Cape George Colony Club

Board of Trustees Meeting

Thursday, May 25, 2023, 3:00 p.m.

On Zoom

Cape George Colony Club
Regular Board of Trustees Meeting Agenda
Thursday, May 25, 2023, 3:00 p.m.
Via Zoom

A. President's Comments and Announcements – Jane Ludwig

B. Letters from Members – See attached.

C. Action on Minutes – Pat Gulick
Approve minutes of the regular Board of Trustees meeting held April 27, 2023.

D. Manager's Report – Marnie Levy. See attached.

E. Treasurer's Report – Fayla Schwartz. Summarized April 2023 Financial Report attached.

F. New Members – Pat Gulick

G. Information items or documents submitted to the Trustees at Study Session

1. The Cape George Colony Club Annual meeting will be held on Saturday, July 15, 2p.m., on Zoom.
   - The new Board of Trustees will be announced.
   - The result of the vote to change the Bylaw Article III B1 will be announced.

2. Committee Chairs, please submit your committee's annual report to the Manager and Office Administrator by July 5 to be included in the Annual Meeting Packet.

3. Ad Hoc Berm Protection Committee updates: The north crossover is completed. Please use the North or South crossover to access the beach!

4. Tech Committee:
   - Please contact General Manager Marnie Levy, by email at manager@capegeorge.org, if you would like to join the Ad Hoc Tech Committee. A meeting will be scheduled with existing members and new members in early June to discuss Internet service for security, blended Zoom Meetings at the Clubhouse, and how to move forward with the redesign of the Cape George website.
   - We are looking into Starlink for connectivity at the Clubhouse, and possibly at other common areas. Starlink is a satellite internet company operated by SpaceX.

H. Member Participation:
NOTICE: The President will ask members that have called into the Zoom Meeting that are listening to the Board Meeting to come forward with any questions, comments, compliments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow. *Note: The Board of*

Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.

I. New Business Agenda Items *(Consider approval of the following listed agenda items)*

Motion 1 I move to accept the Board-advised change of wording for Bylaw Article III B1 to be sent to membership for approval in the June 2023 ballot – Fayla Schwartz.

Current Bylaw

The maximum monthly assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than four per cent (4%) above the maximum assessment for the previous year....

Board-advised change

The maximum annual assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than eight per cent (8%) above the actual assessment for the previous year....

Motion 2. I move to accept Water Committee Charter updates – Bart Mooyman-Beck. See attached edited version and final version.

Motion 3. I move to add Mark Costanti as a member of the Water Advisory Committee – Bart Mooyman-Beck.

Motion 4. I move to certify Nancy Charpentier, Mike Heckinger, and Steve McFarland as candidates for the Board of Trustees – Pat Gulick. See attached candidate introductions.

Motion 5. I move to accept the following change in this year's calendar: The Annual meeting will be held Saturday July 15, 2 pm on Zoom and there will be a short meeting Monday July 10, 6:45-7:00 pm at the Clubhouse so that members can turn in Bylaw change ballots in person – Fayla Schwartz.

Motion 6. I move to accept the Mayda bid, dated 4-23-2023, to install a Navian 200kBTU wall boiler at a cost of $11,769.71 – Mike Heckinger. See attached.

Motion 7. I move to establish a standing Cape George Colony Club Shoreline Protection Committee – Betsy Coddington. See attached.

Motion 8. I move to grant the two administrative and late fee waivers requested by members as presented at the May 22 Study Session – Fayla Schwartz.

Motion 9. I move to approve the Zoom Meeting protocol documents – Mike Heckinger. See attached.

J. Open Board Discussion – Trustee Discussion Only

K. Committee Meeting Notes/Minutes:
Building and Roads, May 2023.
Environmental Committee, April 2023.
Fitness Committee, May 2023
Water Advisory Committee, May 2023

L. Announcements

Memorial Day Barbecue, Monday, May 29, 5:30 pm.
Granny's Attic, Friday, June 9 – Saturday, June 10.
Marina Sale, Friday, June 16 – Saturday, June 17.
CPR and First Aid Class, Tuesday, June 20, 9 am – 12 pm. Clubhouse.

M. Adjournment

Letter to the Board re; Bylaw Change RECEIVED May 18, 2023

Trustees,

I strongly support the proposal to raise the annual operating assessment limit from 4% to 8%. The recent surge in inflation caused by the pandemic and supply chain disruptions has made this increase necessary to maintain our association's quality of life and to preserve our property values.

In support of this increase proposal, I suggest the Trustees present the membership with inflation data from recent years:

Table: Average Annual U.S. Inflation Rates

Year	CPI (Annual Average)	Inflation Rate (Annual Average)
2023	**300.615**	**5.8%**
2022	292.655	8.0%
2021	270.970	4.7%
2020	258.811	1.2%
2019	255.657	1.8%
2018	251.107	2.4%
2017	245.120	2.1%
2016	240.007	1.3%
2015	237.017	0.1%
2014	236.736	1.6%
2013	232.957	1.5%
2012	229.594	2.1%

As indicated in the above table, annual inflation from 2012 to 2020 was below 2.5%. In 2021, it was 4.7%. In 2022, it was 8.0%. This year so far, it is 5.8%.

The current 4% limit on any increase does not equip our association to deal responsibly with the recent increases above 4%.

Richard Hilfer

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 27, 2023
via ZOOM
Draft

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

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

Action on Minutes: Pat Gulick moved, and Mike Heckinger seconded to approve the minutes of the regular Board Meeting dated March 30, 2023. Passed – 6/0

Manager's Report:

APRIL 2023

Thank You!

❤ Thank you to the Marina Trail volunteers have been working every week in the cold and wind to create welcomed step-path from Victoria Loop down to the Marina Drive Bluff! Chuck Hommel is the leader of this hard-working merry band who will complete half of the path this month! He is joined by Tom Cawrse, Patty Dunmire, Rick Kelley, Brian Etsheid, and Peter Niles. They plan to finish the Marina Trail project next Spring.

❤ Thank you to the homeowners who removed a huge tree to help enhance a neighbors' view.

❤ Sand Party! Saturday, April 15, twenty-plus volunteers converged at the Cape George waterfront to distribute sand on the berm and rake even more sand to level the picnic area in preparation for planting sea grass on the berm and hydroseeding the lawn! It was a true rake-and-talk event, which included great camaraderie and resulted in a well-prepped lawn area. Thank you all!

❤ A special thanks to Mike Heckinger who brought his Bobcat to the Sand Party and schlepped load after load of sand to the lawn and berm. It would have been a long- long day if the other volunteers had to carry that sand!

❤ This month I have heard heart-warming stories of neighbors taking care of neighbors in Cape George. Friends taking care of friends. Bandages changed, meals delivered, dogs walked. Overnight care by one group of friends. A family moving into the neighborhood to be close to family. These are very important things that happened in Cape George this month! Thank you!

Pool Fundraiser May 1 to May 31: The Pool Committee will launch a month of fundraising for the pool to help pay for resurfacing the pool, water activities and equipment and the installation of an automated chemistry system. Please bring donation checks to the office!

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 27, 2023
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Maintenance news

- Donnie is back to work full-time!
- Aimee, Eric, the new Maintenance Assistant, and Donnie (being careful of his back) cut, loaded, and hauled more than 18 truckloads of fallen trees out of the Highlands!
- There is a new outgoing mailbox in the Colony mail kiosk, next to the cluster box.

Berm protection: Please stay off the rocks! The crossover at the north needs to be completed, so be very careful if you cross there. It is best to access the shore via the crossover at the south end of the Berm near the north side of the jetty.

Trash cans and dumpsters: Please do not put your personal trash in the common area trash receptacles and dumpsters. Or in the office recycling container. Please let the office know if you see someone bringing trash from home and tossing it in the clubhouse or workshop dumpsters.

Dog do's and don'ts: Please **do** clean up after your dog. Please **don't** have your dog off leash, other than at Memorial Park during Doggie Playtime.

