

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
September 23, 2021
via ZOOM

The regular Board meeting was called to order by President, Lad Burgin, at 3:02 pm

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

Action on Minutes:

Jane Ludwig moved, and Pat Gulick seconded to approve the minutes of the Regular Board Meeting dated 8/26/2021 and of the Special Board Meeting dated 9/2/2021. Passed - 5/0

Membership Report: Jane Ludwig

Lindsay Kosin & Ammon Smithson purchased 11-5 Bridle Way from Ernest Sauerland
Mary Pinto purchased 110 Spruce Dr from Joel Finlay
Stephen Sklar & Emily Macek purchased 31 Magnolia Ave from Paul & Ihunnaya Fredrick
Toni Davison & Susanne Feller purchased 370 Victoria Loop from Dan & Linda Sutton
Terry Tilton purchased lot 30-3 S Rhododendron from Colleen Johnson

Treasurer's Report: George Martin

TREASURER'S REPORT As of August 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.

2021 REVENUE AND EXPENSE COMMENTS:	
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 August 31, 2021

Balance Sheet as of August 31, 2021 (with comparison to previous year)					
Assets	2021	2020	Liabilities and Fund Balances	2021	2020
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 167,301	\$ 280,741	Accounts Payable & Other Liabilities	\$ 7,129	\$ 26,165
Operating Investment-Savings	100,025	100,006	Unearned Income General/Water/Etc.	49,316	36,811
Petty Cash	561	561	Deferred Income General/Water/Marina/Reserves	59,535.34	-
Reserves - General, Water & Marina	1,247,666	1,083,270	Unearned Income Marina Wait List	900	1,900
	-	-	Total Current Liabilities	116,880	64,876
Total Cash & Equivalents	\$ 1,515,553	1,464,577			
			FUND BALANCES:		
Net Accounts Receivable	\$ 23,640	7,051	Equity Total	13,164	-
Total Net Fixed Assets	1,677,339	1,854,182	Fund Balances (Combined)	3,082,381.48	3,197,751
Total Prepaid & Other Assets	37,543	43,207	Net Income	41,650	106,390
TOTAL ASSETS	\$ 3,254,075	\$ 3,369,017	TOTAL LIABILITIES & FUND BALANCE	\$ 3,254,075	\$ 3,369,017

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

	2021 Year to Date			
	Actual	Budget	Variance	%
General				
General Assessment	\$ 213,051	\$ 212,970	81	0%
Revenue - All Other Sources	143,495	144,161	(666)	0%
Total General Revenue	356,546	357,131	(585)	
Expenses:				
Salaries, Benefits, PR Tax	118,227	118,545	317	0%
Repairs & Maintenance	31,995	16,967	(15,028)	-89%
Contracted Services	36,931	40,699	3,768	9%
Insurance	16,612	16,000	(612)	-4%
Pool Expense+pool utilities	25,744	17,400	(8,344)	-48%
Utilities	3,480	6,400	2,920	46%
Other Expenses (incl taxes)	55,389	55,567	177	0%
Total General Expenses	288,378	271,578	(16,800)	
General Net Income	\$ 68,168	\$ 85,553	\$ (17,385)	-20%
Water				
Revenue - Water Use Fees	\$136,856	\$ 135,333	\$1,523	1%
Revenue - All Other Sources	4,435	5,767	1,332	-23%
Total Water Revenue	141,291	141,100	2,854	
Expenses:				
Salaries, Benefits, PR Tax	52,247	53,115	867	2%
Repairs & Maintenance	1,223	7,200	5,977	83%
Contracted Services	17,275	17,424	149	1%
Insurance	8,113	7,733	(379)	
Utilities	7,271	7,667	395	5%
Other Expenses (incl taxes)	35,389	34,628	(761)	-2%
Total Water Expenses	121,517	127,767	6,249	
Water Net Income	\$ 19,774	\$ 13,333	\$ 6,440	48%

