



Cape George Colony Club

**Board of Trustees and Member
Board Meeting Packet**

Thursday, March 30, 2023, 3:00 p.m.

Via Zoom

Cape George Colony Club
Regular Board of Trustees Meeting Agenda

March 30, 2023, 3:00 p.m.

Via Zoom

A. President's Comments and Announcements – Jane Ludwig

B. Action on Minutes – Pat Gulick

- Approve attached minutes of the regular Board of Trustees meeting held February 24, 2023. Minutes attached.
- Committee Meeting Notes and Minutes as presented at the Board of Trustees meeting held February 24, 2023. See attached.

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

D. Treasurer's Report – Fayla Schwartz. Summarized February 2023 Financial Report attached.

E. New Members – Pat Gulick. See attachment.

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

1. Reserve Study Update: Finance Committee Chair Nancy Charpentier and the General Manager Marnie Levy have met with committee chairs and are preparing notes to submit to the Reserve Consultants, LLC.
2. Ad Hoc Berm Protection Committee update: The preparation for hydroseeding the berm will begin this week. The fence posts will be placed, and the North crossover is under construction. The second crossover to the beach is on the South end of the berm behind the workshop. The committee will be considering potential designs for a third cross over near the picnic pavilion.
3. Reserve Item: Marina Barrier Arm. One proposal for the installation of a new barrier arm on Marina Drive was submitted. The proposal includes a plan to move the barrier arm to the top of Marina Drive to accommodate vehicles with boats that might need to back up if they do not have access to the marina. The first proposal was more than 25% over the approved reserve amount. Additional proposals and research will be presented.

G. 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.***

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

Motion 1. I move to approve the proposed changes to the Environmental Committee Charter – Pat Gulick. Charter attached.

Motion 2. I move to approve the proposed changes to the Finance Committee Charter – Fayla Schwartz. Charter attached.

Motion 3. I move to approve the Assistant Maintenance Job Description – Bart Mooyman-Beck. See attached.

Motion 4. I move to accept the bid for new lock systems at the Workshop, Clubhouse and Fitness Room, total expense of \$8176.64 to come from Operational Reserve funds – Fayla Schwartz. See attached proposal.

Motion 5. I move to approve changes to Rules and Regulations FIN07 to increase the petty cash fund from \$300 to \$500 – Betsy Coddington.

Motion 6. I move to approve changes to Rules and Regulations FIN06 to change expenditure authorization policy – Betsy Coddington. See attachment.

I. Open Board Discussion – Trustee Discussion Only

J. Committee Meeting Notes/Minutes:

- Ad Hoc Berm Protection Committee, 3/2023
- Building and Roads, 3/3/2023
- Environmental Committee, 1/10/2023
- Fitness Committee, 3/2023
- Nominating Committee, 3/8/2023

K. Announcements

- April 1, the member quarterly assessment is due.
- Mon., April 24, 3 p.m., Study Session via Zoom meeting
- Thurs., April 27, 3 p.m., Board of Trustees Meeting, via Zoom meeting

L. Adjournment to Executive Session if necessary

CAPE GEORGE COLONY CLUB
BOARD OF TRUSTEES MEETING MINUTES

February 24, 2023

via ZOOM

Draft

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 for a member violation appeal hearing. An additional motion was added to today's agenda.

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 Fayla Schwartz seconded to approve the minutes of the regular Board Meeting dated – January 26, 2023. Passed – 5/0/1

Managers' Report: Marnie Levy

February 2023!

January came in with a flourish and everyone stepped up to complete tasks and start new projects. Now that we are more than halfway through February, the plans to protect the berm from foot traffic and restore the picnic area vegetation are taking shape. Security and connectivity projects are moving forward. And the 2023 reserve study, and 2022 audit are underway, along with other projects planned for this year.

♥ Thank You!

Thank you so much to Fayla Schwartz, Nancy Charpentier, finance committee chairperson; Mark Kochendorfer, and Susan Sanford, finance committee members; and Terri Brown, office administrator, for working tirelessly to organize the financials for the 2022 Audit. Completing the audit and the 2023 Reserve Study will help us have a clear financial picture when the Association is considering a change in annual assessments.

Fitness Center Fundraiser

This is the Fitness Center Fundraiser Month! The Fitness Committee is still accepting donations at the Cape George office!

The Ad Hoc Berm Protection Committee Work Party!

Join us on Saturday, February 25 at 10 a.m. in the picnic area by the Clubhouse to help remove rocks, wood, and other debris in preparation for installing berm crossovers, fencing and finally hydroseeding the lawn area. All ages welcome! Bring work gloves and rakes! If you have questions, please email or call me!

Tech Tech Tech

- **Fiber Optics:** The PUD fiber optics petition is complete and in the hands of the PUD.
- **The Website:** The "capegeorge.org" website redesign is in the second stage of testing. We are working on the site to find and resolve glitches before rolling the site out for member input. Thank you, Diana Luckevich for the hours of work you have put in on the new site!
- **Security Cameras:** With some luck and support from the Tech Committee and Donnie we should have the first two security Cameras up and operational in the Village and the Colony soon!

Caretaker Assistant

The Assistant Caretaker position, that was approved for the 2023 Budget, is being advertised this month. The person who takes this job will shadow Donnie Weathersby, learning the procedures for the pool, water system, and grounds maintenance. The goal is to have a second person trained to step in for Donnie when he is off work. The ad will be published in this newsletter, Zip Recruiter and in local publications.

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Outgoing Mail

A new outgoing mailbox is on order for the Village and will be installed as soon as it is delivered. It is illegal to mail anything weighing more than 10 oz., or more than 1/2-inch in thickness cannot be mailed in the outgoing mailboxes.

Remember to pick up your mail every day and stop your mail delivery when you are going to be out of town. There are two outgoing mailboxes in the cluster boxes in the Colony mail kiosk.

No parking behind the Workshop

The trash pickup truck and other work vehicles cannot maneuver vehicles are parked behind the Workshop. This is a safety Issue, so please do not park there.

Hello Dog Lovers!

Except for dog play time at Memorial Park, dogs need to be on leash, not only on Cape George common property, but in your neighborhood. Dog violations and complaints this month include dog poo not being picked up by owners walking in neighborhoods, and one complaint about dogs running loose in a neighborhood and being allowed to defecate in a neighbor's yard.

Dark Sky, please

This is another reminder to shade outdoor lights, so they are directed at the ground. Several violations have been issued regarding bright lights burning all night. Please be respectful of your neighbors!

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

Treasurer's Report: Fayla Schwartz

January 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. The detailed statements as well as additional monthly financial material and are also available for review in the office upon request.

BALANCE SHEET COMMENTS

All bank statements have been received, reconciled and reviewed.

