

CAPE GEORGE COLONY CLUB
ANNUAL MEMBERSHIP MEETING
JULY 18, 2015
2:00 PM

Called to order: Ray Pierson, Vice President opened the meeting at 2:03 pm

In Attendance: Ray Pierson, Carol Wood, Karen Krug, Leslie Fellner, and Katie Habegger

Action on minutes: Penny Jensen moved and Leslie Fellner seconded to approve the minutes of the July 19, 2014 Annual Membership Meeting.

Membership Report: Carol Wood, Secretary provided the oral report. There were 52 new members representing 34 properties sold or transferred between July 10, 2014 and July 11, 2015. The full membership report is available in the Cape George office.

Treasurer's Report: Karen Krug
Cape George Colony Club Annual Treasurer's Report - July 18, 2015

Cape George Colony Club, Inc. is incorporated in the state of Washington as a non-profit entity. It is exempt from certain Washington taxes but it is **not** exempt from Federal income tax. As a homeowners' corporation, it does receive some favorable tax treatments so that only certain of the corporation's activities are subject to Federal taxation. Cape George however must pay other kinds of taxes like State and Federal payroll taxes, certain Washington business and excise taxes and a few county property taxes.

As a Washington homeowners' association, the accounting activities are governed by the requirements of the IRS, the AICPA (American Institute of Certified Public Accountants) and Washington statute (RCW 64.38). In addition, Cape George's covenants, bylaws and rules outline permissible operational accounting and finance actions and processes.

As is required, Cape George separates accounting transactions between routine recurring operations and the reserve funds that are held for major repair and/or replacement of long-lived assets. Internally Cape George categorizes accounting activities into three cost centers, General, Water and Marina. Each cost center is funded through separate methods, i.e. general assessments, water fees, etc. and each cost center has a unique corresponding reserve account.

A comprehensive financial statement package is provided to Board members on a monthly basis. That package is published monthly on the Cape George website and is available for review in the office.

Fiscal Year 2014

Fiscal year 2014 (January 1, 2014 through December 31, 2014) produced very satisfactory results. All three cost centers finished the year at, or better than, their original budgets. The total 2014 transfers to reserve accounts were:

General = \$11,820; Water = \$52,385; and Marina = \$14,559.

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Two major projects funded through special assessment were completed during 2014 and summarized financial activities for those projects are included on the next page. The 2014 audit, again conducted by Cagianut & Co. (C&C), resulted in an unqualified or "clean" audit opinion. The Federal income tax liability for 2014 was \$204, about half of the 2013 liability and as in past years, the federal tax liability is fairly evenly split between the taxable activities of general and marina operations. There were three minor audit adjustments totaling about \$400 with one adjustment related to the 2014 tax liability. There were also two very minor comments on internal control, both of which were addressed almost immediately.

Overall cash positions remained strong during 2014 even with the completion of the North and South Seawalls (see next page for project summaries). Cash is distributed amongst several financial institutions to ensure, to the optimal extent practical, FDIC limits are not exceeded for prolonged periods. As is important in any fiduciary corporation, excess cash is held in conservative financial instruments, mostly CDs with terms governed by liquidity needs.

General operations, funded primarily by the general assessment, finished the year with income (excluding depreciation) of \$29,000, nearly double the original budget. About \$9,000 of the excess earnings were used to purchase a new electronic locking system with the remainder saved for working capital. There were positive and negative variances in nearly all budgeted line items. The largest favorable variance was generated in labor related taxes and benefits, the result of overly conservative budget estimates. Pool utilities generated the next largest favorable variance to the mild winter heating season. Audit fees and reserve study expenditures were also lower than originally budgeted.

Water operations, funded mostly by water user fees, finished the year (excluding depreciation) nearly at the original budget. This outcome is very positive since expenditures for contract services were significantly understated due to a budgeting error and expenditures for unanticipated non-reserve repairs to water system components were twice the original budget. Very careful control of all other water operations activities mitigated the additional costs.

Marina operations (exclusive of depreciation), funded by a wide variety of fees but mostly moorage and trailer parking, finished the year better than their original budget. The results are very positive given that 2014 dredging costs and costs for small tools both exceed the original budget. The unfavorable variances were offset by lower than expected costs for utilities and taxes. Marina activities also included burying the overhead power lines near the south end parking lot, a project funded almost entirely by donations.

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2014 Major Special Assessment Projects:

North Seawall

The North Seawall replacement project was completed during 2014 at a total cost of \$360,000 of which 75%, or \$271,000, was funded through special Member assessment and the remaining 25%, or \$89,000, funded from Marina reserves. In 2011 Members approved a special assessment of \$293,928, or \$444 per single lot, with the approval contingent on any remain funds being refunded to Members. In October 2014, the unspent portion of the special assessment, or \$23,000, was refunded to Members with a refund of \$35.22 per single lot.

South Seawall

In order to save nearly \$80,000 in the cost of equipment mobilization, Members approved a special assessment of \$99,300, or \$150 per single lot payable over two years, to replace the south seawall at the same time as the north. Due to timing it was necessary to borrow \$93,000 from the General Reserve fund. As provided in the governing documents, the amount will be paid back over two years with interest. The project was completed at a cost of \$102,000 with the overage of \$3,000 funded from routine general operations. The loan from the General Reserve is being paid back as the special assessment is collected and at the end of 2014 the loan balance had been reduced to \$54,000.

2015 - Mid year

In 2015 through a bylaw amendment, Members approved a recurring routine reserve assessment of \$180 per single lot, or \$119,000. This new reserve assessment will be allocated at year end to the three major reserve accounts on a pro rata basis consistent with the most recent external reserve study as is detailed in the newly approved bylaw amendment. For 2015 that pro rata allocation will be: General at 46.9%; Water at 38.6%; and Marina at 14.5%, with bad debt estimations factored into the final calculations. As of June 30, about \$77,000 of the annual total had been received.