No Shooting Zone: "No Shooting Zone" signs have been posted at the entry of all of Cape George Colony Club neighborhoods. Last summer Jefferson County Commissioners approved the no shooting zone for Cape George. CGCC is one of 11 communities with this designation. Discharging a firearm in Cape George can result in an arrest and fines.

Violations: Violation and fine letters have been sent to homeowners for abandoned construction, more lights that are not shaded at night, yard maintenance violations, and trees being cut on a neighbor's property without permission.

*Note from the Board meeting: The Reserve Consultants completed their site visit and we expect a draft of the Reserve Study at the end of May.
The hydroseeding of the picnic area will be postponed until fall so as not to interfere with planned community events.

Thank you for everything you do to help make Cape George Colony Club a great place to live!

Marnie W. Levy,
manager@capegeorge.org
360-385-2208

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 27, 2023
via ZOOM
Draft

Treasurer's Report: Fayla Schwartz

March 31, 2023

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. Detailed statements as well as additional monthly financial material are also available for review in the office upon request.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled and reviewed.

INCOME STATEMENT COMMENTS

General Operations:

Repair and Maintenance costs were about $5k over budget. This includes vehicle repair costs running about $3000 over budget and grounds maintenance (berm maintenance and tree removal) running about $2000 over budget.

Contracted services were about $3000 over budget, much of this due to higher than expected janitorial service.

General/salaries were low compared to budget. The new part time maintenance position did not start until April, and Donnie was off the salary roll for several weeks because his wages (full or part) were paid by L&I rather than by Cape George.

Water Operations:

Water revenue (all other sources) is down compared to budget. This may be partly explained by the lack of water hookup fees so far in 2023. However, the amount budgeted ($6000 for 2023) is for excess water use, which so far this year is very small.

Marina Operations:
Marina repairs and maintenance costs are about $600 above budget, probably due to a one-time purchase of dock boxes.

OTHER COMMENTS

The auditors filed an extension with the IRS because we cannot pay our 2022 income taxes until the 2022 audit is complete. The extension was filed showing no tax due.

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES
April 27, 2023
via ZOOM

Draft

CAPE GEORGE COLONY CLUB

As of MAR 23, 2023

Balance Sheet as of March 31, 2023 and 2022 - Preliminary Subject to Audit

Assets	2023	2022		Liabilities and Fund Balances	2023	2022	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	$ 307,100	$ 330,335	-7%	Accounts Payable & Other Liabilities	$ 16,627	$ 14,087	18%
Operating Savings & ICS	250,444	150,285	67%	Prepaid Income	109,429	113,856	-4%
Reserves - General, Water & Marina	1,380,424	1,204,405	15%	Unearned Income, Marina Wait List	4,750	1,325	258%
Total Cash & Equivalents	1,937,967	1,685,025	15%	Total Current Liabilities	130,806	129,268	1%
Net Accounts Receivable	$ 3,716	$ 12,985	-71%	**FUND BALANCES:**			
Total Net Fixed Assets	1,614,438	1,677,612	-4%	Fund Balances & Equity (Combined)	3,325,884	3,149,372	6%
Total Prepaid & Other Assets	15,464	7,742	100%	Modified Cash Basis Income	114,897	104,724	10%
TOTAL ASSETS	$3,571,586	$3,383,364	6%	**TOTAL LIABILITIES & FUND BALANCE**	$ 3,571,586	$ 3,383,364	6%

Summary Revenue and Expense Statements for the periods ended Month DD, 2023 and 2022 (Modified cash basis, excludes depreciation)

	2023 Year to Date - Unaudited Actual	Budget	Variance	%	Comparative - Unaudited 2023 YTD	2022 YTD**	Variance	%
General								
General Assessment	$ 86,378	$ 86,380	(2)	0%	$ 86,378	$ 79,864	$ 6,514	8%
Revenue - All Other Sources	3,617	1,587	2,030	128%	3,617	5,993	(2,376)	-40%
Total General Revenue	89,995	87,967	2,028		89,995	85,857	4,138	
Expenses:								
Salaries, Benefits, PR Tax	29,661	38,282	8,621	23%	29,661	26,259	(3,402)	-13%
Repairs & Maintenance	9,723	4,746	(4,978)	-105%	9,723	6,460	(3,263)	-51%
Contracted Services	14,976	12,193	(2,783)	-23%	14,976	22,225	7,249	33%
Pool Expense & Utilities	6,566	7,125	559	8%	6,566	7,089	523	7%
Utilities & Insurance	9,422	9,639	217	2%	9,422	8,581	(841)	-10%
Other Expenses (incl taxes)	5,615	6,499	884	14%	5,615	7,133	1,518	21%
Total General Expenses	75,964	78,484	2,519		75,964	77,747	583	
General Net Income	**$ 14,031**	**$ 9,483**	**$ 4,547**	-48%	**$ 14,031**	**$ 8,110**	**$ 5,921**	>-100%
Water								
Revenue - Water Use Fees	$ 57,341	$ 57,869	$ (528)	-1%	$ 57,341	$ 51,168	$ 6,173	12%
Revenue - All Other Sources	2,787	6,000	(3,213)	-54%	2,787	5,440	(2,653)	-49%
Total Water Revenue	60,128	63,869	(3,741)		60,128	56,608	3,520	
Expenses:								
Salaries, Benefits, PR Tax	14,880	19,141	4,261	22%	14,880	14,443	(437)	-3%
Repairs & Maintenance	517	1,513	996	66%	517	-	(517)	#DIV/0!
Contracted Services	7,012	8,009	997	12%	7,012	6,270	(742)	-12%
Utilities & Insurance	6,631	7,671	1,040	14%	6,631	6,941	310	4%
Other Expenses (incl taxes)	6,222	7,517	1,295	17%	6,222	5,196	(1,026)	-20%
Total Water Expenses	35,262	43,851	8,589		35,262	32,850	(2,412)	
Water Net Income	**$ 24,866**	**$ 20,018**	**$ 4,848**	24%	**$ 24,866**	**$ 23,758**	**$ 1,108**	5%
Marina								
Revenue - Moorage/Parking	$ 75,684	$ 74,489	$ 1,195	2%	$ 75,684	$ 72,295	$ 3,389	5%
Revenue - All Other Sources	15,265	17,136	$ (1,871)	-11%	15,265	13,360	1,905	14%
Total Marina Revenue	90,949	91,625	(676)		90,949	85,655	5,294	
Expenses:								
Salaries, Benefits, PR Tax	5,165	6,381	1,216	19%	5,165	4,830	(335)	-7%
Repairs & Maintenance	867	275	(592)	-215%	867	5	(862)	0%
Contracted Services	1,825	2,392	567	24%	1,825	2,434	609	25%
Utilities & Insurance	5,666	4,635	(1,031)	-22%	5,666	5,156	(510)	-10%
Other Expenses (incl taxes)	1,481	1,643	162	10%	1,481	374	(1,107)	-296%
Total Marina Expenses	15,004	15,326	322		15,004	12,799	(2,205)	
Marina Net Income	**$ 75,945**	**$ 76,299**	**$ (354)**	0%	**$ 75,945**	**$ 72,856**	**$ 3,089**	4%

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	2023 Year to Date - Unaudited Actual	Budget	Variance	%
Net Income/Loss from Combined Operations, No Reserve Activity	$ 114,842	$ 105,800	$ 9,041	9%
Reserve Activity			-	
Routine Reserve Assessment	49,981	49,981	-	0%
Reserve Interest - all **	-	524	(524)	-100%
Less: Reserve Offset***	-	-	-	
Net Reserve Activity	$ 49,981	$ 50,505	$ (524)	-1%

	Comparative - Unaudited 2023 YTD	2022 YTD**	Variance	%
Net Income/Loss from Combined Operations, No Reserve Activity	$ 114,842	$ 104,724	$ 10,118	10%
**Reserve Activity				
Routine Reserve Revenue	49,981	47,571	(2,410)	5%
Reserve Interest - all	-	-	-	>100%
Less: Reserve Offset	-	-	-	
Gross Reserve Activity	$ 49,981	$ 47,571	$ (2,410)	5%

New Members: Welcome

Chris & Nicole Blasucci purchased 261 Dennis Blvd from Doug Lind & Sherry Hanan

Eric & Andrea McCallum purchased 33 N Palmer from Ray Graves & Steve Duniho

Information items or documents submitted to the Trustees at Study Session

1. Reserve Study Update: The general manager met with representatives from Reserve Consultants, LLC to tour, review, and document components of the reserves study. Members of the Water Advisory Committee and the Harbormaster and Marina Committee Chair met with them, at the tank farm and the marina, respectively, to discuss the components and reserves.

