

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
December 17, 2020
via ZOOM

The regular Board meeting was called to order by President, Rich Hilfer, at 3:03 pm

In Attendance: Rich Hilfer, George Martin, Lad Burgin, Ruth Ross, Ray Graves, Fayla Schwartz and later joined by Jane Ludwig.

Action on Minutes:

Rich Hilfer moved, and Lad Burgin seconded to approve the minutes of Regular Board Meeting dated November 19, 2020 - Passed - 5/0

Membership Report: Rich Hilfer

Keith Knol purchased 52 San Juan Dr from Richard & Heather Wiersema
Joanne Vermillion & Scott Ohman purchased lot 1-6 Huckleberry from the Tobin-Ashe Estate
Jose & Susan Panganiban purchased lot 13 San Juan Dr from Charles Boulay
Chris Huss purchased 50 Fir Pl from Richard & Anne Stults
Geri Maxwell purchased 191 Ridge Dr from Phil & Karen Harvey

Treasurer's Report: George Martin

As of September 30, 2020

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available in the Board Packet on the Cape George website.

COMMENTS:

* While we are still positive in all cost centers, it is worth noting the year to date comparison for the General Cost center between 2019 and 2020 shows a decrease of 73% which can be attributed to our current pandemic situation.

PAST COMENTS:

* General expenses have exceeded budget in several categories due to unforeseen circumstances such as tree removal

* expenses being charged to correct categories even though they were unbudgeted such as the new pool expenses.

* Again, general revenue is down because of less rental activities due to Covid 19.

* General revenue continues to lag because of less rental activities due to Covid 19.

* Assessment income is above budget due to those who pay the full year assessment in January

That may change when next quarter assessments become due.

* There was an adjustment to the Reserves of \$11.48 in December to correct a balance carryover issue from June 2019.

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2020 BALANCE SHEET COMMENTS: None at this time.

2020 REVENUE AND EXPENSE COMMENTS: Revenue is lagging due to COVID 19 while expenses are not for the most part.

TREASURER'S REPORT					
As of October 31, 2020					
Balance Sheet as of October 31, 20120					
Assets	2020	2019	Liabilities and Fund Balances		
			2020	2019	
Cash and Cash Equivalents:					
Operations Checking	\$ 281,858	\$ 173,380	Current Liabilities:		
Operating Investment-Savings	100,009	99,330	Accounts Payable & Other Liabilities	\$ 14,557	\$ 13,071
Petty Cash	561	300	Unearned Income General/Water/Etc.	6,283	4,225
Reserves - General, Water & Marina	1,095,394	1,007,423	Unearned Income Reserve Assmt	-	-
Routine Reserve Assessment	75,100	75,838	Unearned Income Marina Wait List	1,900	1,900
Total Cash & Equivalents	\$ 1,552,922	1,356,271	Total Current Liabilities	22,740	19,196
Net Accounts Receivable	\$ 16,255	23,261			
Total Net Fixed Assets	1,676,729	1,804,075	FUND BALANCES:		
Total Prepaid & Other Assets	26,689	29,226	Fund Balances (Combined)	3,008,433	2,899,229
			Modified Cash Basis Income	241,421	294,409
TOTAL ASSETS	\$ 3,272,594	\$ 3,212,833	TOTAL LIABILITIES & FUND BALANCE	\$ 3,272,594	\$ 3,212,833