Cash positions remain at acceptable levels, all bank accounts are reconciled each and every month and the Operations Savings account has maintained the minimum \$70,000 balance. The loan from the General Reserve to the South Seawall project is repaid periodically and at June 30 there was a balance outstanding of \$33,000.

Collection of Member accounts due Cape George remains a serious problem. Despite extensive internal collection processes, collection of a number of accounts remains time consuming and expensive. After investigation by an Ad Hoc financial group and Board approval, five large very old accounts (four distinct Members) were placed with an external collection agency. The agency is experienced in collection of homeowners' association accounts, has its own internal legal department and has been in business in Washington for several decades. In addition to standard industry collection practices, the

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firm reports delinquencies to major credit bureaus. One account has already been fully collected.

Renewal of the major corporate insurance policies, general hazard, excess liability, directors and officers and auto occurred in mid-2015 since the policies run from July 1 to June 30 each year. In the past the general hazard policy had been on a three year renewal cycle but effective with this renewal cycle will now be on an annual basis as are the other policies. The total 2014/2015 cost of the major policies was \$37,500 and the renewal cost for 2015/2016 is only \$31,000. There was a savings of slightly over \$1,000 when it was discovered that Cape George had unnecessarily been insuring for an external management company. The majority of the savings was caused by the insurer's discontinuation, nation and industry wide, of earthquake coverage. A focused search has not yielded any credible insurer who will provide earthquake coverage. The flood insurance policy is through a federally sponsored program and renews in December each year at a cost of about \$3,000.

For the first six months of the current fiscal year, General operations are performing better than budgeted. Pool expenses are considerably lower than budgeted due to unseasonably warm weather during the first quarter of the year and repairs to buildings and roads have not yet commenced for the year. Other contract services also exhibits a large favorable variance and this is most probably due to overly conservative budgeting. Water operations is also performing at better than budgeted levels with small variances throughout all line items. It is expected that water operations will finish the year at or slightly better than budget.

Marina operations are the most difficult to review at mid-year since virtually all marina income is generated during the first quarter of the year but expenses continue throughout the year although it does appear that the marina will meet or exceed its original budget target for 2015. The largest single annual marina expense is dredging which was budgeted for \$12,500 and occurred in early July.

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Balance Sheet of June 30, 2015 and Audited Balance Sheet for the Year Ended December 31, 2014

	Year-to-date 6 months 06/30/15	Audited Full Year 2014		Year-to-date 6 months 06/30/15	Audited Full Year 2014
Assets			Liabilities and Fund Balances		
Cash and Cash Equivalents:			Current Liabilities:		
Operations - Checking	\$ 119,731	\$ 81,107	Accounts Pay. & Other Liabilities	\$ 12,709	\$ 16,854
Operations - Savings	105,052	70,039	Unearned Income General/Water	89,142	85,980
Petty Cash (2 accounts)	600	600	Unearned Marina Waiting List	1,200	600
Reserves-General, Water & Marina	422,418	404,998	All Other Unearned Income	-	958
Routine Reserve(to be allocated)	76,800	-	Due to General Reserve (Loan)	32,585	54,067
Special Reserves-S Seawalls&Berm	64,748	58,021	Total Current Liabilities	135,636	158,457
Total Cash & Equivalents	789,409	614,766			
Net Accounts Receivable	6,425	2,789			
Due from S.Seawall Reserve	32,585	54,067			
SpclAssmnts Receivables	16,074	40,962			
Total Net Fixed Assets	1,787,260	1,774,667	FUND BALANCES:		
Total Prepaid & Other Assets	33,375	23,577	Fund Balances (Combined)	2,352,351	1,926,776
TOTAL ASSETS	\$2,665,128	\$2,510,807	Modified Cash Basis YTD Income**	177,141	425,574
			Total Liabilities and Fund Balance	\$2,665,128	\$ 2,510,807