Because we've changed the timing of revenue recognition, comparisons with last year will show discrepancies with liabilities as we are no longer managing monthly allocations through the Deferred Income liability accounts.

INCOME STATEMENT COMMENTS

General Operations:

Comparison to last year will show revenue discrepancies as we are recognizing revenue when invoiced, as opposed to allocating monthly.

A single month does not provide much insight for analyses, however, in the comparison to 2022 note the Contracted Services variation owing to large legal consultation invoices in January 2022.

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Water Operations:

Same comment regarding revenue comparison with last year. Rather than monthly allocations, the quarter billing is all reflected in the 1st month of the quarter.
Expense savings to budget is reflective of a monthly intent to build up parts inventory, however it was not added to in January. There will be many instances when the budget's distribution will vary.

Marina Operations:

Billing was delayed in 2022, so the timing differences with 2023 do not allow for direct comparisons until we get further into the year.

OTHER COMMENTS:

All materials requested by the auditors (Newman CPA) for the 2022 audit have been submitted to them. We are also in the process of submitting tax documents to Newman CPA. I have been working with the General Manager, President, Chair of the Finance Committee and Reserve Consultants LLC to start an enhanced level 2 Reserve Study this spring. We are currently asking each standing committee for input about reserve items under their purview. Discussion is ongoing with the community about how to balance increased operational costs due inflation with members' budgets. We encourage you to send your comments to the Board.

CAPE GEORGE COLONY CLUB									
As of JAN 31, 2023									
Balance Sheet as of January 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	\$ 293,771	\$ 155,578	89%	Accounts Payable & Other Liabilities	\$ 12,573	\$ 136,158	-91%		
Operating Savings & ICS	250,392	197,435	27%	Prepaid Income	37,718	20,622	83%		
Reserves - General, Water & Marina	1,377,502	1,176,456	17%	Unearned Income, Marina Wait List	5,000	1,325	277%		
Total Cash & Equivalents	1,921,665	1,529,470	26%	Total Current Liabilities	55,291	158,105	-65%		
Net Accounts Receivable	\$ 21,198	\$ 57,065	-63%	FUND BALANCES:					
Total Net Fixed Assets	1,605,201	1,444,326	11%	Fund Balances & Equity (Combined)	3,322,962	2,881,395	15%		
Total Prepaid & Other Assets	23,465	17,854	31%	Modified Cash Basis Income	193,276	9,214	1998%		
TOTAL ASSETS	\$3,571,529	\$3,048,714	17%	TOTAL LIABILITIES & FUND BALANCE	\$3,571,529	\$ 3,048,714	17%		

Summary Revenue and Expense Statements for the periods ended Month DD, 2022 and 2021 (Modified cash basis, excludes depreciation)									
Preliminary Subject to Audit - **2021 Reserve Activity Removed from Operations for Comparison to 2022									
	2023 Year to Date - Unaudited				Comparative - Unaudited				
	Actual	Budget	Variance	%	2023 YTD	2022 YTD**	Variance	%	
General					General				
General Assessment	\$ 86,378	\$ 86,380	(2)	0%	General Assessment	\$ 86,378	\$ 26,621	\$ 59,757	224%
Revenue - All Other Sources	2,510	522	1,989	381%	Revenue - All Other Sources	2,510	465	2,045	440%
Total General Revenue	88,888	86,902	1,986		Total General Revenue	88,888	27,086	61,802	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	9,872	12,761	2,889	23%	Salaries, Benefits, PR Tax	9,872	8,099	(1,773)	-22%
Repairs & Maintenance	2,547	179	(2,368)	-1321%	Repairs & Maintenance	2,547	714	(1,832)	-256%
Contracted Services	5,463	4,064	(1,399)	-34%	Contracted Services	5,463	10,583	5,120	48%
Pool Expense & Utilities	2,119	2,375	256	11%	Pool Expense & Utilities	2,119	1,822	(297)	-16%
Utilities & Insurance	3,167	3,213	46	1%	Utilities & Insurance	3,167	2,826	(341)	-12%
Other Expenses (incl taxes)	1,853	2,433	580	24%	Other Expenses (incl taxes)	1,853	3,039	1,185	39%
Total General Expenses	25,022	25,025	3		Total General Expenses	25,022	27,083	1,515	
General Net Income	\$ 63,866	\$ 61,876	\$ 1,990	-3%	General Net Income	\$ 63,866	\$ 3	\$ 63,863	>-100%

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2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2023 YTD	2022 YTD**	Variance	%
Water					Water				
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$ (528)	-1%	Revenue - Water Use Fees	\$ 57,341	\$ 17,120	\$ 40,221	235%
Revenue - All Other Sources	2,787	6,000	(3,214)	-54%	Revenue - All Other Sources	2,787	5,440	(2,654)	-49%
Total Water Revenue	60,127	63,869	(3,742)		Total Water Revenue	60,127	22,560	37,567	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	4,937	6,380	1,444	23%	Salaries, Benefits, PR Tax	4,937	4,203	(734)	-17%
Repairs & Maintenance	-	504	504	100%	Repairs & Maintenance	-	-	-	#DIV/0!
Contracted Services	2,646	2,670	24	1%	Contracted Services	2,646	2,163	(483)	-22%
Utilities & Insurance	2,289	2,557	268	10%	Utilities & Insurance	2,289	1,807	(481)	-27%
Other Expenses (incl taxes)	1,151	4,235	3,084	73%	Other Expenses(incl taxes)	1,151	69	(1,082)	-1561%
Total Water Expenses	11,022	16,346	5,325		Total Water Expenses	11,022	8,242	(2,780)	
Water Net Income	\$ 49,105	\$ 47,523	\$ 1,583	3%	Water Net Income	\$ 49,105	\$ 14,318	\$ 34,787	243%
Marina					Marina				
Revenue - Moorage/Parking	\$ 70,374	\$ 74,489	\$ (4,115)	-5%	Revenue - Moorage/Parking	\$ 70,374	\$ -	\$ 70,374	#DIV/0!
Revenue - All Other Sources	14,465	14,315	\$ 150	1%	Revenue - All Other Sources	14,465	-	14,465	#DIV/0!
Total Marina Revenue	84,839	88,804	(3,965)		Total Marina Revenue	84,839	-	84,839	
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	1,656	2,127	470	22%	Salaries, Benefits, PR Tax	1,656	1,405	(251)	-18%
Repairs & Maintenance	105	92	(14)	-15%	Repairs & Maintenance	105	-	(105)	0%
Contracted Services	671	797	126	16%	Contracted Services	671	446	(225)	-51%
Utilities & Insurance	1,964	1,545	(419)	-27%	Utilities & Insurance	1,964	1,593	(371)	-23%
Other Expenses (incl taxes)	136	656	520	79%	Other Expenses(incl taxes)	136	1,308	1,172	90%
Total Marina Expenses	4,534	5,217	683		Total Marina Expenses	4,534	4,753	219	
Marina Net Income	\$ 80,305	\$ 83,587	\$ (3,282)	-4%	Marina Net Income	\$ 80,305	\$ (4,753)	\$ 85,058	-1790%
Net Income/Loss from Combined Operations, No Reserve Activity	\$ 193,277	\$ 192,986	\$ 291	0%	Net Income/Loss from Combined Operations, No Reserve Activity	\$ 193,277	\$ 9,569	\$ 183,708	1920%
Reserve Activity					**Reserve Activity				
Routine Reserve Assessment	49,981	49,981	-	0%	Routine Reserve Revenue	49,981	15,857	(34,124)	215%
Reserve Interest - all **	789	-	789	#DIV/0!	Reserve Interest - all	789	8	(781)	>100%
Less: Reserve Offset***	(49,981)	-	(49,981)		Less: Reserve Offset	(49,981)	(16,219)	33,762	
Net Reserve Activity	\$ 789	\$ 49,981	\$ (49,192)	-98%	Gross Reserve Activity	\$ 789	\$ (354)	\$ (1,143)	-323%

