

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
November 17, 2022  
via ZOOM

**The Board Meeting was called to order by President, Jane Ludwig at 3:00 pm**

There will be an Executive Session at the end of this meeting to discuss member delinquency issues, bonuses and to consider communication with legal counsel.

**In Attendance:** Jane Ludwig, Fayla Schwartz, Pat Gulick, John Dwyer, Betsy Coddington, and Bart Mooyman-Beck. Absent: Mike Heckinger.

**Action on Minutes:** Pat Gulick moved, and Bart Mooyman-Beck seconded to approve the minutes of the regular Board Meeting dated – October 27, 2022, as amended with format changes. Passed – 5/0

**New Members:** Welcome to our newest members.

Gregg Sconce & Carli Herra purchased 420 S Palmer from Kathleen McCormick

Brian & Summer Carlson purchased 101 Ridge Dr from Liam Carmody

Tom & Ann Larkin purchased 31 Marine View Pl from Darryl & Robin Fling

**Managers' Report: November 2022 - *The month of giving thanks***

**A challenging week**

The week of the big storm was a challenge for many Cape George Colony Club residents. The windstorm on Friday, November 4, caused havoc across Jefferson County. The power was out in Cape George Colony Club for days. In the Highlands, the power was out from Friday night through Monday evening. Trees fell, blocking Saddle Drive. One couple had a tree fall smashing their truck in half. Several disabled cars were left in front of the office for a few days. I have not heard from anyone who had worse emergencies during those days, which is a blessing.

**Thank You!**

On Monday, fuel was delivered to the tank farm in case the power was out through Monday night. The truck did not have a fuel hose long enough to reach the generator, so Donnie and Stu carried 70 gallons of fuel in five-gallon containers to partially fill the tank. Thank you, Stew and Donnie.

That evening, well after dark, our Water Manager Jose called to say that power had been restored, and he was going to the tank farm to shut down the generator. He asked if I had an iPhone and then shared his phone screen with me. A pile of trees were blocking Saddle Drive. He said he would walk in. He called shortly after and said that while he was walking toward the water facility another tree went down behind his truck. And then a power line was hit by another tree and sparks flew. It was then that Jose decided it would be best to keep the generator on through the night. I spoke to him three times through this ordeal.

In between conversations with Jose, I called Donnie to let him know what was going on. He insisted on going to the Highlands. Donnie drove out to Saddle Drive, agreeing to not cut or clear anything unless someone was with him. When he called me, I could hear chain saws in the background. He said there were a few men clearing some of the debris, and that he would do what he could to help.

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♥ **Thank you so much to Donnie, Jose, and everyone else** who helped clear roads, invited neighbors over during the power outages, and stepped up to make sure that the community members weathered the storm and its aftermath as well as possible.

On Tuesday morning I drove through the Highlands and found that Saddle Drive was clear to the tank farm.

♥ **Another big thank you to the wonderful helpers** who came to work in the office while Terri was gone early this month. Every day that Terri was on vacation I was greeted by a volunteer, smiling, and bright, who helped homeowners solve problems, conduct business, and even get recommendations for housing during the power outage. Thank you, Betsy, Carol, Elaine, Karen, and Linda! And thank you every who volunteered to help while Terri was gone!

♥ **Thank you to Betty, Barb and Susan**, for maintaining the landscape at the corner of Cape George Drive and North Palmer. I have heard that Betty was the unofficial landscape caretaker of that corner for years! I understand that Barb and Susan have taken over the unofficial maintenance of that slice of Cape George common property. Thanks to all three of you for helping to keep the community looking so well kept! In addition, Barb and Susan noticed that Marine Drive was littered with flora from the recent storm and took it upon themselves to clean it up. Donnie thanks you! I thank you!

I am continually impressed with the community spirit, and the dedication of the volunteers and staff of Cape George Colony Club!

### **2023 Budget Update**

The ballot box is filling up! If you haven't voted, please do! Ballots can be returned by mail or to the office by hand until 2 p.m. on Monday, November 28.

The ballots will be counted by the Election Committee on November 29. If the budget vote passes, which it will unless 51% of the membership votes NO, the Board will hold a special meeting on November 30 to ratify the 2023 Budget, as stated. The 2023 Budget will go into effect on January 1, 2023.