** 2014 Audited Income on the Balance Sheet DOES include \$90,287 in depreciation expense, a non-cash item.

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

	2015 thru June 30, 2015				2014 Audited - Full Year thru December 31, 2014				
	Actual	Budget	Variance	%	Audited***	Budget	Variance	%	
General Assessment	\$ 143,204	\$ 143,204	\$ -	0%	General Assessment	\$ 275,392	\$ 275,392	\$ -	0%
Revenue-All Other Sources	13,693	11,527	2,166	19%	Revenue-All Other Sources	23,802	22,100	1,702	8%
Total General Revenue	156,897	154,731	2,166		Total General Revenue	299,194	297,492	1,702	
Expenses:					Expenses:				
Salaries, Benefits, etc.	64,446	67,164	2,718	4%	Salaries, Benefits, etc.	130,017	137,578	7,561	5%
Repairs & Maintenance	4,822	10,039	5,217	52%	Repairs & Maintenance	18,309	18,150	(159)	-1%
Contracted Services	21,690	25,092	3,402	14%	Contracted Services	43,889	50,709	6,820	13%
Insurance	11,166	12,410	1,244	10%	Insurance	22,418	23,655	1,237	5%
Pool expenses	7,229	13,500	6,271	46%	Pool expenses	25,978	27,000	1,022	4%
Other Expenses & taxes	13,016	12,209	(807)	-7%	Other Expenses & taxes	29,145	26,041	(3,102)	-12%
Total General Expenses	122,369	140,414	18,045		Total General Expenses	269,756	283,133	13,379	
General Net Income	\$ 34,528	\$ 14,317	\$ 20,211	141%	General Net Income	\$ 29,438	\$ 14,359	\$ 15,079	105%
Water					Water				
Total Water Revenue	\$ 95,234	\$ 93,980	\$ 1,254	1%	Total Water Revenue	186,253	184,880	\$ 1,373	1%
Expenses:					Expenses:				
Salaries, Benefits, etc.	29,023	30,731	1,708	6%	Salaries, Benefits, etc.	58,775	62,152	3,377	5%
Repairs & Maintenance	680	3,888	3,208	63%	Repairs & Maintenance	12,819	5,570	(7,249)	-130%
Contracted Services	7,409	8,171	762	9%	Contracted Services	15,059	13,769	(1,290)	-9%
Insurance	5,947	6,625	678	10%	Insurance	12,187	12,846	659	5%
Other Expenses & taxes	15,385	18,700	3,315	18%	Other Expenses & taxes	32,386	38,158	5,772	15%
Total Water Expenses	58,444	68,115	9,671		Total Water Expenses	131,226	132,495	1,269	
Water Net Income	\$ 36,790	\$ 25,865	\$ 10,925	42%	Water Net Income	\$ 55,027	\$ 52,385	\$ 2,642	5%
Marina					Marina				
Total Marina Revenue	64,198	63,295	\$ 903	1%	Total Marina Revenue	\$ 65,479	\$ 58,995	\$ 6,484	11%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	6,392	6,732	340	5%	Salaries, Benefits, PR Tax	13,021	14,195	1,174	8%
Repairs & Maintenance	3,492	1,898	(1,594)	-84%	Repairs & Maintenance	15,562	13,430	(2,132)	-16%
Contracted Services	1,133	4,911	3,778	77%	Contracted Services	4,137	4,212	75	2%
Insurance	3,199	3,465	266	8%	Insurance	6,155	6,499	344	5%
Other Expenses & taxes	4,063	4,859	796	16%	Other Expenses & taxes	12,083	10,043	(2,040)	-20%
Total Marina Expense	18,279	21,865	3,586		Total Marina Expenses	50,958	48,379	(2,579)	
Marina Net Income	\$ 45,919	\$ 41,430	\$ 4,489	11%	Marina Net Income	\$ 14,521	\$ 10,616	\$ 3,905	37%
Reserve Income & Expense	59,905	-	59,905	100%	Interest Income - Reserves	422,847	-	422,847	100%
Combined Net Income	\$ 177,143	\$ 81,610	\$ 95,530	117%	Combined Net Income	\$ 521,834	\$ 77,360	\$ 444,473	575%

***2014 operating results on the Revenue and Expense Summary DOES NOT include \$96,287 in Depreciation expense, a non-cash item.

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RESERVES	General	Water	Marina	New Routine Reserve**
Audited Reserve Balance - 12/31/2013	\$ 134,464	\$ 240,943	\$ 89,438	\$ -
(1) 2013 Final Excess cash transfer (3/24/14)	0	0	10,449	0
(2) 2014 Initial Excess cash transfer (12/17/14)	10,350	49,285	15,575	0
(4) 2014 Interest Income & Other Minor Income	104	395	63	0
(5) 2014 Project Draws				
Highland Pump Station		(6,348)		
Dock float replacement		0	(4,976)	
North Seawall expenses (Marina - 25%)			(84,925)	0
(6) Loan from General to S. Seawall	(92,650)			
(7) Partial repayment of S. Seawall loan + Interest	42,831	0	0	0
Audited Balance - 12/31/2014	95,099	284,275	25,624	0
(9) New routine Reserve Assessment***				76,837
(8) Final 2014 Excess cash-Budgeted requirement	1,470	3,100	(1,089)	0
(9) Partial payment of S. Seawall loan	17,500			
(10) 2015 Interest Income	61	170	15	23
(11) 2015 Project Draws (partial year)			0	
Part-year Septic system expense	(2,205)			
Part-year dock float replacement			(1,601)	
Unaudited Balance - 06/30/2015	111,926	287,545	22,948	76,860

*** At yearend the New routine Reserve will be allocated to General @46.9%; Water @ 38.6% and Marina @ 14.5%.

SPECIAL ASSESSMENTS	North Seawall	South Seawall	Berm
Audited Balance - 12/31/2013	\$ 277,848	\$ 90	\$ 100
(12) Payback of Temporary Transfers	90	(90)	(100)
(13) 2014 Interest Income	58	0	0
(14) Loan from General for S. Seawall		92,650	
(15) Partial repayment of S. Seawall loan		(42,831)	
(16) Special Assessment Collections	738	57,995	52,128
(17) 2014 Project Draws			
South Seawall		(98,934)	
North Seawall (75%)	(255,138)		
Berm			(2,987)
(18) Refund to members plus refund costs	(23,596)	0	0
Audited Balance - 12/31/2014	0	8,880	49,141
(20) Special Assessment Collections		24,294	632
(20) Partial repayment of S. Seawall loan		(17,500)	
(23) 2015 Project Draws			(700)
Unaudited Balance - 06/30/2015	0	15,674	49,073

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Manager's Annual Report for 2014-2015 - Art Burke

Administration

After two years of work, we have recently completed the lengthy process of obtaining a permit for the construction of an engineered berm along the shoreline. Once completed it is anticipated that our structures including the clubhouse/pool building, workshop, and picnic shelter will be protected from storm driven winter high tides. Construction of the berm will take place during the fall of 2015.

As a part of the permitting process for the engineered berm it was determined that a part of the septic system that supports the pool changing room was not in compliance with County regulations. As a result we have received approval to undertake the required updates at the same time the berm is constructed.

The electronic lock system that controls and monitors access to the fitness room, pool, workshop and clubhouse doors was replaced. The new system has expanded capabilities to program locks, activate/inactivate card keys and print usage reports directly from the computers in our office.

A complete reformatting of the community directory was finished. The new version is easier to update and uses less paper.

Grounds and Roadways

As a result of a review by the Emergency Preparedness Committee and East Jefferson Fire Rescue, it was recommended that an AED be installed in the vicinity of the office/sports court/maintenance building. Funds from a previous Granny's Attic have been offered to cover the expense of the device and cabinet and both have been installed.

