

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
August 26, 2021
via ZOOM

At the conclusion of the Variance Hearing of August 23, 2021, Ray Graves moved, and George Martin seconded to approve the variance requested for relief of the building height restriction at 23 Magnolia, in the Highlands.

Passed- 6/0.

The regular Board meeting was called to order by President, Lad Burgin, at 3:00 pm

In Attendance: Lad Burgin, George Martin, Jane Ludwig, Ruth Ross, Fayla Schwartz, Ray Graves and Pat Gulick.

Action on Minutes:

Jane Ludwig moved, and Ray Graves seconded to approve the minutes of the Special Board Meeting dated 7/7/2021, the Emergency Board Meeting dated 7/20/201 and the Regular Board Meeting dated 7/29/2021. Passed - 6/0

Membership Report: Jane Ludwig

Duane Coon & Holly Daniels purchased 131 Alder Dr from the Konizeski Estate

Mark Hudson purchased 41 Quinault Loop from Colleen Johnson

Jacqueline Mathews purchased 71 Quinault Loop from Olia Kerzhner

Treasurer's Report: George Martin

As of July 31, 2021

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

COMMENTS:

This report is a summary of the Report Provided by Community Financials and now includes reserve totals.

PAST COMENTS:

As expected, income is down due to covid issues while expenses continue as expected.

With the start of a new year, we will see how the Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.

This report is a summary of the Report Provided by Community Financials. It consolidates the several pages provided into a single sheet in the process, financial data is confirmed.

2021 BALANCE SHEET COMMENTS:

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

Reserve Balances as of December 31, 2020	
General	\$560,536.95
Water	\$460,355.87
Marina	\$171,738.98
Total	\$1,192,631.80

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TREASURER'S REPORT
As of July 31, 2021

Balance Sheet as of June 30, 2021 (with comparison to previous year)					
Assets	2021	2020	Liabilities and Fund Balances	2021	2020
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 212,234	\$ 313,842	Accounts Payable & Other Liabilities	\$ 5,886	\$ 21,914
Operating Investment-Savings	100,024	100,004	Unearned Income General/Water/Etc.	45,069	34,287
Petty Cash	561	561	Deferred Income General/Water/Marina/Reserves	119,037.68	-
Reserves - General, Water & Marina	1,229,482	1,080,926	Unearned Income Marina Wait List	900	1,900
	-	-	Total Current Liabilities	170,893	58,102
Total Cash & Equivalents	\$ 1,542,301	1,495,333			
			FUND BALANCES:		
Net Accounts Receivable	\$ 31,498	16,504	Equity Total	13,164	-
Total Net Fixed Assets	1,677,339	1,851,498	Fund Balances (Combined)	3,064,198.80	3,197,744
Total Prepaid & Other Assets	40,787	50,382	Net Income	43,669	157,872
TOTAL ASSETS	\$ 3,291,924	\$ 3,413,718	TOTAL LIABILITIES & FUND BALANCE	\$ 3,291,924	\$ 3,413,718

Summary Revenue and Expense Statements for the periods ended:
July 31, 2021

	2021 Year to Date			
	Actual	Budget	Variance	%
General				
General Assessment	\$ 186,430	\$ 186,349	81	0%
Revenue - All Other Sources	127,040	123,849	3,191	3%
Total General Revenue	313,470	310,198	3,272	
Expenses:				
Salaries, Benefits, PR Tax	103,425	103,727	302	0%
Repairs & Maintenance	28,668	14,846	(13,822)	-93%
Contracted Services	34,141	35,612	1,471	4%
Insurance	14,645	14,000	(645)	-5%
Pool Expense+pool utilitie	23,570	15,225	(8,345)	-55%
Utilities	3,177	5,600	2,423	43%
Other Expenses (incl taxes	45,348	48,621	3,272	7%
Total General Expenses	252,974	237,630	(15,343)	
General Net Income	\$ 60,496	\$ 72,567	\$ (12,071)	-17%
Water				
Revenue - Water Use Fees	\$119,832	\$ 118,417	\$1,415	1%
Revenue - All Other Sources	4,435	5,046	611	-12%
Total Water Revenue	124,267	123,463	2,026	
Expenses:				
Salaries, Benefits, PR Tax	45,527	46,475	949	2%
Repairs & Maintenance	507	6,300	5,793	92%
Contracted Services	15,178	15,246	68	0%
Insurance	7,162	6,767	(395)	
Utilities	5,906	6,708	802	12%
Other Expenses (incl taxes	27,844	31,037	3,193	10%
Total Water Expenses	102,124	112,533	10,409	
Water Net Income	\$ 22,143	\$ 10,929	\$ 11,214	103%