### **Everything Else**

**Mailboxes.** The Ad Hoc Technology Committee has received the new security cameras. We need power and software to complete the installation of security cameras at the Colony and Village mailboxes. Thank you, Rick and Jay for the time you are putting in to help this committee project.

- ✓ Please continue to collect your mail before dusk, stop your mail if you cannot pick it up, and mail important letters and parcels at a post office.

Technology Committee member Shelly reviewed some web services to host and provide user-friendly design platforms to Cape George Colony Club. One fee-based web company did a demonstration for committee members.

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Diana, who writes computer code and is on the Committee as well, demonstrated a sample Cape George Colony Club website that accomplishes our immediate goals. She generously offered to use her skills and time to make those changes.

To save money in 2023 the committee is going forward will most likely go forward with the most cost-effective plan. With Diana's help we will rework the website to accomplish our stated goals. We will share the new website in the first quarter of 2023. Thank you, Shelly and Diana, for the hours of research and work you have done to move the web update forward.

**Berm Update.** As of November 11, the berm repairs are almost complete. The Ad Hoc Berm Committee will be involved in creating designated berm crossover spots.

- ✓ **Please do not walk over the berm. We need to protect the berm, so the berm can protect our waterfront and community assets.**

Thank you to Ben Fellows, the Ad Hoc Berm Committee, the Marina Committee, and the Environmental Committee for the work you have all done so far and going forward in this effort.

**Violations**

Violation letters were sent for derelict vehicles in a driveway, a dumpster that is set too close to the road, one dog barking, a hedge that is overgrown, and lights that are too bright.

Note: When I talk to people about complaints from their neighbors, they usually say that they would have appreciated their neighbor mentioning the problem to them directly.

*Happy Thanksgiving to everyone at Cape George Colony Club,  
and all of your families and friends! ♥*

**Treasurer's Report:** Fayla Schwartz

Due to the holidays and early date of the Board Meeting this month, the financial reports are not yet ready. The October report will be presented at the December meeting and in turn the November report will be included in the January meeting.

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

**Member participation:** none

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**New Business Action Items:**

**Motion 1:** Fayla Schwartz withdrew the original motion included in the Board Meeting packet and replaced it with this correction: I move that the Board authorize a transfer of \$47,154.44 from the PPBI Reserve bank account to the PPBI Operating bank account, as detailed in the Due To/Due From in the 2020 Audit. Motion seconded by John Dwyer. Passed - 5/0

**Motion 2:** Bart Mooyman-Beck moved, and John Dwyer seconded to increase the water meter hook-up fee from \$1100 to \$5000 effective January 1, 2023. Passed – 5/0

**Motion 3:** Motion withdrawn, John Dwyer speaking for absent Mike Heckinger.

**Motion 4:** Fayla Schwartz moved, and Bart Mooyman-Beck seconded to accept the nomination of Kriss Edwards as chair of the Pool Committee. Passed – 5/0

**Motion 5:** Pat Gulick moved, and Fayla Schwartz seconded to accept the 2023 proposal from Peninsula Environmental for poison hemlock herbicide applications at \$1,000 per visit , up to \$5,000. Passed – 5/0

**Motion 6:** John Dwyer moved, and Bart Mooyman-Beck seconded to accept Selective Insurance Company's flood insurance policy for 2023 at \$2,389 for the Clubhouse and \$1,411 for the Workshop. Passed – 5/0

**Open Board Discussion:** none.

**Adjournment:** Pat Gulick moved, and Betsy Coddington seconded to adjourn the regular session and move to Executive Session at 3:58 pm. Passed - 5/0

**Adjournment:** Fayla Schwartz moved, and Betsy Coddington seconded to adjourn the Executive Session and move to the regular session at 4:22 pm. Passed – 5/0

**Adjournment:** John Dwyer moved, and Betsy Coddington seconded to adjourn the Board Meeting at 4:56 pm. Passed – 5/0

**Announcements:**

- Thurs. and Fri., Nov. 24- 25 – Office closed in observance of Thanksgiving
- Mon., Nov. 28, 2 p.m. – Budget Ballots must be returned by mail or by hand
- Tues., Nov. 29, Ballots counted by the Election Committee
- Wed., Nov. 30, 3 p.m. – Budget Ratification Meeting
- Mon., Dec. 12, 3 p.m. – Study Session, via ZOOM meeting
- Thurs., Dec. 15, 3 p.m. – Board Meeting, via ZOOM meeting
- Mon., Dec. 26 – Office closed in observance of Christmas
- Mon., Jan 2, 2023 – Office closed in observance of New Year's Day