Following a significant rainfall, the upper ravine drainage system became clogged and resulted in a serious erosion event on the ravine trail and Memorial park entrance drive. Repairs have been completed on the driveway and are nearing completion on the ravine trail. Work is underway to install a more appropriately sized trash rack to minimize the chance for reoccurring.

An ongoing project to taper road edges was initiated this past year and will continue into the future as time allows. This effort will facilitate better drainage along community roads and prevent damage caused by water.

With the threat of a drier than normal year predicted and the possibility for greater risk of wildfires I met with representatives from East Jefferson Fire Rescue (EJFR) to assess appropriate steps to reduce that risk on common property. Work has begun based on their recommendations and will continue as time allows. In addition, EJFR is conducting educational programs throughout the County, including here at Cape George, that provides private landowners with the

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guidance to reduce risk on their own property. Articles in the newspaper and Cape George newsletter are also planned.

Pool and Pool Building

A hot water recirculation pump was installed at the pool changing rooms to decrease the time it takes for hot water to reach the showers. This will have an added benefit of reducing wasted water.

Water System

During routine maintenance, it was discovered that the Highlands Pump Station building has been severely damaged by moisture ants. This building was one of the original (oldest) of the structures at the Tank Farm. The building was replaced. Our exterminator was called in to do an inspection of all of the tank farm buildings and no additional insect damage has been noted.

One of the 7.5 hp motors operating a booster pumps at the Highlands Pump Station failed. We expedited the replacement of the drive motor and were able to return it to service in less than a week.

Office Administrator, Sharon Mitchel and Volunteer Bob Frenette further automated the monthly water excess usage reporting. Bob created a macro in the new water database that extracts use information from the existing water spreadsheet to print each “friendly reminder” postcard -- front and back. This change will immediately deliver cost savings by reducing administrative processing time and printing costs.

Marina

The overhead power line at the entrance to the south marina parking lot was deemed a safety hazard. Through a collaborative effort including donations from individuals, the Marina Committee, and Granny’s Attic, and Cape George staff time and equipment, and volunteer assistance (thanks Mac!) the cable was placed in an underground conduit. In addition to burying the cable, the arms to the lights along the driveway leading back to the south Marina parking area have been positioned parallel to the road further clearing this area of overhead obstructions.

I assisted Gary Rossow in the final preparation of documents to Jefferson County to obtain a five year permit for Marina maintenance projects. In the past this permit has had to be renewed annually. The community owes Gary a big thank you for all of his work at navigating through the governmental red-tape that is involved in getting this type of permit approved.

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Water Manager's Report – Greg Rae

Cape George is required to have a backflow or cross connection control program by WAC246-290-010 Group A public water systems.

The specific WAC pertaining to cross connection control is WAC 246-290-490 Cross connection control regulations.

What is a backflow? A backflow is an undesirable reversal of flow of water or other substances through a cross connection into the public water system or consumers potable water system.

There are two types of backflow.

1. Back-siphon backflow- Is a backflow due to a reduction of pressure in the water system causing a vacuum.
2. Backpressure backflow- is the result of higher pressure in the member water system than the public water system.

Last year we started to identify possible cross connections (possible contamination sources) that were connected to the public water system.

A questionnaire was sent to every member that had a water connection, asking what types of things that they had connected to their water system. The questionnaire was a list of potential contamination sources.

When the questionnaires were returned Larry Southwick and I looked at the answers and called on members that had a potential contamination source marked yes. Many times over the phone we could determine if there was an actual source of contamination connected. If there was a source of contamination connected or we could not determine if there was we would schedule an inspection. Once inspected, if needed, the proper corrective action to the plumbing would be conveyed to the member along with a timeline to make the changes.

This inspection process is nearly complete. August will be the first requirement for those who have a testable backflow preventer tested.

The most numerous items we have found as possible contamination hazards and corrective changes to the water connection:

- Decorative ponds, hot tubs, and sewage pumping systems. Possible Backsiphonage. Solution - Atmospheric Vacuum Breaker on hose bib or faucet.
- Underground irrigation and soaker hoses, Possible Backsiphonage. Solution - Double check valve assembly or properly installed AVB.
- Boiler heating system Backpressure and Backsiphonage. Solution - Reduced pressure backflow assembly.
- Water softener. Backsiphonage Solution - Air gap on drain or double check valve assembly on water supply.

Having started up this program from scratch we have identified something we overlooked at the beginning and are fine tuning it to make a smoothly operating program as we go forward. Once the inspections are complete in the future we will send out questionnaires on a cycle that will be

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more in the lines of every 5 years. This will be to identify changes to member water use practices and keep the public water system protected from contamination. I would like to thank Larry Southwick for the effort he has put into the program and Bob Frenette for the computer expertise provided.

Building Committee Annual Report – Ann Simpson

Committee members: Roger Andersen, Bill Deckman, “Mac” McDonald, and Ann Simpson, Chairgirl

During the past year the committee approved: 19 Building Permits
 14 Earthworks Permits
 1 Demolition Permit

July 2014 *Building Permits Issued:*
Tom Rice, 341 Sunset Blvd, build a detached garage
Shirley Scheier/Mike Thorwick, 37 Quilcene Pl, build an art studio
Raul Huerta, 61 Saddle Dr, build a shed
Wesley Dickson, 110 Sunset Blvd,
Don Thorne, 221 Dennis Blvd, build a BBQ cover

Earthworks Permits Issued:
Woodcock, 170 N Palmer Dr,

August 2014 *Building Permits Issued:*
Bobbie Hasselbring & Anne Weaver, 42 Quinault Loop, build a new home