	As Of	As Of
	12/31/2020	7/31/2021
Reserve Balances		
General	\$560,536.95	
Income / Expenses		(\$97,413.13)
Interest		\$847.10
Balance		\$463,970.92
Water	\$460,355.87	
Income / Expenses		\$16,109.60
Interest		\$508.26
Balance		\$476,973.73
Marina	\$171,738.98	
Income / Expenses		\$66,598.34
Interest		\$2,033.04
Balance		\$240,370.36
Total:	\$1,192,631.80	\$1,181,315.01

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Marina					
Revenue - Moorage/Parking	\$ 64,136	\$ 36,167	\$ 27,969	77%	*Note: This is paid at the first of the year.
Revenue - All Other Sources	13,753	8,062	\$ 5,691	71%	
Total Marina Revenue	77,889	44,229	33,659		
Expenses:					
Salaries, Benefits, PR Tax	15,767	13,363	(2,404)	-18%	
Repairs & Maintenance	15,373	10,617	(4,756)	-45%	
Contracted Services	5,561	4,013	(1,549)	-39%	
Insurance	6,078	5,075	(1,003)	-20%	
Utilities	5,409	4,667	(742)	-16%	
Other Expenses (incl taxes)	68,670	69,723	1,053	2%	
Total Marina Expenses	116,858	107,457	(9,401)		
Marina Net Income	\$ (38,970)	\$ (63,228)	\$ 24,259	-38%	
Cmbnd Net Income/(Loss)	\$ 43,669	\$ 20,268	\$ 23,401	115%	

Manager's Report: August 2021

Wow, we have a lot of activity going on! I am writing this report just prior to the commencement of the Waterfront Festival and Salmon Bake that has been planned and hosted between the Social Club, Workshop Committee, and Marina Committee. This year the salmon will be cooked using propane since charcoal cannot be used due to fire safety restrictions during the drought. Many thanks to all of the volunteers who are making it happen!

All tickets have been sold out! Tents are up, the Environmental Committee will have a table and I hear a big fish is coming for a visit. These fun activities will be outdoors. There is no mask use mandate outdoors however you may choose to wear one for protection. Enjoy the weekend!

Administration

1. Our office continues to be asked about the return of mailbox keys. Cape George collected Colony mailbox keys at the request of the Postmaster and turned them over to the Postmaster. The carriers indicate they will return the keys in the mailbox they go to when their re-configuration is done. Cape George does not have your mailbox key.
2. The Traffic Calming Device (trailer) has been located at the main entrance on Cape George Drive. The next location will be on Vancouver Drive for a while before being moved to Saddle Drive in the Highlands.
3. Terri has been on vacation. Thanks to George Martin, Karen Bednarski, Fayla Schwartz, and Cassie Reeves for filling in while Terri is on a well-deserved vacation.
4. On September 2nd, the Board will visit critical areas such as the Tank Farm and Pool Equipment Room to get a better understanding of these operations.

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Maintenance

1. The pool changing rooms are now open. We are planning on painting the new doors and door jambs sometime after Labor Day.
2. A new in the wall type air conditioning unit was installed at the tank Farm #6 Pumphouse to make sure the controller box stays cool during very hot weather.
3. New bird wire has been installed on the Clubhouse and Workshop to keep birds from landing on the roofs causing an unsightly appearance.
4. The final lot mowing will take place during the last full week in August.

Complaints & Reports

1. We continue to get reports about dog barking and lots with noxious weeds. Owners have been notified.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Marina and Water. The reports are attached to these minutes and incorporated by reference.

Member participation: Margaret Desannoy asked a couple of procedure questions regarding Executive Sessions and publishing of Board Minutes.

New Business Action Items:

Motion 1: George Martin moved, and Fayla Schwartz seconded to approve the following committee chairs for a two-year term commencing August 2021. Passed - 6/0

Buildings and Roads – To Be Determined
Emergency Preparedness – Thad Bickling
Elections – Joyce Skoien
Environmental – Steve McDevitt
Fitness – Mardella Rowland
Harbormaster – Mark Thayer
Marina – Jim Bodkin
Pool – Penny Jensen
Water – Marty Gilmore
Workshop – Mike Lapointe

Motion 2: Lad Burgin moved, and Ruth Ross seconded to invite our Corporate Attorney to a discussion on the Washington Uniform Common Interest Ownership Act, (WUCIOA). Passed- 6/0

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Open Board Discussion: Pat Gulick reported the results of her conversation with Thad Bickling of the Emergency Preparedness Committee regarding member notification during an emergency. The phone tree system is virtually non-existent; however, neighborhood volunteers are in place to respond in a natural disaster situation. Community emergencies should be handled by the office.