2. Ad Hoc Berm Protection Committee updates:

-The north crossover needs to be completed on the beach side. The uneven rocks could be a trip hazard, so please do not cross there until it is finished, and a more gradual transition is established. The posts, ropes, and two signs are in place as a visual barrier. Sea grass is being planted on the berm.
-The next step, which will be brought to the Board in May, is to establish a standing berm protection committee to monitor the condition of the berm and to recommend ongoing maintenance of the berm and shoreline assets.

3. Tech Committee:

-Committee members are trying to solve technical issues to gain internet access in the Village so the first video camera can be installed.
-It was suggested that a comprehensive technology, connectivity, and security system be proposed as a capital investment.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Building and Roads, Environmental, Nominating, Village Kiosk, and Water x 2. The reports are included in the Board Meeting information packet and incorporated by reference.

Member participation: none

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New Business Action Items:

Motion 1. Fayla Schwartz moved, and John Dwyer seconded to put revised wording of proposed change to Bylaw Article III B1 forward to the membership for discussion. Passed-6/0
Proposed change: *The maximum annual assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than eight per cent (8%) above the actual assessment for the previous year…*

Motion 2. John Dwyer moved, and Fayla Schwartz seconded to approve the proposed changes to the Nominating Committee Charter. Passed- 6/0

Motion 3. Betsy Coddington moved, and John Dwyer seconded to approve the proposed changes to the Roads and Building Committee Charter. Passed -6/0

Motion 4. Fayla Schwartz moved, and Pat Gulick seconded to accept the proposal from Ronan Tree Care to remove various dead and dangerous trees from Cape George common areas. Total proposal amount: $6189.22. Passed-6/0

Motion 5. Fayla Schwartz moved, and Pat Gulick seconded to amend EMP 08f, Assistant Maintenance Position job description, adding the subtitle "Regular Non-Exempt Part-Time Employee". Passed-6/0

Motion 6. Betsy Coddington moved, and Fayla Schwartz seconded to approve the use of Condominium Law Group, PLLC, for Cape George Colony Club legal needs. Passed-6/0

Motion 7. Motion withdrawn - Betsy Coddington.

Open Board Discussion: none

Announcements:

- Sewing & Fabric Sale, Clubhouse, Friday, April 28, and Saturday April 29, 10:00 am – 4:00 pm. Note: The Friday sale is for Cape George residents only.
- POOL FUNDRAISING MONTH! May 1 – 31.
- CGCC Marina Opening Day Celebration at the Marina, Saturday, May 6, 1:00 pm.
- Bylaw Change Community Meeting, Clubhouse, Monday, May 15, 7:00 pm.
- Meet the Candidates Meeting, Clubhouse, Sunday, May 21
- Board of Trustees Study Session, via Zoom, Monday, May 22, 3:00 pm.
- Board of Trustees Meeting, via Zoom, Thursday, May 25, 3:00 pm.

Adjournment: Mike Heckinger moved, and Betsy Coddington seconded to adjourn the regular meeting at 3:52 pm. Passed -6/0

CAPE GEORGE COLONY CLUB
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April 27, 2023
via ZOOM
Draft

Submitted by:

_____
Pat Gulick, Secretary

Approved by:

_____
Jane Ludwig, President

Cape George Colony Club

Manager's Report

May 2023

Thank You!

❤ Thank you to Donnie Weathersby and Terri Brown. When you see them give them both a high five! Donnie is celebrating his **twenty-first Anniversary** working at Cape George Colony Club and Terri is celebrating her **eighth Anniversary!** Thank you, Donnie and Terri for your whole-hearted, consistent dedication to Cape George Colony Club!

❤ Thank you to Jo Blair who is leading the drive to recycle Cape George Styrofoam by collecting and schlepping it to the Fort Worden Styrofoam collection events! The dates and her contact information are in the CG Newsletter when the events are scheduled.

❤ A big thanks to Diona Smith, R.N., who is organizing a free CPR and First Aid Class to Cape George Members and Staff on Tuesday, June 20, from 9 a.m. to noon in the Clubhouse. The class will be taught by Jefferson County Medics and Fire Fighters and sponsored by the Emergency Preparedness Committee. There is a sign-up sheet in the office!

❤ A special thanks Ben Fellows and Mike Thorwick for taking on the task of pulling up worn out dock floats in the Marina and replacing them. This is an ongoing project, one dock float at a time.

❤ Thank you to Dick Bumgarner, who has been patient and consistent in working out a process and system with me to order Marina supplies on an as-needed basis.

Ballots will be mailed on June 1! Please vote! After June 1, you will receive a ballot in the mail. Three Candidates are running for three positions on the Board. The membership will also be voting on the proposed change of Bylaw Article lll B 1. Voting is an important way for you to participate in your Homeowners Association!

Maintenance news

- It's all about the grass! Donnie and Eric are working diligently to clear the culverts in Cape George Colony and to trim the grass in all of the common areas. This is a large area of property, and the first mow of the season is time consuming. As everyone with a lawn knows: the grass is growing at lightning speed this month. Thank you for your patience!
- Staff and the Tuesday Marina Work Party set up the tent and cleaned up the picnic area and Memorial Park for the Memorial Day events.
- Donnie and Jose, our Water Manager, are doing maintenance on the backwash system for the water system.
- Peninsula Environmental has sprayed for Poisonous Hemlock. Please report common area noxious weeks unchecked to the office.
- The vacant lot mowing is scheduled to begin on May 30, depending on the weather.

Berm protection: Thanks to everyone who helped plant Dune Grass seeds on the Berm on May 13. More than twenty volunteers have shown up at each of the Berm Protection work parties, helping tremendously to ensure protection of the Berm! Informational and directional signage will be added to the Berm area.

Berm protection: Thanks to everyone who helped plant Dune Grass seeds on the Berm on May 13. More than twenty volunteers have shown up at each of the Berm Protection work parties, helping tremendously to ensure protection of the Berm! Informational and directional signage will be added to the Berm area.

- The North and South Crossovers are ready to use, thanks to the leadership and hard work of Steve McDevitt, Richard VanDeMark, Mike Heckinger, and many other volunteers.

Slow Down!
'Tis the season of bike riders, joggers, groups of humans, and dog walkers at **all hours** in Cape George! Please watch out, share the road, and drive slowly! If you are not in a vehicle, please watch for traffic in front of and behind you. Do not assume drivers will see you.

Trash cans and dumpsters: Please do not put your personal trash in the common area trash receptacles and dumpsters. The dumpsters are in place for events at the Clubhouse, and for people working in the Marina and other common areas. It is inconsiderate and rude to dump trash that should be taken to the dump. Work projects in the Marina and Workshop need a dumpster to dispose of refuse from projects they are working hard to complete. **It is also a violation of the Unauthorized Disposal Rule.**

Please let the office know if you see someone bringing trash from home and tossing it in the Clubhouse or workshop dumpsters.

Violations: Violation and fine letters have been sent to homeowners for landscape maintenance violations, unshaded and nightlights that are kept on all night without motion sensors, and barking dogs. A violation fine was sent for dumping personal garbage in the Marina dumpster.

We have had several complaints about poisonous hemlock growing on private properties. It is the homeowners' responsibility to remove noxious weeds from their private property!