Earthworks Permits Issued:
Eileen Branscome, 38 Fir Pl, excavate for foundation for new home
Tom Gambill, N Rhododendron Dr, install septic drainfield
Bobbie Hasselbring & Anne Weaver, 42 Quinault Loop, excavate for new home
Barbara Solomon, S Palmer, Lot 4, Div 5, Blk 2, septic retrofit & monitoring for purposes of obtaining a permit

Demolition Permit Issued:
Raul Huerta, 61 Saddle Dr, remove existing wood shed

September 2014 *Building Permits Issued:*

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Larry & Trisha Davis, 60 Maple Dr, install new manufactured home
Raul Huerta, 61 Saddle Dr, install new trusses to allow for insulation

Earthworks Permits Issued:

Larry & Trisha Davis, 60 Maple Dr, excavate for new home
Philip Spooner, 561 Saddle Dr, clear for construction of workshop &
installation of septic tank & line to existing system

October 2014

Building permits Issued:

Jeff Jackman, 132 Alder Dr, build a carport

Earthworks Permits Issued:

Jeff Jackman, 132 Alder Dr, excavate & install anchor system for carport
Penny Payne Bridgman, 101 Ridge Dr, replace septic tank

November 2014

Earthworks Permit Issued:

Marc Horton, 212 S Rhododendron Dr, build a shed

December 2014

Earthworks Permit Issued:

Eileen Branscome, 38 Fir Pl, Install water retention system according to
county requirements

January 2015

Building Permits Issued:

Philip Spooner, 561 Saddle Dr, build a shop
Stanley & Marlene Kropf, 171 Hemlock Dr, build a carport with storage

February 2015

Building Permits Issued:

Eileen Branscome, 38 Fir Pl, build a new home
Robert Altman, 151 N Palmer Dr, build an extension onto existing shed
James & Donna Bodkin, 92 W Vancouver Pl, build an addition over
garage

Earthworks Permits Issued:

Mardella & Brian Rowland, 100 Dennis Blvd, replace septic system
Ted Lundquist, 41 Dennis Blvd, excavation for perc test

March 2015

Building Permits Issued:

Joyce Cardinal, 11 N Palmer, build a shed

Earthworks Permits issued:

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Dimne Cote, 330 N Palmer Dr, level dirt & prepare bank for retaining wall in back yard

April 2015

Building Permits Issued:

Mike Heckinger & Kris Easterday, 170 Sunset Blvd, build deck onto house

Hirsch (Andrew Anderson), 200 N Rhododendron Dr, build a 10 x 20 shed

May 2015

Building Permit Issued:

Warren Boxleitner, 191 Colman Dr, raise carport roof to 15'4" or less

June 2015

Building Permit Issued:

Gene & Christine Buzzard, 173 N Rhododendron Dr, extend deck

Emergency Preparedness Committee Annual Report – Thad Bickling

The Cape George Emergency Preparedness Committee (EPC) was established around October of 2005. Several founding members including Larry Southwick, Dianna Cowan, and John Garrett are still involved today. The EPC continues to prepare for potential disaster impacts on all CG residents (members, renters, and visitors). EPC is the one committee that hopes to never activate; but, all participants must be trained and prepared to react immediately in the event of a disaster or potential disaster which could impact Cape George residents.

The EPC typically meets twice during the year to provide guidance to the committee chair(s). Our summer meeting and a radio exercise with Jefferson County DEM will occur in the coming weeks.

Disaster Preparedness Education: Resident Education continues to be top priority for CG EPC. Karla Kauzlarich is the chair of the Education Committee. She has been placing Preparedness information in the CG newsletter and organizes educational programs open to all residents. Educational experiences we have hosted in Cape George include "Fire wise Community"(several times), "Earthquakes and Tsunamis (three times)", "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. On November 10th we co-hosted author Sandi Doughton who presented her book "Full Rip 9.0" for the Cape George University. We always welcome input from members regarding desired emergency preparedness education topics.

In November we were pleased to be asked by a neighborhood group of CG residents and friends to participate in their "Map Your Neighborhood" beginnings. This is the same program that is

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the building block of the Jefferson County organized neighborhood program (130 or so neighborhoods in JC have implemented the MYN program in some form since 2006). It can be a rather dry subject, planning for disaster resiliency, but I assure you this group was having a lot of fun with it. That is the best way to get through the nuts and bolts of it and create a usable disaster recovery plan for your immediate neighbors and friends. We encourage any small pocket neighborhoods or groups of friends in CG to think about creating their own sub-neighborhoods that will most certainly be a great compliment to the EPC plans and goals.

Disaster Planning Activities: The entire Cape George community has been divided into 15 specific areas with one or more **Neighborhood Responders (NR's)** assigned to each area (30 NR's throughout CG), but we continue to look for additional Neighborhood Responders for the Village, Highlands and Huckleberry.

The **Incident Management Team (IMT)** implemented a Portfolio System (adopted from the Bluff neighborhood in Port Townsend) for disaster response activities. Each Portfolio describes the responsibilities of each team member and will be used to quickly lay out the duties for each as they arrive at the **Neighborhood Incident Communication Center (NICC)**. The Portfolio System enables whoever arrives at the NICC to effectively fill essential roles during the initial response to a disaster.

Training exercises are held several times each year with participation of the CG HAM radio operators, the Incident Management Team, the Neighborhood Responders, and Disaster First Aid Team. 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.

The EPC **Disaster First Aid Sub-Committee (DFAC)**, chaired by Joan Ballough, gathers information from those residents who self-identify as needing a little extra help in the event of a disaster and 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 quarterly Neighborhood Representatives' meetings (JPREP) sponsored by Jefferson County Department of Emergency Management (jeffcoec.org) and Local 20/20 (12020.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. They are working closely with us and are scheduling a County EOC radio exercise with us in early August. This exercise will test our CG internal radio network (IMT, NR's, DFAC), our HAM operators, and the County EOC communications. The DEM will then work with us to

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make any modifications, either on their end or ours based on the results of the exercise, and they will happily run the exercise again until we are all happy with how our communication works.