	As Of 12/31/2020	As Of 8/31/2021
Reserve Balances		
General	\$560,536.95	
Income / Expenses		(\$89,960.46)
Interest		\$1,428.58
Balance		\$472,005.07
Water	\$460,355.87	
Income / Expenses		\$22,230.31
Interest		\$857.15
Balance		\$483,443.33
Marina	\$171,738.98	
Income / Expenses		\$68,881.71
Interest		\$3,428.60
Balance		\$244,049.29
Total:	\$1,192,631.80	\$1,199,497.69

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Marina					
Revenue - Moorage/Parking *	\$ 64,136	\$ 41,333	\$ 22,802	55%	*Note: This is paid at the first of the year.
Revenue - All Other Sources	13,948	9,100	\$ 4,848	53%	
Total Marina Revenue	78,084	50,433	27,650		
Expenses:					
Salaries, Benefits, PR Tax	17,866	15,272	(2,594)	-17%	
Repairs & Maintenance	16,682	12,133	(4,549)	-37%	
Contracted Services	5,950	4,586	(1,364)	-30%	
Insurance	6,854	5,800	(1,054)	-18%	
Utilities	5,784	5,333	(451)	-8%	
Other Expenses (incl taxes)	71,238	79,662	8,424	11%	
Total Marina Expenses	124,374	122,787	(1,587)		
Marina Net Income	\$ (46,291)	\$ (72,354)	\$ 26,063	-36%	
Cmbnd Net Income/(Loss)	\$ 41,650	\$ 26,533	\$ 15,118	57%	

Manager's Report: September 2021

As I write this report the weather meteorologists advise us that Friday September 17th and Saturday September 18th, will bring a lot of rain, wind, and maybe lightening. Mother nature is letting us know the summer party is about over. It is time to start preparing for winter weather. We have enough road salt and will be checking the plow and spreader for good operation, so we are ready when the snow comes in winter.

Administration

1. The office has received 305 forms from members agreeing to receive notices from Cape George electronically. This will help us reduce postage and mailing costs. 305 forms are just a little under half of the community. We encourage you to mail in the form sent to you so we can hopefully reach 75%.
2. Account statements have been mailed to members for the 4th quarter payment.
3. The Trustees recently visited the Water Tank Farm and its operation. They also visited the workshop near the barn and a visit to the indoor pool equipment room. The Trustees gained a better understanding of the equipment and how these systems work.
4. Backflow Testing Notices have been mailed to members with Backflow water devices for required annual inspection and testing.
5. We have been informed by the postal carriers as of September 15th they do have some keys and they have not completed movement of mailboxes. Members and residents looking for keys should address their concerns with the postal carriers or Port Townsend Postmaster. Cape George office does not have any mailbox keys.

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Maintenance

1. The Clubhouse Air Conditioner heat pump has been fixed.
2. The Traffic Calming Device has been moved to Vancouver Drive. The next location is the Highlands.
3. Marina Basin dredging is still taking place this fall by volunteers.
4. A contractor recently did more removal of noxious weeds.

Complaints & Reports

1. Complaints filed have been in regard to pet issues between neighbors.

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

Member participation: Diane Tamblyn expressed her support of Neil D'Acquisto's concerns regarding the location of a second sports court.

New Business Action Items:

At the Study Session on Sept. 20, 2021 two motions were made regarding emergency jetty work and ratified at this Board Meeting.

Motion 1: Lad Burgin moved, and George Martin seconded to authorize the expenditure of marina reserve funds to a maximum of \$57,709.00 to repair the North Marina Jetty as specified in the Marina Committee Proposal to be completed as soon as possible. Passed - 5/0

Motion 2: Lad Burgin moved, and George Martin seconded that we authorize the General Manager to contract with Whitworth Excavation to perform the authorized repair of the Marina North Jetty. Passed - 5/0

Motion 3: Lad Burgin moved, and George Martin seconded to ratify the vote for emergency jetty funding made on September 20th at the Study Session. Passed - 5/0

Motion 4: Lad Burgin moved, and George Martin seconded to ratify the vote to engage Whitworth Excavation for the repair of the jetty made on September 20th at the Study Session. Passed - 5/0

Motion 5: George Martin moved, and Fayla Schwartz seconded to authorize the manager to seek insurance underwriting bids for the Marina Boat Education Program. Passed - 5/0