Summary Revenue and Expense Statements for the periods ended October 31, 2020 and 2019 (Modified Cash Basis)									
	2020 Year to Date					COMPARATIVE			
	Actual	Budget	Variance	%		2020 YTD	2019 YTD	Variance	%
General					General				
General Assessment	\$ 317,608	\$ 266,213	51,396	19%	General Assessment	\$ 317,608	\$ 306,932	10,676	3%
Revenue - All Other Sources	20,994	20,334	661	3%	Revenue - All Other Sources	20,994	20,404	590	3%
Total General Revenue	338,603	286,546	52,056		Total General Revenue	338,603	327,336	11,266	3%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	134,897	140,938	6,042	4%	Salaries, Benefits, PR Tax	134,897	127,123	7,773	6%
Repairs & Maintenance	7,493	20,583	13,091	64%	Repairs & Maintenance	7,493	7,644	(151)	-2%
Contracted Services	79,879	43,031	(36,849)	-86%	Contracted Services	79,879	52,882	26,998	51%
Insurance	13,504	17,500	3,996	23%	Insurance	13,504	16,405	(2,901)	-18%
Pool Expense+pool utilitie	19,392	22,500	-	N/A	Pool Expense, pool utilitie:	19,392	23,800	(4,408)	-19%
Utilities	5,159	6,417	1,258	20%	Utilities	5,159	13,526	(8,367)	-62%
Other Expenses (incl taxes	62,062	27,225	(34,837)	-128%	Other Expenses (incl taxes	62,062	25,238	36,825	146%
Total General Expenses	322,386	278,194	(47,300)		Total General Expenses	322,386	266,617	55,769	21%
General Net Income	\$ 16,217	\$ 8,352	\$ 7,865	94%	General Net Income	\$ 16,217	\$ 60,719	(44,502)	-73%
Water					Water				
Revenue - Water Use Fees	\$ 197,808	\$ 164,610	\$ 33,198	20%	Revenue - Water Use Fees	\$ 197,808	\$ 190,745	7,064	4%
Revenue - All Other Sources	5,048	7,417	2,369	-32%	Revenue - All Other Sources	5,048	8,105	4	-38%
Total Water Revenue	202,856	172,027	35,567		Total Water Revenue	202,856	198,850	4,007	2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	65,045	58,838	(6,207)	-11%	Salaries, Benefits, PR Tax	65,045	61,766	3,279	5%
Repairs & Maintenance	4,136	7,167	3,031	42%	Repairs & Maintenance	4,136	5,319	(1,184)	-22%
Contracted Services	22,713	23,392	678	3%	Contracted Services	22,713	15,676	7,037	45%
Insurance	9,115	9,000	(115)	-1%	Insurance	9,115	10,701	(1,586)	-15%
Utilities	10,756	10,083	(673)	-7%	Utilities	10,756	8,616	2,140	25%
Other Expenses (incl taxes	16,724	23,002	6,278	27%	Other Expenses (incl taxes	16,724	17,750	(1,026)	-6%
Total Water Expenses	128,490	131,482	2,992		Total Water Expenses	128,490	119,829	8,660	
Water Net Income	\$ 74,367	\$ 40,545	\$ 33,822	83%	Water Net Income	\$ 74,367	\$ 79,020	\$ (4,654)	-6%

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Marina					Marina				
Revenue - Moorage/Parking	\$ 63,029	\$ 65,411	\$ (2,382)	-4%	Revenue - Moorage/Parking	\$ 63,029	\$ 63,159	(131)	0%
Revenue - All Other Sources	14,192	14,350	\$ (158)	-1%	Revenue - All Other Sources	14,192	15,330	(1,137)	-7%
Total Marina Revenue	77,221	79,761	(2,540)		Total Marina Revenue	77,221	78,489	(1,268)	-2%
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	20,791	16,084	(4,707)	-29%	Salaries, Benefits, PR Tax	20,791	17,619	3,172	18%
Repairs & Maintenance	12,801	19,558	6,757	35%	Repairs & Maintenance	12,801	13,078	(276)	-2%
Contracted Services	4,725	5,984	1,260	21%	Contracted Services	4,725	7,099	(2,375)	-33%
Insurance	6,757	6,000	(757)	-13%	Insurance	6,757	6,492	265	4%
Utilities	5,789	7,500	1,711	23%	Utilities	5,789	5,975	(186)	-3%
Other Expenses (incl taxes)	7,799	6,233	(1,566)	-25%	Other Expenses (incl taxes)	7,799	4,186	3,613	86%
Total Marina Expenses	58,662	61,360	2,698		Total Marina Expenses	58,662	54,449	4,213	8%
Marina Net Income	\$ 18,559	\$ 18,401	\$ 159	1%	Marina Net Income	\$ 18,559	\$ 24,040	\$ (5,481)	-23%
Reserve Activity					Reserve Activity				
Routine Reserve Revenue	130,198	106,837	23,361	22%	Routine Reserve Revenue	130,198	128,575	1,622	1%
Bad Debts, Recoveries, Misc	895	-	895		Bad Debts, Recoveries, Misc	895	(133)	1,028	-774%
Reserve Interest - all	1,186	-	1,186		Reserve Interest - all	1,186	2,187	(1,002)	-46%
Net Reserve Income	\$ 132,278	\$ 106,837	\$ 25,442		Net Reserve Income	\$ 132,278	\$ 130,630	\$ 1,649	1%
Cmbnd Net Income/(Loss)	\$ 241,421	\$ 174,133	\$ 43,926	39%	Cmbnd Net Income/(Loss)	\$ 241,421	\$ 294,409	\$ (52,988)	-18%
<i>Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.</i>									

Manager's Report: Pat Rooney

December 2020

For many, the coming end of this year is viewed as a blessing. We have certainly faced adverse conditions in 2020 and will continue to face challenges in 2021. I think we should reflect on the blessings we do have both in our community and Country. The Holiday season provides an opportunity for us to reflect and be grateful. We must continue to focus on meeting the challenges of Covid 19 and have faith that the vaccines coming soon will signal the beginning of the end of this nemesis. I wish you and your families very Happy Holidays!