Cape George EPC will also participate in the 3rd annual *All-County Picnic* on *August 23rd* (11am-4pm) 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 is open to everyone who lives in Jefferson County. Please join us there!

Submitted by:

Thad Bickling, chair Emergency Preparedness Committee

Joan Ballough, chair Disaster First Aid Sub-Committee

Election Committee: Mercedita del Valle, Co-Chair, presented a verbal report, detailing all steps the election committee takes to carefully verify, count and preserve ballots of each election.

Environmental Committee Annual Report – Robin Scherting

1. We sponsored the Road Cleanup of Cape George Road.
2. We maintained common areas in the community.
3. We sponsored the Annual Beach Walk in July.
4. We held a Fundraising Dinner in October and raised \$972.00 for future projects.
5. We held of Septic Tank Presentation for members of the community in March.
6. We worked with the Marina Committee to develop a new North Seawall Park and donated money to that project. We also wrote an article for the newsletter asking for proposed names for the new park.
7. We wrote an article on the noxious weed, Tansy Ragwort and sent volunteers to help pull this weed on members' properties.
8. We donated items donated by members to the Boiler Room.
9. We planted native plants along the beach berm to secure the area.
10. We sponsored a monthly series of nature films and provided popcorn for the events. We also wrote articles on these films for the newsletter.

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Film on Wolves
Return of the River
The Unknown Sea (Salish Sea)

11. We assisted with the December flood from a King Tide. We called community members to assist with saving our common areas and buildings.
12. We kept members informed on the EA-18G Growler project
13. We removed poison hemlock at the beach, the ravine, and the hillside.
14. We wrote an article on the places that members could go to look at the Elwha River changes and the dam removal areas.
15. We asked the Board to consider having an knowledgeable person look at the ravine because of the recent damage from flooding. Since we have had 2 floods in the last 3 years, we thought that we should have a long-term plan to prevent future flooding, We also asked them to consider restoring the former creek in lieu of the current drain pipes.
16. We asked Art to contact the Fire Department to find out what we can do to prevent fires during the coming dry summer weather. We plan to have a representative of the fire department come to present a plan to our members and to meet individually with people who need help in protecting their property.
17. We planted and maintain the flower boxes at the office.
18. We looked at the effects of pesticides on people.

Fitness Room Annual Report - Phyllis Ballough

This past year we held the 10th birthday party for the Fitness Room, Chris Edwards very kindly printed Tee-shirts for us. We have two left in a size Large. If you are interested in one of them please give me a call. Every person that donated \$50.00 received a free Tee-shirt. We have not had a major fund raising drive this year as were not sure what the pickle ball committee was going to do about covering the court and did not want to interfere with that effort. At this time we have approximately \$ 2500.00 in our account. We added a refrigerated water stand in the room this year the bottle water comes from Olympic Springs. It has been very well received. It costs approximately \$30.00 per month. The cost is covered by the fitness committee fund. This year I asked the owner of Uptown Physical Therapy to come and give me his assessment of our gym. He has lived in Port Townsend for 4 years and has not been out here. He was surprised and pleased at our gym. He said with our pool and gym it is fantastic opportunity for our

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residents to stay healthy and for any patients that need rehab to have this in our community was amazing. The only recommendation he could make was adding an upright bike, otherwise he said there was nothing more he could see that we needed. I am trying to have a physical therapist from the hospital come this fall and answer any questions that gym users have on the equipment and give people the opportunity to make appointments to schedule the therapist help design a program for them. I have also approached Max Selisch, a PT that lives in our community about presenting a program on the human body aging and the best way to take care of ourselves to remain healthy and active.

We did a survey this spring on the equipment most used. It all turned out fairly even. It did show the piece of equipment most used was the big Body Solid station, followed by the treadmills, elliptical machines and recumbent bikes. By doing this survey we found out that there no one piece of equipment we needed to take out and that it is a very well outfitted and complete facility.

Robin Scherting, has agreed to co-chair the committee with me, we have added new members and are looking forward to another year of growth and well-being. All of my committee members help keep the equipment up and running which saves us a great deal of money and deserve our thanks, along with many of them who work to keep the room clean and supplied. I offer my great thanks to them all.

Submitted by Phyllis Ballough Committee chair.

Marina Committee Annual Report – Penny Jensen

1. Brief History
 - a. Marina over 50 years old
 - b. Over 80 slips - reserved and open parking - small boat racks and in water ties/launch area
 - c. Sailboats/power/kayaks/rowing shells/canoes

2. Financial Report
 - a. Marina Tenants/users contribute approx.. \$60,000 annually
 - b. Just under \$30,000 pays Admin costs/wages/benefits/payroll taxes/utilities/insurance
 - c. Remainder used for repair and maintenance
 - d. Excess dollars at year end transferred to Marina Reserves
 - e. Thank you for dollars for the seawalls

3. Volunteers/Projects
 - a. Boson - Thad Bickling
 - b. 20+ volunteers work at the Marina - some year round
 - c. Float replacement/piling caps/dock repair/plumbing
repair/divers/welders/engineers/Mathematicians/Psychologists/Teachers/Writers/ITs/
dentists

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- d. Permitting process for dredging/rock work
4. Harbormaster/Chair Projects
- a. Update rules
 - b. Identify Projects/Order materials/Slip assignments
 - c. White Board/Organization schematics
 - d. Future Projects - dredge the basin/sediment bypass/pedestals
 - e. Marina Sale Fund Raising Account/Crab Shack/Waterfront Festival and Picnic
5. Come join us Tues and Thursdays