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Submitted by:

Approved by:

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Pat Gulick, Secretary

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Jane Ludwig, President

**CG Building and Roads Committee**

**November 11, 2022,**

**Minutes.**

In Attendance: George Martin, Betsy Coddington, Mike Hinojos, Richard VanDeMark, Marni Levy, Richard VanDeMark, Jeff Collum, John Dwyer

- 1) Discussed the building permits for 141 Alder. Determined that the 25-foot setback was established on site plan prints. The building height of 23 feet was granted a variance by the Board. Building permit approved.  
Signed the building permit, earthworks permit and driveway permit
- 2) Discussed a shed permit and will approve when a site plan is submitted, and setbacks can be verified.
- 3) Began discussion at the request of the Board of the fine schedule that relates to building. Also discussed changing the wording to reflect the building codes and also building size as it relates to Tiny Houses.
- 4) Discussed a variance request for 391 Victoria Loop to put a shed within the 5-foot setback from property line. Because of the uniqueness of the property and septic placement limiting shed placement and no apparent effect of neighboring properties the committee had no objections.
- 5) Information Item: Richard VanDeMark brought to the group a proposal to install a viewing bench on the corner of Marine Drive where the white traffic bollards are located. Because it was near the roadway, he felt the committee should be involved. Discussed restricted parking there to protect the edge of the roadway.

George Martin,  
Co-Chair Building and Roads Committee

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**ENVIRONMENTAL COMMITTEE MINUTES**

**October 11, 2022, 9:15 am**

**ATTENDANCE:** Varn Brooks, Lori Cameron, Patty Dunmire, Sue Dunning, Judy Gelwicks, Anne Jimenez, Ruth Ross

**I. CALL TO ORDER:** Patty Dunmire called the meeting to order at 9:20 am.

**II. APPROVAL OF MINUTES:** Sue moved and Ruth seconded that the minutes of the September 2022 meeting be approved as written, and the motion passed unanimously.

**III. FISCAL REPORT:** \$1878.45

**IV. NEW BUSINESS**

- A. Plantings on the berm.** The committee will need to follow-up concerning the plantings on the berm after the berm repair is completed

**IV. OLD BUSINESS**

- A. Plans for winter programs.** The committee would like to restart our educational programs. Suggestions include programs by Varn Brooks on our coastal geology, local wildlife, local birds (based on one he did for the Audubon Society). The committee will contact Lorna and Darrell Smith to see if they could present some film nights. The idea of programs on local wildlife led to the idea of creating a booklet on the wildlife of Cape George, similar to the plant booklet. This idea will be added to the ongoing agenda.
- B. Halloween party plans.** The committee discussed plans for the Halloween party on October 29<sup>th</sup> being organized by Patty Dunmire and Sue Dunning. Patty wrote an article for the newsletter inviting everyone who lives in Cape George to the party (\$5/person, tickets in the office). She will ask the office to send a follow-up encouraging people to buy tickets early so we can have an accurate idea of how much food to buy. Ruth will send out an online sign-up sheet for volunteers. Ruth moved and Varn seconded a motion that Patty be reimbursed for purchasing decorations/food for the party, which was approved unanimously.
- C. Rain garden update.** Pat Gulick will present Steve McDevitt's plan for replacing the temporary fence to the Board.
- D. Search for co-chair:** We are still seeking a co-chair. Chris Buzzard will continue to chair via ZOOM until one is found. Chris won't be able to chair on Nov 8 because she is working the polls, so we will meet in person for November.
- E. Continue updating volunteer list:** It was suggested that we add descriptions of what is involved for each task and then circulate the list first to the committee, and then to the community through the newsletter.
- F. Plaque for the bell:** Richard VanDeMark is getting get an estimate of cost.
- G. Update on hemlock removal:** We need to notify the board/manager that the Committee voted that the issue of hemlock control is too big for the Environmental Committee and should become a whole community concern.

Ruth moved, and Patty seconded to adjourn the meeting at 10:05. The motion passed unanimously.