General Manager, Pat Rooney advised the trustees he has accepted a donation from a member for pet agility equipment, valued under \$600.

Motion 3: Fayla Schwartz moved, and Pat Gulick seconded to adjourn the meeting and move to Executive Session to discuss a possible violation of CG Building Regulations at 3:45. Passed - 4/2

In Attendance: Lad Burgin, Ray Graves, Pat Gulick, Jane Ludwig, George Martin, Ruth Ross, Fayla Schwartz and Patrick Rooney.

Motion 4: George Martin moved, and Ray Graves seconded to move to regular session at 4:35 pm. Passed- 6/0

Motion 5: Jane Ludwig moved, and Ray Graves seconded that the Board of Trustees refer the current permit issue back to the Building Committee to advise the Board on two points:

- Determine if permit, as drawn, accurately described the work performed.
- If permit drawing does not accurately describe the work performed, propose a recommendation to the Board for remedy.

Passed- 6/0

Motion 6: Ray Graves moved, and George Martin seconded that the Building Committee be asked to reach out to the member involved for their input. Passed- 6/0

Announcements:

Study Session – September 20, 2021 at 3:00 PM via Zoom

Board Meeting – September 23, 2021 at 3:00 PM via Zoom

Adjournment: George Martin moved, and Ray Graves seconded to adjourn the meeting at 6:14 pm. Passed- 6/0.

Submitted by:

Approved by:

Jane Ludwig, Secretary

Lad Burgin, President

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Marina Committee minutes, Aug 3, 2021

Harbormaster Mark Thayer convened the meeting at 11 am. Chair Jim Bodkin was out of town. About 20 members were present.

Mark reported that the channel entrance depth is about minus-2 feet, having filled in partially since the dredging in July.

Kris Easterday reported that everything is in place for the Waterfront Festival, scheduled for Aug 13-15. However, volunteers are needed in several areas, including for the salmon barbecue.

Gary Rossow reported that the Cape George Regatta will take place on Aug 15. There are 22 sailboats in the marina, but only 4 or 5 have signed up for the race.

Mark asked boatowners to clear crab pots and other things off the docks before the festival, and to be careful to keep the gates closed to prevent children from wandering onto the docks.

Steve McDevitt, the CG environment chair, briefed the committee on a number of issues, including water quality testing in the marina and stranding of harbor seal pups.

The meeting adjourned at 11:35 am.

Next meeting Tuesday 7 September, 11 am.

**Cape George Water Advisory Committee
Meeting Report August 6, 2021**

The meeting was held at 4 PM August 6, 2021, in the Clubhouse. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Carl Berger, Stew Pugh, and Chair Marty Gilmore.

The Committee prepared and submitted a supplement to the annual report. The supplement described the chronology and the community responses to the water emergency that occurred at the end of June. The water emergency supplement also included several recommendations. The supplement was discussed during the Cape George Annual Meeting on July 17.

The committee reviewed several options for cooling or venting pump houses to reduce the likelihood of pump shutdown due to high temperature. PUD has decided to use temporary A/C units on high-temperature days, so Cape George will test a similar response. A new air conditioning unit is now installed in Pump House 6. During cold weather, the A/C unit will be removed and the opening sealed. This modification will be tested before any additional changes are made.

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Labeling of lines, valves, and switches needs to be upgraded. Carl and Marty will prepare a recommended list of labels.

Settings for the pump start on low level and for the low water level alarm need to be tested by temporarily raising the transducer. Stewart and Carl will develop a method for testing. This might require participation from Electric America, the company that installed the transducer and panel.

Every alarm from the alarm auto-dialer needs to be recorded when it occurs, and the record needs accurate time and date stamps. The autodialer will be re-set and tested as part of the level transducer test.

Cape George information on the State Office of Drinking Water website is out of date. Patrick will follow up and ensure that accurate information is posted.

The 2020 Water Use Efficiency Report is due to the Office of Drinking Water. Patrick and Jose will prepare and submit the report.

A new requirement from the State is to log wells every month. Jose will post the well log depths in the pump houses. Past readings from the beginning of 2021 plus the current August readings will be posted beginning this month.

The Water Advisory Committee and the Emergency Preparedness Committee will jointly review and update the emergency plans for the water system.

The next scheduled meeting will be Tuesday, September 7, at 4 PM.