It is dog barking season, again: Please be aware of what your dog is doing when you leave home, and after you go to bed! There is an uptick in dog barking complaints. Members leave barking dogs unattended during the days, evenings, and sometimes dogs are left outside to bark all night long! Please be considerate!

Thank you for everything you do to help make Cape George Colony Club a great place to live!

Marnie W. Levy,
manager@capegeorge.org
360-385-2208

Cape George Colony Club Treasurer's Report April 30, 2023

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. Detailed statements as well as additional monthly financial material are also available for review in the office upon request.

Balance Sheet

All bank statements have been received, reconciled, and reviewed. There are slight discrepancies between the balance sheet reported balances for AR and Prepaids and their accompanying reports. We believe these are the result of how credits are currently booking into the GL and will resolve these in the May financials. The process will be reviewed and redefined, so variances don't recur.

Income Statement

A) General Operations:

Careful scrutiny of all expenses continues to be a critical need, as some areas have gone substantially over budget:

(a) Vehicle Repair and Maintenance - We've already overspent the annual budget by $3,000.

(b) Contracted janitorial work is almost $5k over budget for the year. There appear to be multiple causes and they're being researched to see if we can rein in the expense.

(c) Our Grounds budget is essentially spent for the year owing to the need to remove numerous trees that were threatening owner properties and power lines.

These cost overruns are mitigated somewhat by a favorable variance of $10.7k in Salaries & Benefits so far this year, but that is due to two factors that will not exist the rest of the year: the previously unfilled Assistant Maintenance position is now filled, and part of Donnie's salary was paid by L&I earlier this year.

B) Water Operations

Revenue is slightly under budget owing to lower billings in January for excess water usage last year than was predicted.

Some expense items were amortized over the year but have not yet resulted in expense. This doesn't mean the expense won't eventually arrive; it just indicates that we weren't able to pinpoint when it would arrive.

Supply purchases are behind budget but are expected to catch up. This year the intention is to grow our inventory of parts on hand, and we budgeted $2,500/quarter for a total of $10,000. This will be spent as supplies become available.

C) Marina Operations

A reminder that Marina revenue is booked in the beginning of the year to tie to the annual billings, so while the Net Income will diminish over time as purchases are made.

CAPE GEORGE COLONY CLUB

As of APR 30, 2023

Balance Sheet as of April 30, 2023 and 2022 - Preliminary Subject to Audit

Assets	2023	2022		Liabilities and Fund Balances	2023	2022	
Cash and Cash Equivalents:				Current Liabilities:			
Operations Checking & Petty Cash	$ 321,652	$ 178,075	81%	Accounts Payable & Other Liabilities	$ 16,884	$ 146,978	-89%
Operating Savings & ICS	250,470	346,202	-28%	Prepaid Income	33,016	36,101	-9%
Reserves - General, Water & Marina	1,431,186	1,221,200	17%	Unearned Income, Marina Wait List	4,750	1,300	265%
Total Cash & Equivalents	2,003,308	1,745,477	15%	Total Current Liabilities	54,650	184,379	-70%
Net Accounts Receivable	$ 17,323	$ 21,586	-20%	FUND BALANCES:			
Total Net Fixed Assets	1,618,538	1,547,746	5%	Fund Balances & Equity (Combined)	3,376,646	3,030,521	11%
Total Prepaid & Other Assets	12,301	4,049	204%	Modified Cash Basis Income	220,174	103,958	112%
TOTAL ASSETS	$3,651,470	$3,318,858	10%	TOTAL LIABILITIES & FUND BALANCE	$ 3,651,470	$ 3,318,858	10%

Summary Revenue and Expense Statements for the periods ended April 30, 2023 and 2022 (Modified cash basis, excludes depreciation)

	2023 Year to Date - Unaudited				Comparative - Unaudited			
	Actual	Budget	Variance	%	2023 YTD	2022 YTD**	Variance	%
General								
General Assessment	$ 172,756	$ 172,760	(4)	0%	$ 172,756	$ 107,551	$ 65,205	61%
Revenue - All Other Sources	4,593	2,109	2,484	118%	4,593	4,897	(304)	-6%
Total General Revenue	177,349	174,869	2,480		177,349	112,448	64,901	
Expenses:								
Salaries, Benefits, PR Tax	40,316	51,043	10,727	21%	40,316	34,323	(5,993)	-17%
Repairs & Maintenance	11,945	4,925	(7,020)	-143%	11,945	8,131	(3,814)	-47%
Contracted Services	21,149	18,757	(2,392)	-13%	21,149	28,221	7,072	25%
Pool Expense & Utilities	8,504	7,833	(671)	-9%	8,504	8,614	110	1%
Utilities & Insurance	12,519	12,852	333	3%	12,519	11,721	(798)	-7%
Other Expenses (incl taxes)	8,640	11,199	2,559	23%	8,640	12,445	3,805	31%
Total General Expenses	103,074	106,609	3,535		103,074	103,455	(2,736)	
General Net Income	**$ 74,275**	**$ 68,260**	**$ 6,015**	-9%	**$ 74,275**	**$ 8,993**	**$ 65,282**	>-100%
Water								
Revenue - Water Use Fees	$ 114,682	$ 115,738	$ (1,056)	-1%	$ 114,682	$ 69,930	$ 44,752	64%
Revenue - All Other Sources	2,787	6,000	(3,214)	-54%	2,787	5,440	(2,654)	-49%
Total Water Revenue	117,468	121,738	(4,270)		117,468	75,370	42,098	
Expenses:								
Salaries, Benefits, PR Tax	20,191	25,522	5,331	21%	20,191	19,393	(798)	-4%
Repairs & Maintenance	520	2,017	1,497	74%	520	-	(520)	#DIV/0!
Contracted Services	7,600	10,679	3,078	29%	7,600	10,454	2,854	27%
Utilities & Insurance	8,712	10,228	1,515	15%	8,712	6,896	(1,816)	-26%
Other Expenses (incl taxes)	6,222	11,752	5,530	47%	6,222	9,824	3,602	37%
Total Water Expenses	43,246	60,197	16,951		43,246	46,567	3,322	
Water Net Income	**$ 74,223**	**$ 61,541**	**$ 12,681**	21%	**$ 74,223**	**$ 28,803**	**$ 45,420**	158%
Marina								
Revenue - Moorage/Parking	$ 76,114	$ 74,489	$ 1,625	2%	$ 76,114	$ 73,293	$ 2,821	4%
Revenue - All Other Sources	15,640	17,467	$ (1,827)	-10%	15,640	16,026	(386)	-2%
Total Marina Revenue	91,754	91,956	(202)		91,754	89,319	2,435	
Expenses:								
Salaries, Benefits, PR Tax	6,947	8,507	1,561	18%	6,947	6,484	(463)	-7%
Repairs & Maintenance	1,880	2,866	986	34%	1,880	4,784	2,904	0%
Contracted Services	2,296	3,189	893	28%	2,296	3,686	1,390	38%
Utilities & Insurance	7,444	6,180	(1,264)	-20%	7,444	6,906	(538)	-8%
Other Expenses (incl taxes)	1,574	2,301	727	32%	1,574	1,224	(350)	-29%
Total Marina Expenses	20,141	23,044	2,902		20,141	23,084	2,943	
Marina Net Income	**$ 71,613**	**$ 68,913**	**$ 2,700**	4%	**$ 71,613**	**$ 66,235**	**$ 5,378**	8%
Net Income/Loss from Combined Operations, No Reserve Activity	**$ 220,110**	**$ 198,714**	**$ 21,396**	11%	**$ 220,110**	**$ 104,031**	**$ 116,079**	112%
Reserve Activity			-					
Routine Reserve Assessment	99,962	99,962	-	0%				
Reserve Interest - all **	-	1,048	(1,048)	-100%				
Less: Reserve Offset***	(99,962)	(101,010)	1,048					
Net Reserve Activity	**$ -**	**$ -**	**$ -**	#DIV/0!				
****Reserve Activity**								
Routine Reserve Revenue					99,962	63,825	(36,137)	57%
Reserve Interest - all					-	-	-	>100%
Less: Reserve Offset					(99,962)	(63,825)	36,137	
Gross Reserve Activity					**$ -**	**$ -**	**$ -**	#DIV/0!

