it was worthwhile to have the evening presentation for those people who worked or could not attend the afternoon session.

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POOL COMMITTEE

Last August pool committee members provided exercise demonstrations during the CG water festival.

In November the louvered 24" industrial fan was turned off for the winter and a new quieter fan replaced an inside fan.

In Dec. and Jan. a project to refurbish the dressing rooms was begun and completed. Painting, repairing, replacing light fixtures and hooks, caulking and cleaning was done by Donnie and volunteers.

In Feb. a cleaning supply storage cabinet was purchased and installed for frequent pool users to assist in everyday cleaning.

On March 15 the pool committee sponsored a St. Patrick's Day dinner. It netted a profit of \$632.72. Some of the money was used to replace shower heads in the dressing rooms.

In May new panic bar alarms were installed on both emergency doors. New life rings were placed on either side of the pool walls, for emergency use only.

Art has been working with reps from two different contractors on submitting bids for a new HVAC/dehumidification system. Estimates should be submitted by Sept.

The pool remains a tremendous asset for the community and everyone is encouraged to use it. A list of activities is posted on the first inside door and can be obtained through myself or the main office. Persons associated with those activities can be contacted for demonstrations.

Respectfully, Neil D'Acquisto, Chairman

ROADS COMMITTEE

Members: Larry Southwick – Chair; Ray Pierson – Board Liaison; Art Burke – Manager; and members Harry Hider, Bob Holtz, Scott James and Varn Brooks.

The purpose of the Committee is to: review and advise the Board regarding all roads issues; review and approve driveway and ditch/culvert permits; work with the Manager on roads operations, maintenance and repair issues; and submit recommendations for annual budget needs for roads.

The business for the 2013 – 2014 year was as follows:

On-going Activity

Most of the on-going Committee activity involves review, inspection and approval of driveway permits and other permits related to roads and drainage in the community-owned rights-of-way. The Chair is required to sign off on building, driveway and earthwork permits to assure that Board-adopted rules and regulations are met. This is done in conjunction with the Building Committee.

The Committee inspects our roads and advises the Manager and Board regarding on-going maintenance and operation. Good maintenance of road shoulders and ditches are important and cost effective measures to

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preserve our roads. Although our roads appear to be in good shape, we still need to conduct annual inspection and evaluation to insure their future service to our membership.

Engineering Records

A.D.A Engineering (previously Roats Engineering) of Poulsbo provided all of the engineering related to Cape George roads and drainage issues from the very beginning. They went out of business in 2013 and provided us with all of their Cape George files. We now have a pretty complete record of our roads history and will be digitizing the important documents for permanent records. They provided Comprehensive Street Improvement Programs/Plans in 1976, 1981, 1993 and 2005 and they provided all of the engineering for the repairs in the Colman roadway slide and ravine.

The current pavement was constructed in 1993 under the guidance of the Roads Committee (thanks to Harry Hider and others) and A.D.A. Engineering. Their recommendation and ultimate contract included paving with 3" of asphalt treated base on the existing pavement together with a 1" overlay on top. The actual paving we find is 5-6" thick. That is compared to the normal standard of 2" of asphalt pavement on top of a crushed rock base. The 2" pavement has an expected life of 20 years but we haven't been able to tie down an expected life for 5" of pavement which could be 40-50 years or more. Our pavement is now 20 years old and is in very good condition except for a few repairable spots. In comparison, Kala Point has the standard 2" of asphalt, experiences substantial deterioration and must make expensive annual repairs.

Pavement Repairs

We assist the Manager in identifying locations throughout Cape George that need pavement repairs. The Manager then solicits bids and we assist in selecting a contractor. This type of contract repair will be done periodically as needed and budgeted. Typically they are just small localized settlements or breaks in the pavement. We are seeing a couple areas that will need similar repairs but over a longer section of roadway with related higher costs.