Respectfully submitted

Ruth Ross

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**Fitness Committee Meeting**

11/7/2022

**Attendees:** Allan Zee, Judith Chambliss (Co-Chairs), Betsy Coddington (Board Liaison), Phyllis Ballough, Jon Karpilow, Linda Mollino, Mardella Rowland, Robin Scherting and Bill Sery

**Absent:** Marnie Levy (CG Manager), Fred Miercort, Tom Ramsey and Don Rogers

**Assignments: No changes in assignments**

Day-to-Day/Weekly on-going tasks	Committee Member	Frequency
Monitoring supplies that are used in the FC	Mardella has agreed to track supplies and notify Terri and Marnie (with a "cc" to Judith and Allan)	Mardella to determine. Addition of tissues and paper towels requested by members.
Maintenance of watercooler	Jon agreed to put new bottles of water onto cooler as needed	Jon to determine frequency; Mardella to contact Terri regarding water needs
Equipment Oversight	Bill	When alerted
Signage	Linda and Judith	Judith and Linda will determine which signs are needed.
Electrical Issues	Bill and Tom	Consulting only

Additional Discussion Items:

Item	Discussion	Next Steps
Budget	<p>Current monies available after paying for the purchase of the L-10 Treadmill is \$4,754.10.</p> <p>Reserve schedule discussed: How do we get on the reserve schedule.</p> <p>Discussion about the need for an inventory of all the current equipment and when it needs to be replaced.</p>	<p>We have not yet been invoiced or paid for the servicing of the L-8 Treadmill.</p> <p>Allan and Betsy to follow-up with the CG Board Treasurer, Fayla, regarding the reserve process.</p> <p>Allan &amp; Judith is working on updating the current list of equipment</p>

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<p>Fundraiser</p>	<p>To be held in February 2023 to coincide with National Heart Healthy Month. Judith, Phyllis, Robin and Lori to be the sub-committee and plan the events. Event will be advertised in the CG Newsletter and submitted to Terri by the 20<sup>th</sup> of December for the January newsletter. Phyllis has all the posters from this year.</p> <p>Discussion about the next piece of equipment that should be replaced and how to celebrate the equipment during the fundraiser.</p> <p>Discussion about some type of equipment to promote health for those recovering from orthopedic surgeries.</p>	<p>More to follow as we get closer. Additional help might be needed by other members of the committee.</p> <p>Judith, Phyllis, Robin and Lori to be on the subcommittee and will meet prior to the next meeting. Note: Judith and Allan will be out of town during February.</p> <p>Signs announcing the fundraising event should be put up by the end of January throughout the mailbox areas.</p> <p>A bar-graph to be put up in gym indicating how successful the fundraising event is going.</p> <p>Judith will write a teaser blurb for the December newsletter about the treadmill purchase and “tease” about the February fundraising event.</p> <p>Jon agreed to write an article with Lori by the 20<sup>th</sup> of January for the newsletter.</p>
<p>Open House</p>	<p>A suggestion made as part of our Fundraising event is to have an Open House, which was done in the past. This was previously done to introduce community members to the FC and the variety of available machines. There are new community members who may not be aware of the FC or members who have not utilized it for a while and are not aware of some of the new machines.</p>	<p>Further discussion at future meetings. No decision made at this meeting.</p> <p>Fred Miercort has offered to demonstrate the machines at an Open House. Schedule to be determined.</p>



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	Suggestion made to have someone demonstrate use of some of the machines.	
Leak from the Pool	No further leaks at this time have been noted	No further action at this point. Inform Allan, Judith and Marnie if further leaks are noted.
Electrical Issues	Bill reported that Double-D completed the designated 240 outlet for the new L-10 Treadmill. The current cover has two designated 120 outlets in addition to the single 240 outlet. It should only have one 120 outlet so that no further equipment can be plugged in at the site.	Bill to meet with Double-D to discuss the need. Allan will request that Marnie contact Double-D.
Equipment: L-10 Treadmill	L-10 Treadmill has been purchased and paid for. Installed by Mark Harder on 10/31	Allan to follow-up with a bid for semi-annual maintenance contract.
Equipment: L-7 Treadmill	Has been removed and recycled by Mark Harder on 10/31 for \$75.00	No further action.
Equipment: L-8 Treadmill	Serviced by Mark Harder but is still having problems.	Allan to follow-up with Mark Harder.
Welcome Bench	Repair of the welcome bench is not recommended after evaluation by Jon and others. Discussion about replacement vs. not doing anything at this point. It will cost about \$150.00+ to replace.  A vote resulted in a decision to replace the welcome bench, but how was not determined.	Robin agreed to talk with Mike LaPointe to determine whether a replacement can be fabricated by the users of the Workshop.
Phone	A new phone is in place, the phone works well, but the line is not working properly.	Allan to follow-up with Marnie or Terri.
Suggestion Box	Discussion about a suggestion box vs. keeping a pad of paper. Pros and cons were discussed.	A vote resulted in the decision to purchase the same suggestion box the pool has.