CAPE GEORGE COLONY CLUB
61 CAPE GEORGE DRIVE
PORT TOWNSEND, WA 98368

www.capegeorge.org
office@capegeorge.org

PHONE: (360) 385-1177
FAX: (360) 385-3038

New Members for May Meeting

Fredric Howe purchased 220 Huckleberry Pl from Linda Robertson
Richard & Cynthia Hamman purchased 435 Colman Dr from Walter Burrows Estate

View Edits below.

WATER ADVISORY COMMITTEE

PREAMBLE

1. 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 system.

2. The Committee is composed of a chairperson, volunteer members with interest and a technical background/training in the area of water systems, and a Board liaison. Membership on this Committee must be approved by the Board of Trustees. The Committee will have a minimum of three members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)

3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

DUTIES

1. Studies matters relative to the water system as requested by the Board

~~2.~~ Prepares a written report to the Board following completion of a study, including copies of data used in the study.

~~3.~~2. Keeps written minutes of all meetings which will include the members present, date, and signature of the chairperson and/or secretary of the Committee, and presents oral reports at regular Board of Trustee meetings when appropriate. The chairperson or designee submits an annual written and oral report at the CG Annual Membership meeting.

~~4.~~3. Advises the Board and/or make recommendations on current issues relative to the water system such as, but not limited to: water quality; need for repair and/or maintenance; changes to relevant laws, water system security, regulations and requirements for the water system.

~~5.~~4. Makes recommendations to the Board for updating the Water Comprehensive Plan as required by regulatory agencies.

~~6.~~5. Coordinates its activities with the Water System and~~Manager as well as the~~ Cape George Managers.

~~7.~~6. The committee will meet monthly or as necessary to accomplish its goals and activities. The committee will make at least one visit each year to the tank farm.

~~William A Stull~~
President

~~Gary Nelson~~
Secretary

~~1 Effective Date: December 2007~~

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5. Coordinates activities with the Water System and Cape George Managers.

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_____ _____

President Secretary

Effective May 2023

NANCY CHARPENTIER – INFORMATIONAL STATEMENT FOR BOARD OF TRUSTEES POSITION

I grew up in the (then) small town of Sayville on the south shore of Long Island in NY. Two blocks up from the Great South Bay I reveled in breathing in salt air, crewing in sailing races on the Bay, and the beaches of Fire Island where I learned to swim in the Atlantic. My family moved to Connecticut when I was in high school, and sadly I said goodbye to life on the water. I was never able to reclaim it, but I have always been drawn to salt water locations. Seattle just didn't provide the same sense, and when we began talking about retirement, my wife Bonnie and I knew we wanted to find a community on the water either in the San Juans or on the peninsula where we could enjoy the water and neighbors and invigorating salt air atmosphere.

We found ourselves with time to spare in Port Townsend in the summer of 2017, looked for a community on the water to explore, connected with Ellen Niemitalo, and knew we'd found our place. In 2019 we purchased a home in the Village and moved here that fall, enjoying the eclectic mix of people and the many artistic, humorous, thoughtful and aesthetic expressions throughout the community. Lockdown happened soon after and it is only recently we've been able to enjoy meeting many people and participating in volunteer activities so necessary to the community.

I retired after over 30 years in Print Manufacturing, serving first as the IT coordinator in the early 80's, becoming the Quality Control Manager afterwards and, when our Controller stole money from our 401k, at the behest of the company owner I became the Controller and HR Manager. Riding a wave of fraud is hardly a traditional path to a career in accounting, but I have tended to nontraditional methods for most of my life.

I embraced the challenge, and as Controller and many stints as Acting President, led our company through three corporate takeovers, downsizing and supply chain challenges in a highly competitive industry. I was able to corral the expertise of our staff to come up with creative solutions to achieve efficiencies demanded by the changing realities of our industry, and finally merged two companies into one. I served as VP of Operations in my final year, making sure the blended staff functioned well with each other, their talents were fully realized and opportunities for advancement were plentiful as is needed for vibrancy in an organization.

I'm running for the Board because I think my background in accounting will supplement and contribute to the diverse talents present among the Trustees. I'll be honest and admit my desire is to be the Treasurer, following the good sense and judgment that Fayla brought to the role, adding experience in accounting principles and analysis. I believe my experience on the Finance Committee for the last year has brought me perspective and knowledge of the financial realities faced by our community. Note I am not a CPA, but my experience in financial analysis coupled with my ability to work with others and draw from the expertise of those around me gives me a background that will allow me to assist the Cape George Colony Club in meeting its financial obligations while considering the needs of its members.

Mike Heckinger

I have served the past year as an appointed Board trustee. In that time, I have been committed to working on pressing board issues as well as liaison with the Marina Committee. My experience as a business owner has helped me in my endeavors to represent the Cape George community. In addition, I have been an active member of the committee volunteering at many events and committees. I am willing to step up to an elected position and serve for 3 more years.

Stephen E. McFarland

Believing community involvement is a "priori" when living in a stellar environment as Cape George, is why I am running for the Board.

I was born and raised in San Francisco having 8 years of Jesuit education. After high school, I attended Gonzaga University, transferring to Seattle University, where I graduated with a degree in Business Administration in 1969.

We moved to Issaquah where I began working in the insurance industry starting with the Safeco Insurance Company. In 1980, deciding to open my own independent insurance agency & brokerage facility, I founded McFarland Insurance, Inc. in the town of Issaquah. I retired from this business in 2016.

While in Issaquah:

a) Member: Kiwanis.
b) Member: Issaquah Chamber of Commerce.
c) Business Curriculum Advisor: Issaquah School District.
d) Member of and on the Parish Council St. Joseph Catholic Church.
e) Coordinator: Men's Recreational Soccer Programs.
f) Coached youth sports

When I had my Company, we **Insured & Bonded** about 20 small **Homeowner Associations** (averaging about 150 homes each). I would attend the meetings, explaining our programs, 'listening' to the Agendas, Hopes & Concerns of the various Associations. And that brings me to my 'Expertise' ....**I listen!**

My wife Anne and I were married in 2008, putting together the Brady Bunch with our two families. Then fortunately, we visited Cape George in 2015, visiting a friend and falling in love with this beautiful spot. We ended up buying a lot in 2015 and building our home here, moving in on December 3, 2016. Like all of us we find this part of the country unique and special.

Volunteering on some residential projects over the years, the opportunity to serve on the Board has now come to fruition. It is an honor to serve Cape George. I will indeed 'Listen' and hopefully apply some **'Common Sense'** as well.

Mayda
10890 Old Frontier Road NW
Suite B
Silverdale WA 98383
Phone: 360-692-9003
Fax: 360-692-9015

QUOTE

DATE	INVOICE #	CUST #
4/20/2023	0000075584	0003474

BILL TO:

Cape George Colony Club
61 Cape George Drive
Port Townsend WA 98368

SHIP TO:

Cape George Colony Club
61 Cape George Drive
Port Townsend WA 98368

P.O. NUMBER	TERMS	SALES PERSON
	COD	

QUAN	DESCRIPTION	PRICE EACH	AMOUNT
	Quote to install boiler to replace existing boilers. Piping and gas line will be relocated to pool room. Vent piping will be routed through side wall and roof. Electrical work is estimated. Permits and disposal of old boilers is not included.		
1.00	Navian 200k btu wall boiler	3,874.00	3,874.00
1.00	Miscellaneous Materials	2,529.00	2,529.00
24.00	Labor	110.00	2,640.00
24.00	Labor Tradesman	70.00	1,680.00
1.00	Weld Charge	25.00	25.00
1.00	Truck Charge	40.00	40.00

SUBTOTAL	**$10,788.00**
TAX	**$981.71**
TOTAL	**$11,769.71**

PROPOSAL TO ESTABLISH A WATERFRONT MANAGEMENT COMMITTEE

Proposal to establish a standing committee to:

1. Document the condition of the Cape George Colony waterfront, berm, and community assets, consisting of the Berm, the picnic area, the Clubhouse building, the Pool and Fitness Room, Workshop, Marina, and Memorial Park, no less than three times a year.