New Members: No new members this month

Information items or documents submitted to the Trustees at Study Session

1. The Village Kiosk community submitted an illustration and description of the proposed replacement mailboxes and structure. See attached illustration and report.
2. An initial discussion of possible changes to Bylaws, Article IIIB (Operational Assessments) was held at Feb 21st Study Session.
3. \$7666.81 will be transferred from Reserve Cash account at Pacific Premier Bank to Operational Cash account at Pacific Premier Bank, to reimburse payments for 2022 Reserve projects – Fayla Schwartz.

Committee Reports: The following committee reports were submitted to the Board of Trustees: Finance, Fitness, Marina, Pool, Village Mailbox Committee and Water Advisory. The reports are attached to these minutes and incorporated by reference.

CAPE GEORGE COLONY CLUB
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via ZOOM

Draft

Member participation: none

New Business Action Items:

Motion 1: Bart Mooyman-Beck moved, and Pat Gulick seconded to accept the pool resurfacing proposal of \$91229.42 with \$87000. coming from Reserves and the balance to be funded by the pool committee.

Passed – 6/0

Motion 2. Betsy Coddington moved, and Mike Heckinger seconded to appoint Dianne Tamblyn chair of the Nominating Committee. Passed-6/0

Motion 3. Fayla Schwartz moved, and Pat Gulick seconded to appoint Mark Kochendorfer as Cape George IT Consultant. Passed-6/0

Motion 4. Pat Gulick moved, and Bart Mooyman-Beck seconded to approve the Environmental Committees recommended changes to the fines schedule section 4 and 4a. Passed –6/0

Motion 5. Bart Mooyman-Beck moved and Fayla Schwartz seconded to request information from the Port Townsend Public Utility District regarding management or ownership of the Cape George water system.

Passed-6/0

Motion 6. Fayla Schwartz moved, and Bart Mooyman-Beck seconded to approve the member Late Fee Waivers presented by the General Manager. Passed –6/0

Motion 7: Fayla Schwartz moved, and Betsy Coddington seconded to revise sections of FIN03 Policy and Procedures for Delinquent Accounts from “not paid in full within twenty-one calendar days of the due date” to “not paid in full within thirty calendar days of the due date”. Passed-6/0

Open Board Discussion: Pat Gulick announced the Rock Chuck Work Party planned for Saturday, Feb. 25th has been postponed due to weather. A later date is to be determined.

Announcements:

- Weds., March 15, 11:30am – Cape George Social Committee Potluck Luncheon
- Fri., March 17, 4:30pm social, 5 pm dinner - St. Patrick’s Dinner at the Clubhouse – hosted by the Emergency Prep Committee
- Mon., March 27, 3pm: Study Session, Zoom
- Thurs., March 30, 3pm: Board Meeting, Zoom

Adjournment: Fayla Schwartz moved, and Betsy Coddington seconded to adjourn the regular session and move to Executive Session at 3:47 pm. Passed – 5/0/1

Pat Gulick moved, and Fayla Schwartz seconded to adjourn the Executive Session and move to the regular session at 4:08 p.m. Passed - 6/0

Betsy Coddington moved, and John Dwyer seconded to adjourn the board meeting at 4:09. Passed - 6/0

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February 24, 2023
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Draft

Submitted by:

Approved by:

Pat Gulick, Secretary

Jane Ludwig, President

CAPE GEORGE COLONY CLUB
Committee Meeting Minutes & Notes
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via ZOOM

Draft

Finance Committee Meeting Minutes

Thursday February 9, 2023

In attendance: Fayla Schwarz, Treasurer and Board Liaison, Nancy Charpentier, Mark Kochendorfer and Susan Sanford, Committee Members, Marnie Levy, General Manager, and Jane Ludwig, Board President

1. Reviewed audit material submission status. Many files arrived corrupted in the upload to the Auditor, so Fayla will email the files to them. Missing are Aging reports which Nancy will pull and send to Susan and Fayla. When these are completed we will have provided everything they require to begin the audit activities.
2. Reviewed the Finance Committee Charter with a few suggestions for changes. Nancy will revise and send to Committee members for approval, and if ok'd Fayla will present for revision to the Board in the March Meeting.
3. Discuss recommendations for safeguarding data: The lack of backups is of concern. Mark looked into our software and it was discovered that we have the home version of Windows 10 the Microsoft 365 software. The committee recommended to Fayla that she propose to the Board:
 - a. Upgrade the Office computers to the Professional version (they currently run the Home version – the cost will be around \$300)
 - b. Get a license for Mark to set up the Office files to reside on OneDrive, and provide any training needed to Marnie and Terrie for its use
 - c. Mark will additionally set up a portal into Microsoft 365 to replace the Finance Committee's Google Drive storage area for committee documents. This portal will have limited access, and committee members will have no access beyond the portal to Office files but will use this as a means of sharing documents including financial reports, analyses and committee agendas and minutes that will be available to Board members as well.
 - d. Once set up and training is complete, Mark's access to the OneDrive in general will be terminated.
4. Review of 2023 Workbook changes for Community Financials to follow monthly for journal entries
5. Discussion of Cash Management options – Nancy to map cash activity for a quarter and a process will be developed with the Treasurer to ensure FDIC coverage for all cash.
6. A lengthy discussion was held of the various issues around budgetary needs vs limitations on assessment levels for General Operations. No conclusions were drawn or recommendations made, but it was agreed that the Reserve Study was needed to assess the needs for the Reserve accounts, so the conversation focused on the Operating budget. The purpose was to provide input to Fayla and Jane of the thoughts of the Committee in order to assist their considerations of the many aspects to funding choices.