Administration

Members will be receiving statements that inform you the information you need to make your assessment payment for the first quarter of 2021. One important change for members to be aware of is the grace period for payment has been reduced to 20 days from 30 days. While late fees are not being applied under the Governor's emergency Proclamations, they will apply once the proclamations are lifted.

Boat owners with watercraft at the Marina have been notified that the annual boat registration is underway.

Our office remains closed for visitors that are not members of the Board of Trustees, a committee chairperson, or employees. The Governor has extended the latest proclamation to January 4th, 2021. Our office will remain closed until the proclamation order is lifted. You can send email to office@capegeorge.org or call and leave a message at (360) 385-1177. Leave a message and we will return your call.

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I will be on vacation the week of December 21st to the 24th.

Maintenance

The pool recently opened under many restrictions including necessary reservations. We have to close the pool temporarily while we work on a dehumidification problem. We hope to open the pool back up sometime the week of December 14th.

A new backflow preventer valve was installed at the Memorial Park irrigation system. This included a new hose bib to assist with watering the new rain garden.

The new Traffic calming sign will be installed on a small trailer that is going to be outfitted for that purpose. We hope to have it ready sometime in January.

A common area tree fell and landed on a gutter on a home in the Village. This was promptly remedied without any significant damage to the residence.

Complaints & Reports

A night sky lighting violation was reported

Violation notices have been sent regarding member failures to get permits, a dog off leash complaint, and a signage complaint.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Environmental (Oct. & Nov. meetings), Marina and Water Advisory. The reports are attached to these minutes and incorporated by reference.

Member participation: none

New Business Action Items:

Motion 1: George Martin moved and Rich Hilfer seconded to approve the changes for FIN03 - 1.10 as presented at the Study Session and stated below:

1.10 Allocation of Partial Payments: When a partial payment is tendered on a delinquent account, the Treasurer or accounting service shall apply payment to the delinquent account in the following order. (1) water service bill and reinstatement fee; (2) fines and late fees; (3) claims for damage or reimbursement; (4) general or special assessments; (5) marina, clubhouse, or lot mow fees. The allocation shall be made without regard to contrary instructions from the Member whose account is delinquent.

Passed – 6/0

Motion 2: George Martin moved, and Lad Burgin seconded to approve the bid from Electric America in the amount of \$2,947.80, for the installation of two dedicated 20-amp circuits to the exterior half bathroom of the Pool building

Passed – 6/0

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Open Board Discussion: The Trustees have received an offer from a Cape George resident and recently retired doctor to give a webinar or Zoom meeting for our Cape George community to discuss what she knows about the pandemic and answer questions. Jane Ludwig suggested that maybe Cape George University would like to set this up for a forum in the next couple of months.

Announcements:

Study Session – January 25, 2021 at 3:00 PM via Zoom
Board Meeting – January 28, 2021 at 3:00 PM via Zoom

Adjournment: Lad Burgin moved, and Rich Hilfer seconded to adjourn the meeting at 3:26 pm.
Passed - 6/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Rich Hilfer, President

**ENVIRONMENTAL COMMITTEE MINUTES
ZOOM ONLINE MEETING**

Monday, October 12, 2020, 9:15 am

ATTENDANCE: Varn Brooks, Lori Cameron, Patty Dunmire, Sue Dunning, Anne Jimenez, Marta Krissovich, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Elaine Sullivan, Gina Webber

I. CALL TO ORDER: Patty called the meeting to order at 9:22 am.

II. APPROVAL OF MINUTES: Robin moved and Kitty seconded that the minutes from September 2020 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Current balance is \$1338.64, reflecting the \$520 received from the sale of plants that was donated to Cape George Community for the Noxious Weed Control project. *(These are not funds that belong to Cape George Colony Club, Inc.)*

IV. OLD BUSINESS

A. Fund Raising

Given the restrictions on activities due to COVID-19, the committee will put off further work on fund raising ideas until 2021.