Nominating Committee Annual Report - Joyce Skoien

1. Members of the Committee: Ross Anderson, Art Burke, Jeannie Ramsey, Kitty Rucker and Jan Stone.
2. Kitty called the committee members in December to set up a meeting for March 13, 2015. We agreed to start talking to people and asking for possible nominees.
3. Kitty asked Ross Anderson to join our committee since he has many contacts in the community
4. In early March, Kitty emailed all the board members and committee chairpersons to ask them for recommendations for possible nominees to the Board. She also asked Art to contact the two board members whose term of office was over in July to ask if they would be running for the Board again this year.
5. At our March 13 meeting, we went over our procedures, reviewed our list of candidates, divided up the list to call individuals, assigned individual tasks, and set up a schedule for our activities.
6. We put up fliers, wrote articles for the newsletters in March, April and May, and called our assigned people.
7. We met again on April 27, 2015. At this meeting we reviewed the results of our calling. We made a list of possible candidates for 2016 and also a list of those people who will never want to run for the Board. This should help us in our organizing for the next Board Election.
8. We contacted 33 potential candidates, and found 3 potential candidates. One decided not to run at the last minute and we ended up with two final nominees.
9. We organized and held two Meet The Candidates events, one before the June Study Session and one before the June Board Meeting.

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Roads Committee Annual Report – Larry Southwick

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 2014 – 2015 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 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.

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.

Pavement Reserve Funding

In the December 2014 balloting, members approved funding the general reserves including a recommendation to fund future asphalt paving overlaps and major repairs for the next 30 years. The Committee was directly involved in the reserve study and provided the recommendations for the level of funding. The reserve studies will continue to be updated over the years and we'll do more specific planning as we approach the actual paving projects. In the meantime, we'll do annual minor and major repairs as needed.

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Drainage Issues

The Committee also worked with the Manager on several drainage issues along our roadways this year. We are also working on a better debris screen for the large culvert in the ravine.

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.

Pool Committee Annual Report – Norma Lupkes

Pool-associated activities over the past year

Installed new alarm mechanisms on doors on the parking lot side.

New hot water recirculation system installed in both shower/ dressing rooms for faster hot water response.

Larger signs denoting pool hours were placed in strategic locations in the main pool area.

In March the annual St. Patrick's Day Dinner was sponsored by the pool committee. The proceeds netted \$543.65 with \$226 coming from the silent auction.

Water-saving shower heads purchased by the pool committee from the fund-raising event were installed.

New mats for the vestibule were purchased to help keep the shower rooms clean with shoe scrapers to be added this fall.

Maintenance painted the interior window sills with a new material to try and waterproof and seal them without much luck but continues to search for a solution.

The septic system serving the pool will be brought up to code in Oct/Nov in conjunction with the berm project.

A community wide yard sale/pool fundraiser will be held on August 29 with all details in the newsletter.

Art continues to pursue bids for a new HVAC system, which will benefit the entire building, as well as the pool and exercise room.

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The pool remains a tremendous asset for the community. Come join our Water Exercise Group at 9:00 on weekdays! And of course everyone is encouraged to use our wonderful pool!!

Respectfully, Neil D'Acquisto, Chairman

Water Advisory Committee Annual Report - Greg Rae - July 2014 – July 2015

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

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.

Our long-time Water Advisory Committee leader, friend and colleague, Ed Skowyra passed away in September 2014. On May 30, 2015, we dedicated the water facilities site in his name, the ED SKOWYRA MEMORIAL WATER FACILITIES. As stated in last year's annual report, we owe Ed a deep debt of gratitude.

The main items of Committee business for the July 2014 – July 2015 year were as follows:

WATER RIGHTS

After years of dispute with the Dept. of Ecology (DOE), the volume of water rights we are entitled to was resolved as a part of the Water System Plan process with DOE accepting our figures. In August 2014, DOE acknowledged our claim and put our application 'into the queue' for finalization. Then we heard nothing for months, just 'it's in the queue.'

The following is a quote from their July 2, 2015 email:

I started the ROE but drought-related public water supply projects (our highest priority) currently have my full attention with no end in sight. Our hydrogeologist has also been swamped so I still don't have his report either. I am guessing that we will be busy with drought relief work through September or October before we can get back to our normal permitting workload.

Our attorney for this matter will be pushing DOE this fall to get this finalized.

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CROSS CONNECTION CONTROL (BACKFLOW PREVENTION) PROGRAM

A cross connection is where water system plumbing is or may be connected directly 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 Water System Plan (WSP) in 2014. We had to commit to implementing a program for Cape George.

The ordinary connections that require a backflow prevention assembly are irrigation systems and water boilers such as for radiant water heating systems. There are also small backflow prevention devices that are built into or can be added to exterior water faucets where hoses could be immersed in the sources of contamination such as hot tubs, ponds and other water uses such as washing cars or applying chemicals to the lawn. Also, the drain side of a water softener must not be directly connected to the house sewer plumbing.

We mailed out questionnaires to all water customers in mid-June 2014 in order to inventory potential cross-connections, determine where backflow prevention devices exist, and where they may be needed. Over the last year, we've been calling members to follow up on their questionnaires and schedule inspections by Greg as needed. We're nearly complete with that part of the process. All of that information gets input into a database system that Bob Frenette designed and Sharon Mitchel implemented. We'll use that database to complete the inventory process and manage the program from here on. We will send out letters to all owners of backflow prevention assemblies that will require annual testing by certified technicians at the owners' expense. We should begin that testing this fall.

This is a mandatory on-going program with a significant annual workload for the Committee and the office.

WATER ACCOUNTABILITY REPORT

Greg prepared a 2014 water accountability report which shows the total water pumped from the wells, the backwash water for the filter which is wasted, the total water delivered to the distribution system and the total water 'sold' through the customer meters. That's the data required by the Dept. of Health to assure that our water distribution loss is less than 10%. The report shows 95% water sold or 5% lost in the system for the year, well within the 10% allowance. The water accountability has been greatly improved as we've continued to work out the bugs in the meter reading data management.