2. Advise the Board of changes taking place on the waterfront and what options might be considered.

3. Oversee and assist the General Manager and other relevant committees in managing the waterfront assets in a manner approved by the membership.

Marnie Levy
General Manager
Cape George Colony Club
5.22.2023

(From the Bylaws, to establish a Committee)

VI. B. MEETING OF THE BOARD

6. Committees of the Board. The Board may, by resolution passed by a majority of the Trustees, form and/or disband such committees of the Board as it, in its discretion, determines to be appropriate. The Board shall appoint the chairman of the committee, and the committee shall consist of no fewer than three Members. A charter/and or policy regarding each committee shall be prepared by the committee and approved by the Board. At least annually said charter and/or policy shall be reviewed by the President and the Club Manager, and a recommendation made to the Board on any revisions if necessary.

Cape George Colony Club

ZOOM Meeting Etiquette and Roles

ZOOM is the cloud-based video conferencing service Cape George uses to conduct live, virtual Board and Committee meetings. It enables real-time virtual interactions with community members when in-person meetings are not possible or in conjunction with in-person meetings.

The President will summarize the Meeting Etiquette at the beginning of each Meeting/Study Session.

ZOOM Meeting Etiquette

Time Allotment

- Trustees speak first in any discussion item, and when they have finished their discussion members will be invited to comment.
- Members are limited to 3 minutes of comment plus one 2-minute response for any given topic.
- Trustees and chairpersons of committees may speak for longer and may respond multiple times but should generally adhere to the above guidelines to keep the meeting on track and ensure time for community participation.
- Presentations are exempt from these time allotments.

Trustees

- Rename yourself so your first and last name appears in your ZOOM square.
- Participate via live video so that your face is fully visible.
- May remain unmuted (as long as no background noise).
- Actively participate in Board discussions, voicing your opinion; do not wait to be called upon.
- Use "Raise Your Hand" ✋ function when you wish to speak.
- Use Chat function only to communicate privately with a specific individual, not with all participants.
- Trustee discussion has priority over member input. Moderator will assist the President by interrupting if a Trustee has been passed over, when a member's hand has been raised for an extended period, or if a Trustee has been speaking for an extended period without yielding to others who wish to speak.

Members

- Check how your name appears before you join the meeting; you can do this in Zoom after clicking on the meeting link. Make sure you include both your first and last names.
- People trying to attend the meeting who cannot be identified will be returned to the "Waiting Room."

- Remain muted unless speaking; the Moderator will mute members if necessary to curtail distractions.
- Members will not be called upon until Trustees have finished their discussion on any given topic.
- Use "Raise Your Hand" function when you wish to speak. Phone users can click on *9 to raise or lower your hand.
- "Lower Your Hand" when finished speaking and mute yourself. Phone users can click on *6 to mute or unmute.
- Those joining by phone will be asked to identify themselves if we don't have your phone number on file, so listen for the question and respond; otherwise you will be returned to the Waiting Room.
- Express your opinion verbally rather than using the Chat function so that everyone can hear and focus on your comment. Use the Chat function only when your Audio function is not of adequate quality.
- Temporarily cancel your Video function when physically moving around (including stretching and playing with pets) so as not to distract the attention of other members. The Moderator will cancel the Video function of an individual if necessary to curtail distractions.

ZOOM Meeting Roles

Zoom Moderator

Cape George will utilize a volunteer community member as Moderator for Board Study Sessions and Board Meetings held by Zoom. This allows the President and Trustees to focus on the meeting agenda without also having to control the ZOOM technology. The Moderator also helps ensure a safe and private meeting by only admitting individuals who are identified Cape George Colony members. The Moderator does not participate in Executive Sessions.

Community members can volunteer to be oriented as Moderators and will shadow the Moderator for one or more meetings to ensure their comfort and familiarity with the role. If no community member is available as Moderator, a Trustee will serve as Moderator.

Moderator Responsibilities

Prior to Meetings

- Notify Office and Board President who the Moderator will be for each Meeting/Study Session.
- Acquire the email and password needed to sign in as Host of the ZOOM meeting using the Cape George Office account; another Moderator or Office has this information.
- Review the agenda and information package (found on https://www.capegeorge.org/) to become familiar with the agenda and documents which may need to be shared using "Share Screen."
- Download the Etiquette Slide using the sample in Appendix A.
- Identify the latest member list or request the latest list from Office.
- Orient members new to the Moderator role.

Fifteen Minutes before Meetings

- Sign into the ZOOM meeting 15 minutes before meeting start time. Sign in through the Cape George Office Account; you will appear as General Manager until you rename yourself. You can rename yourself as soon as one other person joins the meeting. Please add Moderator to your screen name.
- Verify *Board-Only* Breakout Room is enabled and that Trustees and additional participants are pre-assigned.
- Set up additional Breakout Room(s) if needed.
    - Do **not** record Breakout Room(s) (even if ZOOM allows such recording).
- Display the Etiquette Slide using "Share Screen."
- Be prepared to "Share Screen;" open documents ahead of time; close anything else on your desktop.
- Be prepared to use your phone as a timer or to use a timer app within ZOOM when available.
- Open member list and keep it open so that you can identify people in the Waiting Room as Cape George Colony members.

During Meetings

- Assign the Secretary and Manager the role of Co-Host.
- Move participants from Waiting Room into the meeting:
    - Verify participant is a Cape George Colony member per member list.
    - If Moderator is unable to verify a participant due to phone number or incomplete name, Moderator may choose to admit the participant and then ask for identification.
    - If Moderator is unable to verify participant, Moderator will move participant back to the Waiting Room.
- Mute participants that are not speaking; Trustees may remain unmuted.
- Click Participants and keep participant list visible so you know when others wish to speak.
- Monitor Chat screen for questions or comments and watch for Raised Hands.
- Trustees go first, then members. Call on members in order of raised hands, if possible.
- A member may speak once on any given topic until every member that wishes to speak has done so; limit to 3 minutes each. Each member may respond once for 2 minutes. If a new topic is raised the same procedure will follow.
- If the response goes longer than 2 minutes, remind the speaker of the time limit.
- Advise the President once 1 hour of meeting time has passed.
- If necessary, mute audio and/or video of individual participants to curtail distractions.

During Executive Sessions

- If the Executive Session is after the Meeting/Study Session, Moderator will open Board-Only Breakout Room or other Breakout Room(s) as specified by Office.
- In the case that Trustees are not automatically moved to the Breakout Room, Moderator will manually move Trustees.
- Moderator will make the President the Host and then leave the meeting. President/Host will assign themselves to the Breakout Room.
- Trustees will come back to the Meeting/Study Session on their own; President will resume running the Meeting/Study Session.
- If the Executive Session is before the Meeting/Study Session, a Trustee will open the Executive Session as ZOOM Host and move all Trustees into the Breakout Room. The Moderator will join the Meeting/Study Session once Trustees return from Executive Session and will assume the ZOOM Host role for the Meeting/Study Session.

Cape George Office

Office Responsibilities

Prior to Meetings

- Create future ZOOM Meetings in the Cape George Colony ZOOM Account, using the template in Appendix B. Note these settings may change as ZOOM software is updated.
- Provide monthly board Study Sessions and Meetings calendar to the identified Moderator(s).
- For special meetings, notify Moderator as soon as the meeting time and date is determined.
- Provide Moderator with an up-to-date list of all Cape George Colony members including name, address and phone number.
- Send meeting invitation and link to the community 48 hours prior to meeting; include this ZOOM Meeting Etiquette and Roles document with the invitation.