B. Weeding Opportunities: Elaine will organize a weeding party to remove the invasive Herb Robert from the entrance to the ravine.

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C. **Water System at Memorial Park:** the irrigation system serving Memorial Park is being separated from the line to water the rain garden, with a new hose bib being installed. The backflow preventer valve is also being replaced.

D. **Rain Garden Sign:** Bob Simmons will add a text box to the sign graphic acknowledging the Cape George Board of Trustees and Environmental Committee and send Ruth a revised file to present at the next board meeting.

V. NEW BUSINESS

A. **Common Areas:** Varn Brooks provided a letter re common areas in Cape George and a useful map showing some key common areas in the neighborhood (see attached documents). He suggested the committee work on developing proposed wording for the community rules and regulations concerning maintenance and monitoring of common areas. He specifically recommended that we address the issue of alterations made to common property without appropriate approval, the need to control/remove invasive plants on common property, and hazard mitigation, especially related to fire, but also with regard to potential landslides, dangerous trees, erosion control, and surface runoff and drainage. The committee discussed these issues in detail and it was agreed that Varn Brooks, Ruth Ross (the committee's secretary and liaison to the Board of Trustees), and general manager Pat Rooney would research what is currently in our community documents with regard to common areas and come back to the committee with some recommendations. It was also agreed that the committee would prepare a newsletter article on fire risk mitigation for spring 2021.

B. **Letter of Support for Grant Request for Marine Mammal Stranding Network (MMSN).** The committee confirmed its previous email approval for sending a letter to the Port Townsend Marine Science Center in support of their grant request for additional resources to train volunteers for the MMSN.

The meeting was adjourned at 10:25 a.m.

Respectfully submitted by Ruth Ross

**ENVIRONMENTAL COMMITTEE MINUTES
ZOOM ONLINE MEETING
Monday, November 9, 2020, 9:15 am**

ATTENDANCE: Jo Blair, Chris Buzzard, Patty Dunmire, Pat Gulick, Katie Habegger, Marta Krissovich, Steve McDevitt, Patrick Rooney, Ruth Ross, Fayla Schwartz, Elaine Sullivan

I. CALL TO ORDER: Patty called the meeting to order at 9:15 am.

II. APPROVAL OF MINUTES: Marta moved and Fayla seconded that the minutes from October 2020 be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Current balance is \$1338.64, no change from last time. *(These are not funds that belong to Cape George Colony Club, Inc.)*

IV. OLD BUSINESS

A. **Signage for Rain Garden finalized**

The final version of the sign has been approved by the committee and the Board of Trustees and Bob Simmons is having it made for us, out of his funds. The committee will need to have it mounted on a post and decide where to place it (with the Board's approval) when it is ready. Steve McDevitt says he has a post and can mount the sign when it is ready.

B. **Memorial Park Water System:** the irrigation system serving Memorial Park is being separated from the line to water the rain garden, with a new hose bib being installed. The backflow preventer valve is also being replaced. The committee discussed the advisability of installing a timer to simplify the watering process and Steve has one he will use.

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V. NEW BUSINESS

A. **Possible New Projects for 2021:** The committee reviewed the projects it hopes to undertake in 2021 if possible. A fire safety article will be prepared for the CG newsletter at the appropriate time in the late spring. The committee is planning to create a "Flowers of Cape George" booklet as a fundraiser based on Fayla's beautiful flower photos once she completes the series in the spring. There is also still interest in creating a resource guide concerning recommended native and other plants for Cape George. Finally, the committee will continue to focus on noxious weed control in common areas and monitoring the safety of the infrastructure in common areas

B. **Possible online programs for the Cape George Community:** Since we cannot present our usual film nights because of the pandemic, Ruth suggested that we ask Terri to send out periodic email blasts letting the community know about interesting online programs related to the environment. Lots of good resources were suggested and Ruth volunteered to create a message and send it to Terri. (See attached email blast.)

C. **December Holiday Social Catch-up on ZOOM:** The next meeting on Monday December 14 at 9:15 will be a social gathering on ZOOM to give members a chance to visit and catch up with other members.

The meeting was adjourned at 9:40 a.m.

Respectfully submitted by Ruth Ross

For Your Environmental Viewing Pleasure!!

Since the Cape George Environmental Committee cannot host in-person presentations/movie nights because of the Pandemic, we are providing links to some online presentations/videos on environmentally relevant topics we thought community members might enjoy. All programs are free and open to the public, although some do require that you register to participate.