Motion 6: George Martin moved, and Ruth Ross seconded to approve the changes to the Roads & Building Committee Charter as presented, adding a Vice Chairperson, and expanding the definition of Board, to Board of Trustees. Passed - 5/0

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Motion 7: Ruth Ross moved, and Pat Gulick seconded to approve the placement of the rain garden sign in the location proposed by the Environmental Committee. Note that the “before you dig” inspection was completed in 2019 before the installation of the rain garden and no subsequent utilities work has been done in the area. Passed - 5/0

Motion 8: Fayla Schwartz moved, and George Martin seconded to approve the Emergency Notification Form labeled MIS11. Passed - 5/0

Motion 9: Ruth Ross moved, and George Martin seconded to authorize our attorney to put a lien for fees and all legal costs on the property in Case #1. Passed - 5/0

Motion 10: George Martin moved, and Ruth Ross seconded to approve John Hanks and Rich VanDeMark as interim Co-Chairs of the Roads and Building Committee until such time as those positions can be filled by the committee. Passed - 5/0

Motion 11: George Martin moved, and Pat Gulick seconded to approve Scott Carpenter to the Water Advisory Committee. Passed - 5/0

Open Board Discussion:

In preparation of the upcoming Special Board Meeting scheduled for next week, the current drafts of proposed changes to the By-Laws will be emailed to the trustees.

Announcements:

- Special Board meeting on Bylaw amendments – Wednesday, September 29, 2021, at 9:00 PM via Zoom
- Special Board meeting on 2022 Budget – Thursday, October 14, 2021, at 3:00 PM via Zoom
- Study Session – Monday, October 25, 2021 – 3:00 PM via Zoom
- Board Meeting – Thursday, October 28, 2021 – 3:00 PM via Zoom

Adjournment: George Martin moved, and Lad Burgin seconded to adjourn the meeting at 3:38 pm. Passed- 5/0

Submitted by:

Approved by:

Jane Ludwig, Secretary

Lad Burgin, President

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ENVIRONMENTAL COMMITTEE MINUTES

Tuesday, August 10, 2021, 9:15 am

ATTENDANCE: Kyanne Andersen, Varn Brooks, Patty Dunmire, Sue Dunning, Pat Gulick, Marta Krissovich, Steve McDevitt, Dennis McDaniel, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz

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

II. APPROVAL OF MINUTES: Robin moved and Kyanne seconded that the minutes from the July 2021 meeting be approved as written and the motion passed unanimously.

III. FISCAL REPORT: Previous balance was 502.00. Current balance is \$489.44, which reflects \$137.44 in book sales and \$150 expenditure to PTMSC for the guides for the beach walk. *(These are not funds that belong to Cape George Colony Club, Inc.) (These are not funds that belong to Cape George Colony Club, Inc.)*

IV. OLD BUSINESS

- A.** Hemlock Removal: Peninsula Environmental will return soon for further removal. Everyone agreed there has been a great reduction in the hemlock.
- B.** Rain Garden Sign, as framed by Steve with driftwood, will be installed soon.
- C.** Rain Garden Weeding/Maintenance: Steve reported on Bob Simmons' visit. Bob said everything is doing very well and recommended decreasing watering to every 2 weeks during the dry season as well as leaving the deer fencing up for 1 more year. Steve is looking into creating a more efficient watering system.
- D.** Cape George Native Plant Booklet: First 50 copies have sold out and sales are going well with the next printing. The committee plans to have a table for sales at the Waterfront Festival (see below).

V. NEW BUSINESS

- A.** Environmental Committee Table at the Waterfront Festival: Steve McDevitt will be setting up a table with educational flyers from area environmental organizations where we will also be selling the Native Plant Booklets, mountain maps, and Protection Island booklets. Steve will be sending out an email so that volunteers can sign up for shifts at the table Saturday and Sunday Aug 14 and 15.
- B.** Memorial Park maintenance: the committee discussed the need to provide assistance with the watering system at the park. Concern was also expressed about the heathers that were damaged during the heat wave and the slope above the garden in terms of erosion now that the blackberries have been removed.
- C.** Clubhouse weeding/maintenance. The clubhouse volunteer team will continue to work on the plantings around the clubhouse before the Waterfront festival. Given the drought, many of the plants are stressed and not looking their best.
- D.** Plans for the fall. Given the surge of new COVID cases, the committee will probably need to cancel plans for in-person activities this fall. We discussed asking Darryl and Lorna and other experts in the neighborhood to contribute monthly articles on environmental topics to the newsletter.