Prior to Executive Sessions

- Notify Moderator 48 hours in advance if an Executive Session will be needed, and
    - Notify whether it is before or after the Meeting/Study Session.
    - Provide names and email addresses of anyone in addition to Trustees who will be attending.
    - Provide the Moderator with any documents which need to be screen-shared.

Meeting Recordings

- Delete the previous month's recording. Recordings of sessions are only kept for 30 days for reference by the Secretary when composing minutes. They are not made available online nor through distribution to the membership.

Appendix A: Sample Etiquette Slide

Welcome! Here are our points of etiquette to ensure a good meeting.	
This Meeting will be recorded.	**NOTE**: Chats to "Everyone" are recorded, but private chats to individuals are not.
Use your first & last name as your screen name. (Moderator must verify you as a Cape George Colony member).	**HOW**: As you click into the meeting, note what name is going to show and edit so that it shows both your first and last name. You can do this when you first sign into Zoom.
Mute yourself unless speaking.	**HOW**: Click "Mute" on bottom left of your screen to mute or unmute.
Keep your video on so we can see each other. Stop video temporarily if you move around.	**HOW**: Click "Video Camera" at bottom left of your screen to start or stop your video.
To speak: Raise your virtual hand. Trustees give their input first on each topic; then members are called on in the order of raised hands.	**HOW**: Click on "Reactions" at bottom of your screen. Click on "Raise Hand." ✋. When you are done speaking, click on "Lower Hand." Click on "Mute" to re-mute yourself.
Limit comments to 3 minutes with one optional 2-minute follow-up response per topic.	**NOTE**: Express your opinion verbally rather than using the Chat function. Use the Chat function only when your Audio function is not of adequate quality.

Appendix B: Key Settings for Board Meetings and Study Sessions

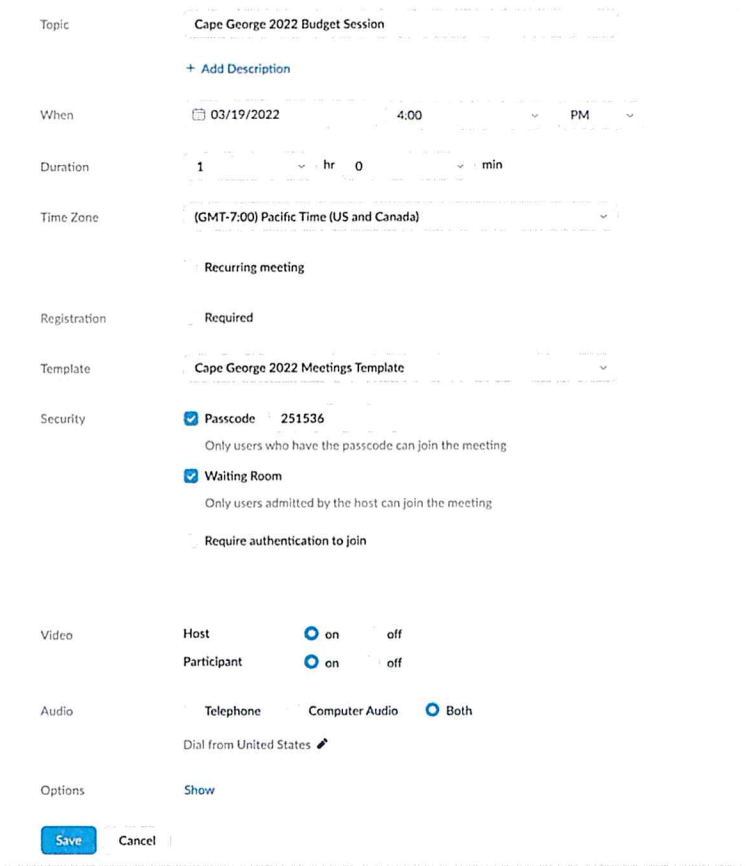
The actual settings may vary with ZOOM service updates.

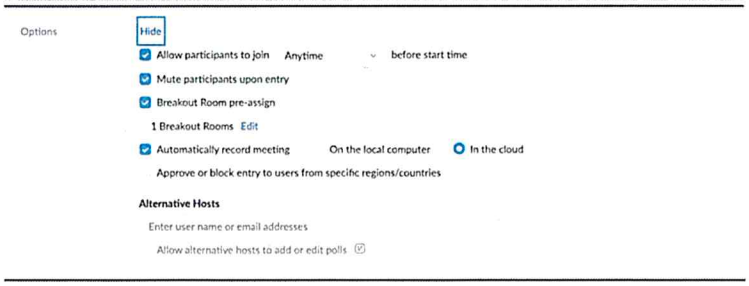
Security

- Enable Passcode
- Enable Waiting Room

Options

- Allow participants to join "anytime"
- Mute participants upon entry
- Breakout Room pre-assign; assign Trustees using their emails
- Automatically record meeting "in the cloud"





CG Building and Roads Committee Minutes

May 12, 2020

Members in attendance: George Martin, Jeff Cullum, Rich VanDeMark, David Baker, John Dwyer, Betsy Coddington

Agenda:

1. Maple Drive earthworks permit: Earthworks permit for a new concrete driveway was received. After discussion, there were no objections to the project. Earthworks permit was signed.
2. Huckleberry Drive Building Permit: A building permit was received for a shed on Huckleberry Drive. Setbacks were met. After discussion, there were no objections to the project. Building permit was signed.
3. Maple Drive Building Permit: A building permit was received for a shed on Maple Drive. Setbacks were met. After discussion, there were no objections. Building Permit was signed.
4. S Rhododendron Building Permit: A building permit was received for a greenhouse on S Rhododendron. Setbacks were met. After discussion, there were no objections to the project. Building Permit was signed.
5. Driveway connections were discussed on completed new builds. Two addresses on Hemlock will be sent a letter by the manager informing the owners that it was time to complete the driveway connections per the building codes. It was recommended that the manager send violation notices to property owners on Saddle Drive and Magnolia for failure to complete the driveway connections per Building Regulations.
6. Variance request for a height variance on San Juan. Discussion followed and it was recommended to send the variance back to the owner because all the proper documentation wan on provided. In addition, we recommended the owner not proceed with the request because of the location and view issues that it would provoke with neighboring property owners. The committee would not recommend granting such a variance for that location.
7. Discussed was initiated on driveway connections and parking strips with respect to the damage to the roadway edge. It is possible to make regulation changes in the future. Discussions will continue as we want to protect the road asset to the community.
8. Jeff Cullum presented an update on the solar heating project for the pool. A representative will be making a site visit the pool.
9. A committee member mentioned be approached by a new owner about putting in a HAM radio tower on his property. It would not be permitted under current building regulations and it was suggested that they make contact with the local HAM Operators Club that continues to meet at the Fire Station at Cape George.

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, April 11, 2023, 9:15 am

IN ATTENDANCE: Gina Webber, Pat Gulick, Marnie Levy, Lori Vandermark, Richard Vandermark, Jo Blair, Varn Brooks, Steve McDevitt, Bob Sullivan, Sue Dunning, Lori Cameron

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

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

III. **FISCAL REPORT:** $2218.45

IV. **OLD BUSINESS:**

A. **Article Describing Environmental Committee.** Article is being written by Chris Buzzard.

B. **Rain Garden Work Party.** Steve McDevitt reported that asic weeding and mulching is still needed. It would be nice to put a bench in a corner for meditation.

C. **Ad Hoc Berm Committee.** There has been progress on the fence and spreading of the sand on the berm. Currently, the picnic structure is being rebuilt and the electrical is being updated. When this is completed, the lawn can be seeded. This can be done with a week's notice. The berm will not need to be hydro seeded. After the sand is evenly distributed, the seed can be hand broadcasted. Varn Brooks will coordinate a work party on Saturday at 10:00 to spread the sand and work on the cross-over on the north end of the berm. This area needs to be smoothed out and piles cleaned up. Once some sort of erosion control fabric has been installed, this area can be replanted. Signs have been put up on the bulletin boards and an e-mail blast will go out to solicit volunteers for the work party. There have been reports of poison hemlock on the north end of the berm. Marnie will contact Peninsula Environmental to get us on their schedule.