Fitness Committee Meeting

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2/6/2023

Members: Allan Zee, Judith Chambliss (Co-Chairs) absent, Betsy Coddington (Board Liaison), Phyllis Ballough (absent), Jon Karpilow (absent), Fred Miercort(absent), Linda Mollino, Tom Ramsey (absent) Mardella Rowland, Robin Schering and Bill Sery

1. **Equipment Donation:** has been withdrawn by the donor as it was given to someone else.
2. **Budget and Finances:** balance **\$4,754.70** prior to fundraising funds deposit.
3. **February Fundraiser:** Thus far **\$1,285.00** has been raised, thus our present balance as a result of the fundraiser is: **\$6,039.70**. Thank you cards: Robin is being notified of the donors by Lori and is writing the cards. She will drop some of the cards at the individual residences when it is easy otherwise will put them in the mail. She will not be dropping them off in individual mailboxes since the mail carriers says it is not legal. Robin has agreed to buy the thank you cards as part of her donation to the Fundraiser but will be turning in a receipt for the stamps. Thank you notes will not be sent out to committee members.

Lori sent the following e-mail after the meeting: I am still collecting checks (gave another batch ~800 to Cassie today and sent addresses to Robin for thank you notes). Lori also agreed to update the Fundraiser Thermometer in the fitness center to reflect current balance.

Open House 2/22: Fred has agreed to give a tour of the Fitness Center and show how certain equipment is used.

Robin will assist from 2-3pm **Lori** will assist from 3-4pm

After the meeting in communication with Allan and Lori, the decision was made to ask Terri to send out two different e-mails to the community reminding them about the fundraiser and Open House. Lori agreed to follow-up with Terri.

4. **Electrical Issues:** Bill/Marnie: Marnie reported that Double D is scheduled to come on 2/20 to take care of changing the new receptacle to a double instead of triple receptacle. Bill Sery would like to be notified when that happens so he can be present when the work is done.**According to Bill this has now been resolved. No further action.**
5. **Equipment:** - L8 was evaluated by Mark Harder on 10/31, but it is still having problems. Allan has written to both Mark Wiper and Mark Harder notifying them of the problems. No replies yet. Allan will continue to follow up. - On-going maintenance: We have a bid from FitInc who have provided previous maintenance. We are still waiting to receive a bid from Mark Harder (Exercise Service Specialist). - The Bench Press was reupholstered unsatisfactorily by Mark

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Harder on 10/31. We are waiting for him to rectify the situation. No resolution on this item. There has been no communication from either of the Marks.

6. **Electrical Link for the Stairmaster:** still has not come, Bill agreed to attach it when it comes. After the meeting Linda contacted Marnie and she agreed to order it. Confirmed with me that the item has been ordered. Miscommunication about why it had not been ordered sooner.
 7. **Supplies:** We are up to date on supplies. Mardella, in consultation with Bob, has requested that Marnie order a different version of Germicet when we are ready for a new order. We currently have two refills.
 8. **Welcome Bench:** Robin gave an update after conferring with Mike LaPointe: he is working on it and had a question if we wanted the wood stained, the group decided it was not necessary.
 9. **Telephone:** no resolution as Marnie was not at the meeting so item was tabled.
-
10. **Suggestion Box:** There were three cards in the suggestion box:
 - a. Landice #2 continues to freeze, which we are aware of and waiting for the service reps to respond to numerous communications from Allan.
 - b. Olympic Springs according to Mardella with be monitoring water bottles per delivery, currently at seven.
 - c. Comment from a community member stating, "I love this gym, thanks for all your hard work to sustain this resource for the community".
 11. **Durable Sign for Basic Rules:** Phyllis was not able to be at the meeting, so this item was tabled at this time.

Marina Committee Minutes, Feb 7, 2023

The Marina committee met Feb 7, 2023, in the clubhouse. About 20 members were present. Harbormaster Penny Jensen called the meeting to order at 11 am.

Varn Brooks and Steve McDevitt briefed the committee on plans for the rebuilt berm, including revegetation and a fence to discourage people from walking on the berm.

Penny reported that plans are proceeding for the marina service program, as approved by the Board of Trustees.

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Members briefly discussed the possibility of developing a marina website to improve communication among members.

Penny initiated a discussion of possible long-term options for repairing or replacing the marina docks. Among the possibilities are a combination of wood and aluminum docks. Mick Thorwick reported that concrete docks do not appear to be a practical alternative.

The committee discussed possibilities for adding a small boat/kayak launch to the marina. Kathy Curtis asked about security, including the gate on Marina Drive, which is not working. No decision was made.

Penny asked the committee if there is a desire to replace the steel hoist next to the shop. The old hoist had deteriorated and has been dismantled. The consensus of the committee is that it should be replaced if possible.

The meeting was adjourned at noon.

Ross Anderson

Pool Committee Meeting

2/7/2023

Called to order at 3pm by Chair: Kriss Edwards

Members: Kriss Edwards (Chair) Patty Dunmire; John Galm; Sandy Gulin (absent); Linda Mollino; Mardella Rowland (absent); Robin Scherting; Mike Volkman; Marnie Woodward (Cape George Manager) and Jane Ludwig (Board President, and Board Liaison to Pool Committee)

Guests: Ross Anderson, Nancy Charpentier and Mike Thorwick

Financial Report:

January balance in Fund-Raising account: \$3299.00

Minutes of December Meeting: Minutes were reviewed by all and there was motion to accept the minutes and accepted by the group.

Old Business

Discussion Items	Discussion	Decision/Member Responsibility
2023 Pool Reserves	Discussion of the items on the reserve schedule for 2023: <ul style="list-style-type: none"> • Replace Heat Pumps: \$12,300 	See information below

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	<ul style="list-style-type: none"> Resurface Pool and wading pool: \$70,00 	
Windows	<p>Windows were evaluated as concerned that the seals were broken. According to Marnie two different companies evaluated the windows, one vendor stated that the full replacement would cost \$8,279.71; the other vendor stated that we do not need to do anything with the windows at this time. Windows are functional and changing windows would be for cosmetic reasons only</p>	<p>Tabled replacing windows at this time based on the evaluations. Also replacing windows is not in the reserve budget.</p>

New Business:

Discussion Items	Discussion	Decision/Member Responsibility
Heat Pump	<p>Mike reported on the current state of the Heat Pumps. Currently one of the heat pumps is not working</p>	<p>Various options were presented by Mike including replacing the heat pump: the dehumidifier; condenser for dehumidifier or replacing the boiler No decision made; further exploration is needed. Mike to contact PUD for further information.</p>
Pool Resurfacing	<p>There were three different quotes that committee members had the opportunity to review before the meeting. Discussion of the three quotes were reviewed during the meeting including material proposed, cost and warranty.</p>	<p>Decision made that the quote from Spray Tec. It will need to go before board. One of the concerns is that the quote is for \$92,369.79 which is above what is in the reserve schedule (\$70,000). According to Nancy, the board can agree to go 25% higher than what is in the reserve schedule but that would only bring us to \$87,500. The remainder would probably have to come from fund-raising by the Pool Committee. Further information is needed.</p>
Cleaning service	<p>Discussion about the quality of the cleaning service. Ongoing problem with the state of the shower rooms. Kriss and Pat would like to put a plan together where volunteers commit to helping with cleaning the shower rooms.</p>	<p>Kriss and Patti will develop a volunteer plan. Cleaning service will continue once a week.</p> <p>Linda agreed to contact the manager at the Port Ludlow South Community Association to see if there is someone that Marnie can talk to about who they have used for their pool areas.</p>

CAPE GEORGE COLONY CLUB
 Committee Meeting Minutes & Notes
 February 24, 2023
 via ZOOM

Draft

Pool Charter	Pool Charter was reviewed by the committee.	No changes to the Charter at this time. Jane will inform the Board of Trustees
Discussion Items	Discussion	Decision/Member Responsibility
Pool Usage Survey Results	<p>Who uses the pool? Answer: More than 30 swimmers per day and 13,000 per year. At least 467 CG members –70 percent of the membership -- used it at least once last year and 85 members did so frequently.</p> <p>How do we know this? Every time a member uses a fob to enter the pool, that use is recorded. So, we analyzed the data from February through December 2022. (This included several weeks when the pool was closed for repairs.)</p> <p>Over that 11-month period, there were 13,009 fob swipes by 467 unique members at the pool door. Of these, 85 used the pool more than 20 times, and those 85 swam an average of 55 times over the year.</p> <p>The actual number of users was certainly higher. Any fob entry represents one member, but we know that a single fob often admits two or more people – couples, families with kids, or aerobics participants who show up at the same time. So, we estimate that a fob use represents 1.5 actual swimmers. Applying that multiplier, the pool was used by nearly 20,000 swimmers in 2022.</p> <p>In another analysis, we took a random sampling of 12 days and found the pool gets steady use year-round, weekdays and weekends. Entries increase slightly on holidays. Fob entries average about 20 per day in winter – so 30 swimmers. Summer days the fob entries increase to about 25 – or 38 swimmers.</p>	Decision made to share this with the community probably in March in preparation for April fundraiser.

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Draft

	<p>The busiest day in our sample was August 8, with 32 fob entries – 48 swimmers. The heaviest use is mid-morning, from 9 to 11 am, probably due to the aerobics class. The lightest use is before 8 am and after 6 pm.</p> <p>What's this cost? The annual expenses amount to \$34,500 -- \$20,000 for utilities (heating the pool and the room), \$3,000 for supplies, \$3,000 for repairs and maintenance and \$8500 for the estimated staff time allotted to the pool. This breaks down to \$52 per member per year, or \$4.30 per month.</p> <p>As for swimmers, using the estimate of 20,000 uses, it breaks down to \$1.25 per swim</p>	
<p>Fitness Center Fundraiser</p>	<p>Kriss requested that Pool Committee members support the February Fitness Center fundraiser</p>	<p>Everyone agreed with supporting the FC fundraiser</p>
<p>Community member suggestions:</p> <ul style="list-style-type: none"> • Light and ladder at the shallow end of the pool: • Sign in the pool with the length of the lap pool and how many lengths equals a mile. • Remove the old light socket, cap it off and clean off the rust on the edge of the pool near the shallow end. • Add more lap swim hours. • Add another rebounder and two more water polo balls. 	<p>No discussion at this time</p>	<p>These items moved to next month's meeting due to time constraints</p>

- Next Meeting : March 7, 2023, 3 pm, Clubhouse

VILLAGE MAILBOX COMMITTEE MINUTES

Minutes

CAPE GEORGE COLONY CLUB
Committee Meeting Minutes & Notes
February 24, 2023
via ZOOM
Draft
Friday, February 3, 2023

In attendance: George Martin, Chair, Betsy Coddington, Board Liaison, Committee members Margot Desannoy, Ray Pierson and Nancy Charpentier, and Richard VanDeMark, Guest

1. Richard VanDeMark had volunteered his expertise to create CAD drawings of the Kiosk plans. He presented his concept to the committee, and the plan was reviewed and endorsed unanimously. Richard will produce 3d drawings.
2. The Committee endorsed presenting the plan to the Board's February meeting for approval in order to proceed to the next step. Margot will draft a written proposal for review in time for Betsy to provide it to the office for inclusion in the Study Session materials.
3. If approved, Richard will produce drawings with architectural detail that will provide information to contractors for the bidding process.
4. George has identified one contractor who is interested in bidding for a hole in their schedule this spring. We'll continue to try to find others for competing bids.

**Cape George Water Advisory Committee
Meeting Report January 10, 2023**

The meeting was held at 4 PM January 10, 2023, in the Clubhouse. Present: Cape George Manager Marnie Levy, Water Manager Jose Escalera, Carl Berger, Thad Bickling, Stewart Pugh, Steve King, and Chair Marty Gilmore.

The committee did not meet in December.

All coliform testing has been negative since the positive tests in October and the State has been informed. The protocol for sample acquisition and transport is being reviewed. Samples for water quality testing are not being taken from dedicated sample points, and they should be. Material is being sourced to install six dedicated sample points, one per water system zone, at a cost per sample point of approximately \$1100.

The committee is working on a revision to CP 08b, Water Conservation Pricing, to develop a fee structure for monthly billing of overcharges. The goal is to have a billing system that does not increase the work of office staff.

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 is obtaining signs to that effect and will and them at the tank farm.

Cape George has tested the four backflow devices that the community owns. The backflow device in the pool room needs to be reconfigured.

Minutes

CAPE GEORGE COLONY CLUB
Committee Meeting Minutes & Notes
February 24, 2023
via ZOOM
Draft

New regulatory requirements are coming. One, the Lead Service Line Inventory, requires us to document every service line in the system, both on the Cape George side and on the homeowner side. An initial inventory is due in October 2024.

Scott Carpenter has resigned from our committee.

The next scheduled meeting will be Tuesday, February 14, 2023, at 4 PM in the clubhouse.

**Cape George Water Advisory Committee
Meeting Report February 14, 2023**

The meeting was held at 4 PM February 14, 2023, in the Clubhouse. Present: Cape George Manager Marnie Levy, Thad Bickling, Stewart Pugh, Board Liaison Bart Mooyman-Beck, and Chair Marty Gilmore.