Reserves Study

We assisted the Manager in reviewing and making recommendations with regard to the portion of the general reserves study that related to roads and long-term funding for pavement needs. In the previous reserve study, we recommended ultimate overlay of all existing streets. We are currently recommending financial planning to overlay only the major arterials – Cape George Drive, North and South Palmer, Sunset, Dennis, Ridge and Saddle beginning in 2030 along with funds for the major repairs stated above on other streets as needed. Pavement life is primarily related to the volume and weight of traffic. Most of the traffic and heavy trucks are on those major arterials and would be expected to show signs of deterioration before the side streets with light traffic. Annual inspections will guide the repair program while long term reserves would provide funds for the major projects when they are needed in the future.

WATER ADVISORY COMMITTEE

Members: Larry Southwick – Chair; Karen Krug – Board Liaison; Art Burke – Manager; Greg Rae – Water System Manager; and members Thad Bickling, Scott James, Stewart Pugh, and Ed Skowyra

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First, we would like to thank Ed Skowrya for his many years leading the Water Advisory Committee. He literally managed all of the issues for the water system single-handedly through the various Board and Manager changes over the years. The recent issues reported below include Ed's work. Ed resigned from the Committee in May 2014. We owe him a deep debt of gratitude.

The Committee is advisory to the Board of Trustees on all matters pertaining to the water system and works to maintain the integrity of the water system. The Committee membership is approved by the Board. Meetings are typically held on the first Tuesday of each month at 5 pm at the Office. Meeting reports are provided to the Board after each meeting.

Greg Rae is the licensed 'Water Manager' and oversees the technical and health-related operations. The day-to-day operations of the water system such as meter reading, leak repairs and new connections are performed by the Manager and staff. Emergency coverage is provided 24/7 as needed.

The main items of Committee business for the July 2013 – July 2014 year were as follows:

WATER RIGHTS

We have completed and submitted all necessary information to the Dept. of Ecology (DOE) regarding their expressed concerns in conjunction with the Water System Plan (WSP). We understand that DOE has a lot of water rights to process and are just waiting for our file to come up for action. Given the approval of the WSP, we don't anticipate any further issues, just waiting for their final approval of 192 acre-feet.

The following is from 2012's Annual Report, is still valid and puts the current status in context:

Our highest priority has been to preserve our historical water rights of 192 acre-feet (192 acres of water, one foot deep per year). This has been an on-going issue since we received an "Amended Superceding Water Right Permit" dated February 23, 2011 from the Washington State Dept. of Ecology (DOE) that stipulated our water rights of 160 acre-feet, based on previous records and determinations. We, with the approval of the Cape George Board of Trustees, hired a water rights attorney and filed an appeal. We negotiated a settlement that extended our current water right permit to February 1, 2016.

On an annual basis, 192 acre-feet of water rights amount to an average of 258 gallons per connection per day. Similarly, 160 acre-feet of water rights amount to an average of 215 gallons per connection per day. Our design guidelines require 250 gallons per connection per day so you can see the importance of preserving the 192 acre-feet of water rights. The smaller 160 acre-feet may or may not impact the ability of Cape George to provide building permits in the future for the last few properties, depending on Washington State Dept. of Health approval. There is a total of 665 potential connections at full buildout (home on every possible lot) and we are currently over 500 connections so that is a number of years away but we have an obligation to preserve water rights for the total 665.

WATER SYSTEM PLAN (WSP)

The Dept. of Health (DOH) approved our WSP on January 29, 2014. Thanks to all that worked long and hard on this multi-year project, finally completed.

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DOH recently approved the completion of Well 8 and it was put into operation earlier this month. Well No. 5 has been physically disconnected but could still be re-commissioned in an emergency, with DOH approval.

WATER METER READING SYSTEMS

We've worked out the bugs with the data systems from water meter readings. The data was used in the responses to DOH regarding the WSP. It is also used to monitor customer accounts for water leaks – when the register records water use for 24 hours without stop. That information is provided to the owners for their actions to resolve any leaks. The numbers of reported leaks has decreased substantially since we began this effort. That's a key part of our water conservation program that we have to report to the DOH.

Thanks again to Stewart Pugh and Sharon Mitchel for their ongoing efforts – well done.