D. **Plaque for the bell.** Richard Vandermark reported that the plaque is being manufactured now and there is no date yet for completion.

E. **Memorial Park plaque restoration.** We will move item to next month.

F. **Update to volunteer list.** An e-mail blast is being planned to ask for more volunteers.

G. **Clubhouse Work Party.** Patty Dunmire has made a request for permission to cut down some of the trees in front of the clubhouse. We normally don't remove trees in common areas. However, these are not natural trees. Nobody on the committee had any objections and Marnie will approve the request. Varn has volunteered to coordinate this project.

H. **Actions by the Board.** The Board has approved both the new fines schedule for tree cutting and the amended charter as proposed by the Environmental Committee.

I. **Styrofoam recycling update.** Jo Blair has written an article about the styrofoam recycling that will appear in the May newsletter. This project has exceeded all expectations and they are now accepting all styrofoam, including the flexible type.

V. **NEW BUSINESS:**

A. **Beach cleanup.** The beach clean-up partnering with the Marine Science Center has been very successful in the past. This year we will again have one. It is scheduled for April 22 from 9:00-1:00. Steve McDermitt will set up the check-in table and Pat Gulick will man it.

B. **Dr. George Kaminsky.** Dr. George Kaminsky from the Washington Department of Ecology will give a talk on May 4 at Cape George in the late afternoon. He will address the future of our berm, including new restrictions and possible solutions to preserve our shoreline.

C. **Cape George University.** Jo Blair has a contact who could speak about the historic Skallam villages around Discovery Bay. Since there are many conflicts at the clubhouse in June, the end of May could be a good time to do this.

D. Scotch Broom. We need to schedule a work party to remove the Scotch Broom along the road between the Colony and Village.

E. Future plans for the berm. There needs to be a committee created to monitor the berm and consider future plans. There is already evidence of erosion on the north end.

The meeting was adjourned at 10:10.

Fitness Committee Meeting Minutes
5/1/23

Judith and Allan welcomed the group and thanked everyone's work for the Fitness Center (FC) while they were away. Special thanks to all who made the Fundraiser and Open House a success.

1. **Budget / Finances**

- Current balance: $9163.88
- Fundraiser brought in $4452 (compared to $3255 last year)
- We have not yet been billed for equipment that has been serviced.
- Marnie has offered to work directly with Mark Wiper to urge him to supply us with the replacement costs and life span of our current equipment for use in the Reserve Study.
- Contribution from the Fabric Sale this weekend is pending. (Possibly around $1,000.)
- Discussion about Reserve monies: The group voted to increase our request to the Board for a $4,000 budget allotment every two years to assist in regard to replacement cost(s) of current equipment.

2. **Equipment**

- Mark Harder completed the repairs to L8 and bench press. We're all happy with the repairs.
- Waiting for a bid for on-going maintenance. Allan will follow up with Mark Harder. The cost would be the responsibility of Cape George and thus we would not have to use the Fitness Center fundraising monies.
- Problem with Recumbent Bicycle #2. "Do not use" is posted. Repair or replace? It was voted to assess if it can be fixed. Allan will follow-up finding someone to assess the recumbent bike issues. If not fixable, then it definitely needs to be replaced in order to maintain two functioning recumbent bikes, in addition to the upright bike.
- Discussion about what should be the next purchase with the fundraising monies: 1) A second rowing machine? Robin will check the cost of a new rowing machine; 2) possibly a replacement recumbent bike? Phyllis will look into into the cost of a new recumbent bike, in the event that the current bike is not repairable.
- Discussion about the newly donated bosu ball. Allan has inflated it and no problems with it thus far. The group appreciated the donation.
- *Addendum:* Judith and Allan purchased a poster demonstrating exercises for the bosu ball. Soon to be posted in the FC.

3. **Supplies**

- Phyllis volunteered to replace Mardella, who has provided the Committee with a detailed job description. (Many thanks to Mardella for working tirelessly to keep the FC well supplied during her tenure. And thanks to Phyllis for taking on the task.)
- Marnie offered to have Donnie bring supplies to the FC when requested by Phyllis so that she would not have to transport them.

4. **Signs**

-Thank you to Phyllis and Marnie for the new sign on the right entry door, welcoming visitors to the FC. It does appear to have a surface blemish, that possibly occurred when installed. It was decided to replace it.
- It was discussed whether we need another outdoor sign over the Fitness Center left door that identifies it as Cape George Fitness Center. It was decided to order a new sign. Phyllis to follow-up with sign maker and bring information back to Judith & Allan.
- *Addendum:* Judith and Allan and Marnie have since worked with Phyllis to place the order for a new sign on the left entry door and replace the existing damaged sign on the right entry door.

5. **Telephone**

- Marnie reported that the phone problems (i.e. failure to allow outgoing calls) have been resolved.

6. **Suggestion Box**

The suggestions in the box were reviewed. The following were discussed:
- Positive grateful comments about the FC.
- Lid for the trash can outside the door: Marnie to follow up with Donnie.
- Moisture inside the window glass north of the door; repair needed. Marnie reported that a bid to replace the windows was cost prohibitive. Possibly could be in the budget for next year.
- A request for higher weights (45 lbs.). Decision: No need at this time.
- Cell phone use in the gym. It was decided no rule is needed. Users should be courteously encouraged to use their cells outside, unless it is an emergency.
- Request for window washing, no contract at this time. Marnie to follow-up. Linda let the group know that Patty Dunmire washed the FC and pool windows on her own. A big thank you to Patty.

7. **New Committee members**

- Tom will ask his daughter-in-law if she would like to join the group.
- We are still looking for additional members and the Committee was encouraged to spread the word.

8. **Request**

- Kriss Edwards, Pool Committee Chair, has requested that we support the PC's May fundraiser by allowing them to put a flyer and envelopes in the FC. All agreed. Judith will inform Kriss of the group's decision.

9. **Additional concerns, suggestions, ideas**

- Discussion about the rule regarding the age of children who can use the FC. Currently children between the ages of 14-18 have to be accompanied by a parent and children under the age of 14 are not allowed to use the FC. A decision was made to stay with the current rule. According to Robin's research it is consistent with the other FCs in the area.
- Thank you for Jeannie Ramsey. The group agreed that the we should send a note to Jeannie for all the work she put in organizing the fabric sale. Judith will send the note to Jeannie.

10. **Next meeting:** June 19, 2023, at 11am in the Clubhouse.

Cape George Water Advisory Committee
Meeting Report May 9, 2023

The meeting was held at 4 PM May 9, 2023, in the clubhouse. Present: Cape George Manager Marnie Levy, prospective Committee member Mark Constanti, Carl Berger, Steve King, Stewart Pugh, Water Manager Jose Escalera, and Chair Marty Gilmore

The committee interviewed prospective member Mark Costanti and **recommends** that the Board approve him for committee membership.

The committee reviewed the Charter for the Water Advisory Committee and **recommends** one additional duty. (See attached)

We discussed emergency response at the tank farm in case of a major earthquake. The committee **recommends** that Cape George perform a live test of the emergency response as part of the annual Great Shakeout in October.

The Reserve Study is being drafted by the consultant and is not yet available for review.

Updates:

1. Adding booster pumps to the telemetry system: still waiting for vender submittal and availability of an electrical contractor.

2. Dedicated sample points: vendor has quoted $800 per point for installation. Material is on order.

Filter backwash control valves need to be rebuilt. Rebuild kits are on order and are expected next month.

The next scheduled meeting is scheduled for June 13, 2023, at 4 PM in the office conference room. (The clubhouse will be in use by Granny's Attic and the Marina)