The meeting was adjourned at 10:10 am.

Respectfully submitted,
Ruth Ross, Secretary

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Marina Committee Meeting Agenda and Minutes, 7 September 2021 11 am Marina Gazebo

Agenda items

Continued Business

- 1) Channel entrance remains constrained in both depth and width. We are experiencing “overflow of sediments from the north over a “gap” in the jetty and into the entrance channel. We are working on solutions to reduce this. Exercise caution when transiting the channel.
- 2) Waterfront Festival Review and Comments
- 3) Basin dredging, shift in location to south end (I dock)

Minutes, Recorded by Ross Anderson

The committee met at the seawall pergola. About 22 members and manager Patrick Rooney were present. Marina Chair Jim Bodkin called the meeting to order at 11 am. He thanked Kris Easterday and many volunteers who worked on the Waterfront Festival.

Bodkin reported that members had surveyed the entrance channel and determined the depth to be at minus 2.5 feet. This means the entrance is now a foot or more shallower than when the channel was dredged in June. At that rate, the channel could become impassable to many boats. He believes the rapid silting is caused by sloughing of the bluffs to the north, and that it should be addressed as soon as possible. The proposal is to add rock to the north jetty. He reported that proposals from three contractors who might be able to bring in rock during low tides at the end of September or in October. It is believed that it may take 700 tons of rock to raise the jetty to about 12 feet above sea level.

Patrick Rooney stated that it might be possible for the Board of Trustees to call a special meeting and declare an emergency. The hope is that the cost of the rock could be partially offset by reduced need for annual dredging in the future.

Gary Rosso moved that the committee ask the Board of Trustees to approve an emergency expenditure to raise the jetty. Several members seconded the motion. The committee voted unanimously to approve the motion.

Members also discussed the Waterfront Festival and agreed that it was a big success. Kris Easterday reported that there may be a shortfall of about \$800 in the festival budget, although a complete accounting has not taken place.

The meeting was adjourned at 11:50 am.

Next meeting Tuesday 5 October, 11 am.

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**Cape George Water Advisory Committee
Meeting Report September 7, 2021**

The meeting was held at 4 PM September 7, 2021, in the Clubhouse. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Board Liaison George Martin, Steve King, Thad Bickling, Carl Berger, Stew Pugh, and Chair Marty Gilmore.

Prospective committee member Scott Carpenter also attended. Near the end of the meeting, Scott removed himself. The committee then discussed his candidacy and voted to recommend to the Board that he be approved as an additional member. His brief bio is attached.

Additional labeling of lines, valves, and switches has begun. Carl and Marty prepared a preliminary list of labels. Carl has made some of the needed labels and he and Jose will install them. Carl and Patrick will identify additional labels to be purchased.

Buried valves will be IDed and labeled by Jose and Donnie. Once the valves are identified, a testing protocol will be developed for the buried valves.

Cape George will buy a lock-out kit to allow tagging and locking switches for safety during electrical work.

Settings for well pump start on low level and for the low water level alarm need to be tested by temporarily raising the transducer. The transducer cable is attached to a standpipe in a way that prevents retrieving it for testing. Electric America, the company that installed the transducer and panel, will be asked to identify a testing method. Patrick and Jose will review their scope of work to ensure the original work was completed according to contract. The autodialer will be re-set and tested as part of the level transducer test.

The 2020 Water Use Efficiency Report was submitted to the Office of Drinking Water. Monthly well log readings that will be included in the 2021 report are being posted in Well House 8. Static and dynamic water levels are similar, which is a positive sign about the health of the aquifer.

Highlands booster pump operation is inconsistent. This may be a result of a wiring issue, or a frozen relay. Jose will review, and will talk to Electric America, the vendor that installed the controls.

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

Quotes are being obtained for diving and cleaning the water tanks.

The next scheduled meeting will be Tuesday, October 5, at 4 PM.