PUMP IMPROVEMENTS

We've added a 'soft' motor starter that reduces wear and tear on the pump motors. We are now working on a Programmable Logic Controller (PLC – a mini-computer) to control the pumps for the pressure system at the top of the Highlands. It should work better at maintaining water pressure in that zone above the water tanks.

CROSS CONNECTION CONTROL (BACKFLOW PREVENTION) PROGRAM

A cross connection is where water system plumbing is or may be connected to a potential contaminated source that could be drawn back into the water system under a decrease in pressure or backflow event. State law requires all water systems to implement and manage a cross connection control program and that was a key element in the approval of our WSP. We had to commit to implementing a program for Cape George. We mailed out questionnaires to all water customers in mid-June in order to inventory potential cross-connections, determine where backflow prevention devices exist, and where they may be needed.

We've received around 50% return at this point and need 100% response by this fall. We are now beginning to follow up on received questionnaires to clarify any questions or issues and make appointments for initial inspections as needed. We will be sending out reminder letters to those who haven't returned their questionnaires by July 31. A final notice will be sent later to any that fail to respond. Lack of any response at that time will trigger enforcement steps.

This fall we will be sending out letters to those with existing backflow prevention devices (not including the small faucet anti-siphon devices) that they will need to be tested by a certified Backflow Assembly Technician (BAT). The BATs are required to test the devices to assure that they are operating to specs and provide documentation as to the test results. Cape George has to maintain continuous files for all backflow prevention devices. State law requires that all devices be tested and certified annually. That testing is at the owners' expense.

Water Reserve Study

We assisted the Manager in review and recommendations regarding the draft reserve study for long term funding of the water system replacement. It previously included the facilities and equipment at the tank/well site that we know will periodically need to be replaced but not the 9 miles of asbestos cement

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pipes in the ground. We recommended that the Board add a component in the reserves for long term financing of replacement of water lines beginning in 2035 when some of the pipes will be over 70 years old.

The following are copied from last year's Report and are still valid:

Water Quality

Federal and State laws require every water system operator to take periodic water quality samples to test and document levels of a list of potential contaminants. Results in excess of the established maximum contaminant level would require corrective action. The laws require the water system operator to publish and send a Consumer Confidence Water Quality Report (CCR) to every customer. Our CCR was mailed to all of our members with the annual ballots for the Board. Copies of the CCR can be obtained at the office. Cape George does have a water filtration and treatment system to maintain a high level of water quality.

Budget

The Committee reviewed and provided input on the annual water operations budget as well as expenses throughout the year.

WORKSHOP COMMITTEE

The workshop has completely recovered from the devastating flood of 2013. We have rebuilt the drainage and installed sump pumps so the shop will be protected from high tides and storm surge in the future. All the damaged tools and equipment have been repaired or replaced.

Some of the new improvements to the shop:

- 1) New lighting - the old fixtures have been replaced with new energy efficient fixtures which put out much better light and use less electricity.
- 2) A new central vacuum system was installed and hooked up to most of the main wood working tools. Soon all the floor power tools will be hooked up, making the shop a much cleaner place.
- 3) A new end mill has been installed, for those precision metal working jobs.
- 4) The weld shop is now capable of welding steel, stainless, and aluminum.
- 5) New counter tops have been installed on the bench grinder area and reorganizing is in the process. Some of the wrenches and small power tools have been upgraded.

We will continue to make the workshop a clean and safe environment and more inviting for all members to take advantage of this wonderful asset.

(Presented in writing. Unfortunately the Workshop chair was not able to be present at the meeting)

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SEAWALL TASK FORCE

The Task Force came into existence at our initial meeting on March 3, 2012 at the urging of John Hanks to deal with the aging and failing north seawall at the marina entrance. The members consisted of John Hanks, Paul Happel, Mike Heckinger, Dick Poole, Ben Fellows, Gay Rossow, and myself, Bruce Candioto. I shortly became Chair of this committee.