WATER FACILITIES

We've been working on a Programmable Logic Controller (PLC – a mini-computer) for the pumps in the pressure system at the top of the Highlands. It should work better at maintaining water pressure in that zone around and above the water tanks. We are currently working with an electrician to install the PLC system.

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Galvanized iron pipe tends to corrode and the buildup of corrosion inside the pipe can substantially restrict water flow and pressure. We have 2" galvanized pipe in the cul-de-sacs of Queets, Quilcene and Dungeness, Colman Place and West Vancouver plus a pipeline from Sunset down to the marina. The inventory shows we have 2,380 feet of 2" pipe in the system. Donnie cut out a piece of 2" galvanized pipe for inspection. The pipe is in excellent condition and no noticeable corrosion.

A 'well head or well field protection plan' is an area surrounding a well or well field (in our case) where we are required to monitor and control sources of potential contamination that could affect water quality from the well(s). In response to a question by the Dept. of Health (DOH), Greg re-ran the calculations in the WSP regarding the radius of the well head protection plan that the DOH staff member was questioning. His result actually decreased the radius instead of increasing it. His new calculations were acceptable to DOH. That will allow the new Well 8 to be included in the current well field protection plan instead of treating it separately and expanding the area. The well field protection plan is an element in our approved WSP.

HOT WATER SHOWERS AT POOL

We discussed either a hot water recirculation system or an in-line heater at the men's shower at the pool. It takes several minutes to get hot water for the shower so people turn it on and then go for a swim so it's hot when they return.

EMERGENCY MANAGEMENT

Thad, on behalf of the Emergency Management Committee, raised the question about reserve diesel fuel for the emergency generator at the tank farm. The current emergency planning should be for a 10 day power outage and the question is, would we need to acquire additional fuel to get us through when it might be difficult to obtain.

Donnie kept track of the diesel fuel that is required to run the emergency generator for the pumps. A 2 hour run used 5 gallons of fuel. We have a 180 gallon fuel tank and they keep it mostly full. At that rate, a full tank would run the generator for 72 hours. During such an emergency, we would shut off or substantially reduce available water flow and put the community on severe water use restrictions that would extend the water in our tanks and reduce the need for pumping to a minimum. The Highlands upper area relies on the booster pumps to supply all of their water which would also be put on limited use and run only at critical times during the days when power is off. We can manage the use of the generator to match the limited water use and available fuel. We should be able to get additional diesel fuel during an extended power outage.

Also, the Emergency Management Committee is trained to respond to the tank farm and shut off all the water valves in case of an earthquake to prevent possibly draining the tanks due to water main breaks. We could then determine if there were breaks and control the amount of water we

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release or ration it. We have a portable water tank to go on the truck for water delivery if needed in such an emergency.

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 Annual Report - Marta Favati

Major Accomplishments of the Work Shop:

- Installed and insulated floor in the workshop attic. Thank you to Mike Heckinger for the generous donation of the insulation
- Repaired large hole in the roof.
- Tuck point (chinking) the logs on the outside of the workshop building. A big thank you to Carl Schwersinske for this effort and expertise.
- Installed pull-down steps (ladder) going up to the attic.
- Installed new end mill, chip collector and air circulator/compressor and air distribution in the workshop. A big thank you to John Hanks for this effort and expertise.
- Replaced all lighting fixture, electronic ballasts in the workshop building. Installed all new energy efficient bulbs. Replacing the fixtures and lighting should pay for themselves over time.

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Social Club Annual Report - Norma Lupkes

The Social Club Leadership Council is working well. This was our second year of the restructured organization and we are confident that it is now and will continue to be successful. With the other Committees being brought into the planning and organization of events the concept of “shared responsibility and resources” has helped to ease the obligation of the Social Club leadership as well as provide a venue for committees to use the event as fundraiser if they choose to do so.

During the past year many potlucks, BBQs, dinners and events were held. The Salmon BBQ in July, the Dance on the beach with Megan and The Better Half in July, we provided the cake and champagne for the Fitness Room 10-year anniversary in September, the Labor Day BBQ in September, then in October an Italian Vinalia Fest and Dinner hosted by the Environmental Committee with the newcomers dinners sponsored by the Social Club and in December a Christmas celebration with holiday goodies, drinks and an ornament/decoration exchange. The new year brought an evening of entertainment by Lobo Del Mar in February, a St Patrick’s Potato Bar Dinner hosted by the Pool Committee in March and in May the ever popular Granny’s Attic sale and the Memorial Day BBQ.

The Social Club also facilitates the Newsletter advertising. With the hard work of Mary Maltby, we have many newsletter advertisers and we encourage you to use those businesses if you have a need.

The Social Club luncheon meetings are now held biannually in the Fall and Spring. Our major expenditures for the year were four new chairs for the library area of the clubhouse.

Cape George University continues to be very well received with presentations ranging from Data Security to Earthquakes, from the Exxon Valdez disaster to How to Pack Light, etc. There are subjects of interest for almost everyone.

We’d like to thank everyone for their support during the year attending the events and pitching in to help when it’s time to clean up. Thanks much!

Member Participation: Some members brought up the hedge rule. The board will continue to discuss the issue until some resolution can be made.

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Introduction of new CG Board of Trustees, Mercedita del Valle, Election Committee Co-chair

On July 17 at 9:00 am, the Election Committee met with Carol Wood, Board Secretary, to count the ballots submitted by the members for the election of two trustees.

The overall results are:

Total Number of Ballots Received	191
Total Number of Valid Ballots	185
Number of Invalid Ballots	6
No Signature	1
No Name	1
Duplicate Vote	4

Voting Results:

Ray Pierson	179
Richard Hilfer	153
Blank Ballot	1

Congratulations Rich and Ray for another term.

Meeting Adjourned at 3:45 pm

Submitted by:

Approved by:

Carol Wood, Secretary

Ray Pierson, Vice President