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	Mardella would like her table back.	Linda will send out the link to Judith for the suggestion box that was purchased for the pool area and has worked well. Judith to follow up with Marnie regarding the purchase.  Phyllis will donate a table for the Purell bottle.
Equipment: Bench Press	Was repaired by Mark Harder on 10/31 but is not satisfactory. It needs heavier duty material.	Allan to follow-up with Mark Harder, service representative.
Cape George Fitness Center Sign	Discussion about the need for durability because of the weather factor.	On hold at this time. If anyone would like to look into this endeavor, they will need to volunteer at next meeting.
Sign to reinforce basic rules of the FC (cleaning of equipment and changing shoes)	Discussion about what the sign should consist of, material and where it would be posted. Phyllis had some ideas of material based on a previous sign she had made	Judith and Linda to work on the signage and check out the local sign company to see the costs. Will bring it back to the group.
Supplies	Discussion of antiseptic supplies	Decision made to continue to have a large bottle of Purell antiseptic at the front door and not fill the small dispensers. At some point when they are empty they could be removed.
Rules and Regulations	Allan let the group know that the rules and regulations have been posted in the FC and there are copies available in the cabinet.	No further action.

Next Meeting: Monday December 5<sup>th</sup> at 11am

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**Cape George Water Advisory Committee  
Meeting Report November 8, 2022**

The meeting was held at 4 PM November 8, 2022, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Carl Berger, Thad Bickling, Stewart Pugh, Scott Carpenter, Steve King, and Chair Marty Gilmore.

The committee voted to recommend to the Board that the charge for water overuse be assessed monthly rather than annually. It is expected that a monthly overuse charge would reduce both water use and stress on the water system during the hot summer months. The committee is working on a revision to CP 08b, Water Conservation Pricing.

We discussed the water system response during the recent multi-day power failure. Although most of Cape George had power restored within two days, the Highlands and the tank farm did not. The power failure required the backup generator to run continuously for days and use most of the diesel fuel. Marnie will set up a contract relationship with a diesel fuel supplier to ensure that we have top tier status for diesel supply during the next extended power failure. Thad will check the requirements from the Department of Emergency Management for top tier status for water systems.

During the power outage, there was unauthorized intrusion into the tank farm. This is a federal offense, taken seriously by the Department of Homeland Security. Cape George will obtain and post signs to that effect.

We recognize that there are times when community members must access the tank farm during emergencies since the Water Manager might be unable to be on site. The designated community members are Thad Bickling and Stew Pugh. They are members of both the Water Advisory Committee and the Emergency Preparedness Committee so they are in the best position to respond to the range of emergencies that might affect the water system.

The committee reviewed the cost for new water meter installation. Both labor and material costs have increased significantly. Cape George only charges \$1000 for a new water meter hookup, which is significantly below cost. The committee recommends that the charge for new water meter hookup be increased to \$5000.

Cape George has tested the four backflow devices that the community owns. Two were installed incorrectly and will be reinstalled. One device failed and will be replaced. The fourth one at Memorial Park will be tested soon.

Last month, two water quality tests were positive for coliform bacteria in the water. There have been no further positive tests, so it is likely that the positive tests were caused by contamination during sample handling. The protocol for sample acquisition and transport is being reviewed. Samples for water quality testing are not taken from dedicated sample points and should be. The committee recommends that six dedicated sample points be installed at an approximate cost of \$750 each.

The next scheduled meeting will be Tuesday, December 13, 2022, at 3 PM in the clubhouse. This meeting and future meetings will be held on the second Tuesday of the month, not the first Tuesday. During the winter, meetings will begin at 3 PM.