Material is being sourced to install six dedicated sample points, one per water system zone, at a cost per sample point of approximately \$1100.

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, and also will try to identify emergency diesel providers.

We reviewed a sign design and signs will be bought and posted at the tank farm warning against unauthorized intrusion.

All backflow preventers that Cape George Colony owns have passed test.

The committee has begun work on the Reserve Study. System components, remaining life, and current replacement cost are being reviewed.

The Board will hold discussions with Jefferson County PUD to determine advantages and disadvantages of PUD taking over management of the Cape George water system. Consideration will also be given to becoming certified as a Satellite Management Agency.

The committee will review the Cape George Colony Charter to see if any updates are needed regarding the water facility.

The Lead Service Line Inventory is a new State directive that requires us to document every service line in the system, both on the Cape George side and on the homeowner side. An initial inventory is due in October 2024.

Leaks: 24 leaks, 17 also had a leak previous month. Either they could not find the leak or took no action.

CAPE GEORGE COLONY CLUB
Committee Meeting Minutes & Notes
February 24, 2023
via ZOOM

Draft

The largest leak of about 2400 gpd for 2 months is at the pool; this is a Cape George responsibility. The 2100 gpd homeowner was away for the winter and did not respond to the post card. Donny shut off the water until they return. Many on the leak report do not have their phone number listed in the directory or have a wrong number listed and cannot be contacted.

Average usage is about 75 gpd. 152 homes or about 36% are low usage or vacant.

The next scheduled meeting will be Tuesday, March 14, 2023, at 4 PM in the clubhouse.

Cape George Colony Club

Manager's Report

March 2023

Thank You!

♥ I was looking at the Cape George Telephone Directory the other day and thought, what a perfect pen and ink representation of Memorial Park. I looked closer and found three tiny initials, buried in a tuft of grass on the back of the directory. "SKT." Terri made a guess, and I called Sylvia Thomas to ask if the drawing is her creation. Sylvia, a long time Cape George resident, acknowledged that the drawing is hers, and added that she designed the distinctive Cape George logo as well. Thank you so much Sylvia!



♥ Thank you to the Social Committee for hosting a lovely luncheon meeting, and the Emergency Preparedness Committee for hosting a St. Patrick's Day feast. Both were well attended, with great food and excellent company. If you are interested in participating on either committee, please contact **Cassie Reeves for the Social Committee, cassiereeves55@gmail.com**, and **Thad Bickling for the Emergency Preparedness Committee, tbickling@gmail.com**.

♥ On Saturday, March 11, twenty or more volunteers arrived at the picnic lawn to participate in the Berm Protection Rock Chuck Work Party. They raked, and pitched, and dumped bucket after bucket of rocks onto the berm where they belong.

YES! The rock gatherers and chuckers made a big difference. The Chuck-Master himself, Varn Brooks, declared that the lawn area from the Clubhouse all the way to the north end of the picnic area is most likely sufficiently cleared and ready for the next steps of prepping the area for a new lawn. **Thank you, Rock Chuck participants!**

Maintenance News

- Eric Kolbe is our new Maintenance Assistant. He started work on March 27. Donnie is training him at the tank farm, the pool, and everywhere else in Cape George Colony Club. Welcome Eric!
- Donnie is working six hours five days a week and hopes to be back to full time soon. Thank you for helping Donnie work in a light duty capacity!
- Aimee Garrett is also working to help with the Spring clean-up.

Berm Protection Committee Next Steps:

The specific projects are:

1. Completing the north crossover.
2. Prepping the berm for seeding sea grasses and other vegetation.
3. Building/installing the post and rope fence.
4. Spreading sand and leveling the lawn area in preparation for hydroseeding.
5. Adding signage to remind people to "Stay off the Rocks"!

Marina Trail

The Environmental Committee is looking for volunteers to help build an upgraded trail from Victoria Loop to the Marina. Email office@capegeorge.org, with the subject line "Marina Trail." Please include your name and contact info for the Environmental Committee.

Dog Owner Issues

Several incidents have been reported to the office involving dogs being aggressive while walking in Cape George.

Even the calmest dogs react in certain situations.

- Dogs need to be on leash in Memorial Park, except during the designated doggie playtime.
- Please maintain control of your dog. That includes not extending an extendable leash when other dogs are present.
- Please be aware of other dogs near you so you can maintain control and of your dog if he or she reacts suddenly.
- Do not approach other dogs without asking the person walking the dog if that is okay.
- If your dog typically reacts aggressively to other dogs, please cross the street and avoid interaction.
- Do not walk a dog that can overpower you if you are not paying attention.

Security Cameras

Installation of security cameras is being delayed by connectivity and other issues. We are working on the pilot program and hope to have more news in April.

Cape George Website

We have decided it will be best to outsource the design of the new website. This is a work in progress.

Violations

Violation letters were sent for maintenance issues, an expired building permit, and night lights not being shaded.

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

COMMENTS ON FEBRUARY 2023 FINANCIALS

Balance Sheet

Reserve Assessments are collected along with General Assessment and Water fees and deposited into an Operating cash account. The Reserve Assessment is then transferred to a Reserve Cash account. The transaction was done correctly in January, however our finance service company made a mistake and repeated the transaction in February. This was caught and corrected, and the funds have been transferred back to the Operating account in the month of March. However we needed to reflect the transaction correctly on the balance sheet so the Due to / Due From Operating and Reserves cash accounts swelled by \$49,981, the amount of the 2nd transfer. This provided an audit trail that accurately reflects the activity, and keeps the books in balance. March will reflect the correction was made and order is restored.

Income Statement

Note that two months is not a lot of data to fuel a thorough analysis, but there are points worthy of consideration:

A) General Operations:

This year is going to demand extreme caution in spending:

We have approved over \$5k to build walkways on the Berm which are not budgeted

There likely will be maintenance costs for the Berm itself which also are not budgeted

So far YTD we have exceeded the annual budget dollars for vehicle repair and maintenance by \$2k

A temporary reduction in payroll costs owing to an employee's time off work has made up for overages, however we need to seriously rein in spending in order to avoid a loss by the end of the year.

B) Water Operations

Water operations so far are running ahead of budget owing to lack of spending for special projects, such as substantially building our parts inventory to accommodate the wide ranging specs of the various fittings and pipes that are in use in our system.

C) Marina Operations

Marina income and expenditures conform to budgeted amounts.