Documentary Film Gather (Nov 10 6:30 pm or November 12 10:30 am) <https://us02web.zoom.us/j/86433933377>
Discussion Thursday November 12 12:30 : <https://zoom.us/j/95156136928> (ID: 951 5613 6928)
Information at <https://pencol.edu/cultural-events/studium-generale>

November 12 12:00 - 1:00 PM: Clallam County Master Gardener Green Thumb Series:
Landscaping with Native Plants

<https://extension.wsu.edu/clallam/event/green-thumb-garden-tip-series-landscaping-with-native-plants/>

November 17, 7:00 pm Washington Native Plant Society, Olympic Peninsula Chapter: The World of Carnivorous Plants by Fred Weinmann

Register to attend: https://zoom.us/webinar/register/WN_KqHhEJnNS_-sH5qR6xcUFg

Sunday, December 13, 2020, 3 pm PTMSC Lecture Series

<https://ptmsc.org/programs/learn/lecture-series>

Immersion in the World of Kelp with Betsy Peabody, Executive Director, Puget Sound Restoration Fund

Online video by Michael Pilarski: How to Restore the Earth Starting in Your Own Yard!

<https://globalearthrepairfoundation.org/how-to-restore-the-earth-starting-in-your-own-yard/>

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Marina Committee Meeting Agenda; 3 Dec 2020 (via Zoom)

Participants, J. Bodkin, L. Burgin, Ross, Bob S., Greg M, Ben F, Brian R, Paul S, Mike T, Gary R, John H, Mark T, Mike, H, Craig M,

Welcome

Agenda items

- 1) The south lot is full at 30. Topic tabled at Nov. meeting to consider options/needs at Dec. meeting. Lot is in fact full, Maintain the wait list. Explore highlands property for CG vehicles
- 2) Five-year county marina permit issued, Thanks to Garry Rossow for his work in securing this permit.
- 3) Cape George Marina webpage established, thanks to Mark Thayer for his efforts.
- 4) Ben Fellows and Jim Bodkin began contacting marine engineering firms regarding surveys to evaluate conditions of marina pilings. Scheduled piling maintenance to begin 2022. Need to explore options for jacketing (Ben, Jim and John (Mike) volunteer).
- 5) Marina long term planning would benefit from locating report on “the history of the Cape George marina”. Jim Pickerel circ 1980, unknown location (Craig volunteer to go through files). Gary Rossow 2010 report. Post on web page? Aerial and satellite imagery. Need marina digital archive.
- 6) Preliminary planning for 2021 waterfront festival, dates and timing conflicts, 20/21 August potential dates
- 7) Dock Power wash, Ross. Suggests sharing the labor among all slip lessors, Mark will post on web page

Round Robin comments

Nonskid on docks, update on electrical current

Adjourn

Next meeting Thursday 7 January 2021, 11 am via Zoom

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**Cape George Water Advisory Committee
Meeting Report December 1 & 2, 2020**

The meeting was held at 4 PM December 1 on Zoom, with a follow-up site visit to the tank farm on December 2. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Board Liaison Richard Hilfer, Carl Berger, Stew Pugh, Thad Bickling, and Chair Marty Gilmore.

The replacement Highlands Booster pumps are not yet installed since we are awaiting parts. The vendor has repeatedly promised delivery and missed the dates, so the water manager and the committee are exploring alternatives, including returning the pumps and obtaining pumps from a different supplier. It was also agreed that a piping drawing will be produced before any installation is done.

Work to install a tee, valve, and backflow preventer at Memorial Park is complete.

Valves at the tank farm that require operation during emergency will have their paint refreshed so that they are easier to identify.

A solenoid has failed in the water filtration unit. The vendor, Azek, sent a replacement and the solenoid is being installed and tested.

The current backflow survey includes 172 lots and 100 have now been returned. Of the 58 known BPV valves in the community we have reports on all but 2, and one of those two in on a shut-down irrigation system so cannot be tested until that system is operational again. The new BPV installed at Memorial Park for the irrigation system means Cape George will need to have annual testing done starting next year.

October water use and leakage:

547 connections, 26 leaks

86 connections < 30 gpd, includes vacant lot connections

Average usage 101 gpd/connection.

A potential new committee member will join us at the next meeting.

No meeting is scheduled in January.

The next scheduled meeting will be Tuesday, February 2 at 4 PM on Zoom.