At about this time the CGBOT hired Myron "Tike" Hillman as our technical adviser. With his guidance we sought engineering analysis and drawings to allow us to begin the permitting process. Ben Fellows and Gary Rossow were instrumental in this phase.

We continued to move forward on obtaining engineering reports and drawings. Our Board President, Richard Hilfer, as well as our Manager, Art Burke, were almost always in attendance and helpful at our meetings.

In the fall of 2012 Gary Rossow took on the Herculean task of obtaining permits. The ensuing year was taken up with this task as well as fine tuning design and cost issues.

Karen Krug, Scott James, Ray Pierson, and Robert Holtz all helped keep us on track in terms of fiscal and procedural aspects of the project.

The CGBOT was always ready to assist us even to the point of holding special meetings if needed.

As the project became more well defined and the poor condition of the south seawall became apparent, the Task Force approached the CG Membership for a special assessment to allow repair of the south wall at the same time as the north to realize a substantial savings over having to repair it alone at a later date. Our Cape George neighbors said "Yes!".

During my absence for a couple of months during the winter of 2014 Paul Happel oversaw the final aspects of the project. He and the incredibly energetic Marina Committee have basically seen the project to completion.

The Task Force is now disbanded, and we have a new entry to our marina that should be a long lasting legacy to our community.

Bruce Candioto, Past Chair, Seawall Task Force

SOCIAL CLUB

Events

July 2013 4th of July Barbecue
 Outdoor Movie: "Dave"
 Salmon Barbecue

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September	Labor Day Barbecue
October	Caribbean Fest and Newcomers Dinner with Environmental Committee
December	Wine Tasting with Fitness Committee Christmas Celebration and Silent Auction with hors d'oeuvres and drinks
February 2014	Line Dancing
March	Irish Dinner with Pool Committee
April	5 th Cape George Revue
May	Granny's Attic Memorial Day Barbecue hosted by Soup Supper Group
October – April	Game Night/Bunco

Social Club Meetings

September	Luncheon
April	Luncheon

Major Expenditures

Enclosed Bulletin Boards for Huckleberry and Highlands
Recycling Bins for the clubhouse
Gift certificates for Newcomers

Cape George University Events

August 2013	Aging in Place and Living Independently
September	Deer, Drought, & Design
October	Writing Memoirs
December	Social Media
January 2014	Meditation
February	Organic Gardening
March	Hiking in the Olympics

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April When Life Hands Us Lemons
May Doctors Without Borders
June Sailing the Inside Passage

Welcome Committee

The large migration of new members to Cape George started slowing down toward the end of 2013. During the time period from July 1, 2013 to June 30, 2014, I visited 9 newcomers, and each time brought another member with me to help welcome them. We had many more newcomers than that, but not everyone wants a visit.

The combination environmental committee / newcomer welcome party was held in October 2013, and it was a huge success. The same type of party is planned for October, 2014. But the theme will be different, even more exciting, so everyone should plan to come.

At the end of June, 2014, Jo Nieuwsma took over as the Welcome chairperson, and I went with her to her first visit. Jo did an awesome job, and anyone who accompanies her on these visits will learn new things about our area.

I think it is imperative that we continue to extend a warm welcome to our new members. It is not only good for them to feel a part of our community, it also brings us new talent and ideas.

Respectfully submitted,
Leslie Fellner

Member Participation

There was no Member Participation at this time

Election results: Richard Hilfer

8 ballots were not opened due to a variety of reasons. Also, only one candidate was selected on multiple ballots. Therefore the total number of ballots counted does not correlate to any of the final figures for the candidates.

The results were:

1. Carol Wood 235 votes
2. Katie Habegger 222 votes
3. Leslie Fellner 201 votes
4. Bonnie Whyte 48 votes
5. Dean Shinn 1 vote (write in)

Katie Habegger and Leslie Fellner will be joining the Board with Carol Wood continuing.

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Adjournment: Thad Bickling moved and Michael Hinojos seconded to adjourn the meeting. Passed by unanimous voice vote of the attendees at 3:35 PM.

Submitted by:

Approved by:

Carol Wood, Secretary

Richard Hilfer, President