CAPE GEORGE COLONY CLUB

As of Feb 28, 2023

Balance Sheet as of February 28, 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	\$	281,053	\$	238,188	18%	Accounts Payable & Other Liabilities	\$	11,567	\$	76,451	-85%	
Operating Savings & ICS		250,416		150,283	67%	Prepaid Income		43,248		29,756	45%	
Reserves - General, Water & Marina		1,378,286		1,186,746	16%	Unearned Income, Marina Wait List		4,600		1,725	167%	
Total Cash & Equivalents		1,909,756		1,575,216	21%	Total Current Liabilities		59,416		107,932	-45%	
Net Accounts Receivable	\$	6,183	\$	17,108	-64%	FUND BALANCES:						
Total Net Fixed Assets		1,605,201		1,444,326	11%	Fund Balances & Equity (Combined)		3,323,746		2,892,035	15%	
Total Prepaid & Other Assets		19,027		14,160	34%	Modified Cash Basis Income		157,005		50,843	209%	
TOTAL ASSETS		\$3,540,167		\$3,050,810	16%	TOTAL LIABILITIES & FUND BALANCE		\$ 3,540,167		\$ 3,050,810	16%	

Summary Revenue and Expense Statements for the periods ended February 28, 2023 and 2022 (Modified cash basis, excludes depreciation)

	2023 Year to Date - Unaudited			
	Actual	Budget	Variance	%
General				
General Assessment	\$ 86,378	\$ 86,380	(2)	0%
Revenue - All Other Sources	3,025	1,043	1,982	190%
Total General Revenue	89,403	87,423	1,979	
Expenses:				
Salaries, Benefits, PR Tax	19,912	25,522	5,610	22%
Repairs & Maintenance	5,328	1,733	(3,594)	-207%
Contracted Services	10,348	8,129	(2,219)	-27%
Pool Expense & Utilities	4,000	4,750	750	16%
Utilities & Insurance	6,233	6,426	193	3%
Other Expenses (incl taxes)	4,010	4,868	858	18%
Total General Expenses	49,829	51,427	1,598	
General Net Income	\$ 39,573	\$ 35,996	\$ 3,577	-10%

	2023 Year to Date - Unaudited			
	Actual	Budget	Variance	%
Water				
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$ (528)	-1%
Revenue - All Other Sources	2,787	6,000	(3,214)	-54%
Total Water Revenue	60,127	63,869	(3,742)	
Expenses:				
Salaries, Benefits, PR Tax	9,940	12,761	2,821	22%
Repairs & Maintenance	11	1,008	998	99%
Contracted Services	3,178	5,339	2,161	40%
Utilities & Insurance	4,328	5,114	786	15%
Other Expenses (incl taxes)	5,203	5,658	454	8%
Total Water Expenses	22,660	29,880	7,220	
Water Net Income	\$ 37,467	\$ 33,989	\$ 3,478	10%

	2023 Year to Date - Unaudited			
	Actual	Budget	Variance	%
Marina				
Revenue - Moorage/Parking	\$ 74,816	\$ 74,489	\$ 327	0%
Revenue - All Other Sources	15,215	15,975	(760)	-5%
Total Marina Revenue	90,031	90,464	(433)	
Expenses:				
Salaries, Benefits, PR Tax	3,335	4,254	918	22%
Repairs & Maintenance	777	183	(594)	-324%
Contracted Services	1,318	1,594	277	17%
Utilities & Insurance	3,809	3,090	(719)	-23%
Other Expenses (incl taxes)	829	1,150	321	28%
Total Marina Expenses	10,068	10,272	204	
Marina Net Income	\$ 79,963	\$ 80,192	\$ (229)	0%

Net Income/Loss from Combined Operations, No Reserve Activity	\$ 157,004	\$ 150,178	\$ 6,826	5%
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Reserve Activity				
Routine Reserve Assessment	49,981	49,981	-	0%
Reserve Interest - all **	524	-	524	#DIV/0!
Less: Reserve Offset**	-	-	-	
Net Reserve Activity	\$ 50,505	\$ 49,981	\$ 524	1%

	Comparative - Unaudited			
	2023 YTD	2022 YTD**	Variance	%
General				
General Assessment	\$ 86,378	\$ 53,242	\$ 33,135	62%
Revenue - All Other Sources	3,025	2,202	823	37%
Total General Revenue	89,403	55,444	33,958	
Expenses:				
Salaries, Benefits, PR Tax	19,912	18,904	(1,008)	-5%
Repairs & Maintenance	5,328	3,591	(1,737)	-48%
Contracted Services	10,348	16,937	6,589	39%
Pool Expense & Utilities	4,000	4,206	207	5%
Utilities & Insurance	6,233	5,653	(580)	-10%
Other Expenses (incl taxes)	4,010	5,095	1,085	21%
Total General Expenses	49,829	54,386	3,844	
General Net Income	\$ 39,573	\$ 1,059	\$ 38,515	>-100%

	Comparative - Unaudited			
	2023 YTD	2022 YTD**	Variance	%
Water				
Revenue - Water Use Fees	\$ 57,341	\$ 34,144	\$ 23,197	68%
Revenue - All Other Sources	2,787	5,440	(2,654)	-49%
Total Water Revenue	60,127	39,584	20,543	
Expenses:				
Salaries, Benefits, PR Tax	9,940	8,817	(1,123)	-13%
Repairs & Maintenance	11	-	(11)	#DIV/0!
Contracted Services	3,178	5,704	2,526	44%
Utilities & Insurance	4,328	3,541	(787)	-22%
Other Expenses (incl taxes)	5,203	1,865	(3,338)	-179%
Total Water Expenses	22,660	19,927	(2,733)	
Water Net Income	\$ 37,467	\$ 19,657	\$ 17,811	91%

	Comparative - Unaudited			
	2023 YTD	2022 YTD**	Variance	%
Marina				
Revenue - Moorage/Parking	\$ 74,816	\$ 33,075	\$ 41,741	126%
Revenue - All Other Sources	15,215	4,760	10,455	220%
Total Marina Revenue	90,031	37,835	52,196	
Expenses:				
Salaries, Benefits, PR Tax	3,335	2,949	(386)	-13%
Repairs & Maintenance	777	-	(777)	0%
Contracted Services	1,318	1,018	(300)	-29%
Utilities & Insurance	3,809	3,388	(421)	-12%
Other Expenses (incl taxes)	829	374	(455)	-122%
Total Marina Expenses	10,068	7,729	(2,339)	
Marina Net Income	\$ 79,963	\$ 30,106	\$ 49,857	166%

Net Income/Loss from Combined Operations, No Reserve Activity	\$ 157,004	\$ 50,822	\$ 106,182	209%
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**Reserve Activity				
Routine Reserve Revenue	49,981	31,734	(18,247)	57%
Reserve Interest - all	524	-	(524)	>100%
Less: Reserve Offset	-	-	-	
Gross Reserve Activity	\$ 50,505	\$ 31,734	\$ (18,771)	59%

CAPE GEORGE COLONY CLUB

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New Members for March Meeting

Gerald & Jennifer White purchased 610 Saddle Dr from Steve & Lori Kraght of Stori, LLC
Jeremy & Jennifer Wheat purchased 11 Rhododendron St from James Bragg
Terri Hawke purchased 191 Maple Dr from Ron & Jayn Hanson

ENVIRONMENTAL COMMITTEE CHARTER

PREAMBLE

1. The Committee is advisory to the Board of Trustees.
2. The Committee is open to all members in good standing and will be composed of a chairperson, volunteer members with an interest in this particular area, and a 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.
4. The Committee shall address environmental concerns including, but not limited to, (1) preservation of native plant, animal, bird, and sea life by fostering conditions that allow them to thrive, ~~(2) protection of air, water and view quality,~~ (3) development and protection of common areas, (4) gathering information and doing research regarding safety, quality of life, and good environmental policies, and (5) recommending best practice policies that will enhance environmental quality and advance community interest.

DUTIES

1. Keep written minutes of all meetings and present oral and written reports to the Board of Trustees when appropriate. The Committee chairperson or designee will submit an annual written and oral report at the CG Annual Membership meeting.
2. Protect and preserve all common areas.
3. Suggest environmental projects for community action.
4. Prepare educational presentations for the benefit of the community, club members and the environment.
5. Research information about environmental issues and recommend policies to benefit the community and the environment.
6. Create a reference library about environmental issues for community members to consult. *Note to Board: We are planning to ask the current clubhouse librarians if they will help us create a small Environmental Resource shelf in the the Clubhouse library. This will be announced in the newsletter when it is completed.*
7. Be available for environmental consultation to the extent of our expertise or to refer people to community experts, e.g. Native Plant Society, WSU, Jefferson County Health Department, etc.

COMMITTEE CHARTERS

8. Arrange for environmental and horticultural experts to supplement the Cape George maintenance crew when necessary.
9. Facilitate the Cape George Road Clean up Project from the firehouse to Discovery Road.
Note: Change "Discover Road" to "Cape George Colony Entrance"
The committee voted to approve this change during our March 14 meeting because the current designated area up to Discovery Road is way beyond the scope of our committee. The revised wording reflects the area where the committee has actually facilitated activities in the past.
10. The Committee will meet a minimum of two times each calendar year. Usually, the Committee meets on a monthly basis.
11. Be available for environmental consultation to the extent of our expertise or to refer people

William A Stull
President

Gary Nelson
Secretary

FINANCE COMMITTEE CHARTER

PREAMBLE

The Committee acts as an advisory committee to the Board of Trustees, Treasurer and Manager on financial matters concerning the operation, monetary integrity, and financial compliance of Cape George Colony Club.

1. The Committee is composed of a minimum of three members in good standing with knowledge in financial reporting or experience in executing large budgets for a medium to large corporation or business. (CG By-Laws, Article VI, #6, Committees of the Board.)
2. The Board Treasurer is appointed to be the Board liaison. The chairperson and liaison will recommend additional members for the committee to be approved by the Board.
3. The Committee Chairperson is approved by the Board and will serve for a two-year period beginning after the August Board meeting.

DUTIES:

A. The Committee reviews and advises the Board of Trustees, Treasurer and Manager, using various sources and expertise including but not limited to the CG Bylaws, Employee, and Financial Policies, on the following subjects:

1. The preparation of annual budget in a timely fashion to meet the schedule established annually by the Board of Trustees.
2. The annual Reserve Studies, including but not limited to reviewing the outside consultant's reports; estimating, reviewing for reasonableness the projected schedule for replacement, costs and "useful lives" of assets with input obtained from Manager, committees, contractors, and the Board.
3. Adequacy of all assessments, fees, and other charges and the possible need for special assessments.
4. Monthly financial statements and underlying documents as soon as practical upon receipt and advises the Board as to any material concerns.
5. Monthly financial reports as provided to the Board by the Manager and Treasurer and printed for membership in the newsletter and posted to the website.
6. The quarterly reconciliation of all Balance Sheet accounts.
7. The annual external financial audit, by reviewing the draft audit with the Manager and Treasurer.
8. Reviews of financial records, club procedures, financial policies and practices. ~~and employee policies.~~
9. Internal accounting controls, including but not limited to, payroll procedures, interactions with outside accounting professionals and adherence to Cape George policies.
10. Insurance coverage at least annually to assure that all assets and operations are adequately insured.
11. Benefits. Assist the HR Consultant in their review of employee policies, benefits coverage for employees, including annual renewal of healthcare and other provider contracts, and assist with analyses and documentation as requested. In the event an HR Consultant is not named or

available, the finance committee will directly assist the Manager and Board with the reviews
~~Benefits coverage for employees, including annual renewal of healthcare and other provider contracts.~~

~~11.12.~~ Make recommendations to the Board and various Committees with regards to communications and proposals to ensure complete and accurate information is provided to enable an informed decision.

~~12.13.~~ Any other matters relating to the immediate and long-term financial condition of Cape George Colony Club, including but not limited to the periodic evaluation and selection of the external financial auditors, thirdparty accounting, and other financial related vendors.

B. The Committee will keep written minutes of all meetings. Oral and written reports to the Board of Trustees will be presented when appropriate and the committee chairperson or designee will submit an annual written and oral report at the annual membership meeting.

C. The Committee will meet at least quarterly, with monthly work sessions as required to review monthly analyses and assist Treasurer with the report to the Membership and Board meeting. ~~or as necessary~~

RULES AND REGULATIONS – PERSONNEL

CGCC JOB DESCRIPTION

ASSISTANT MAINTENANCE POSITION

MINIMUM STANDARDS:

- High School Graduate or equivalent
- Valid Washington State Drivers License
- Able to qualify for Cape George insurance to drive our vehicles.
- Able to follow General Manager and Maintenance Supervisor instructions and proper procedures for maintenance of the pool.
- Ability & willingness to do hard physical labor including lifting, shoveling and construction in inclement weather.
- Able to follow directions and learn processes and procedures as described below.
- Apprentice with the Maintenance Supervisor
- Following a reasonable training period, have the ability work independently and to organize workload in an efficient manner.

PURPOSE: Under the general supervision of the General Manager and Maintenance Supervisor, help accomplish repair and maintenance of Cape George buildings, grounds, and equipment and assist the Maintenance Supervisor and Water Operator in the operation of Cape George water system.

DUTIES TO INCLUDE, BUT NOT LIMITED TO, ASSISTING AND LEARNING THE PROCESSES TO BE ABLE TO WORK UNDER DIRECTION OF THE GENERAL MANAGER, WATER OPERATOR AND MAINTENANCE SUPERVISOR INDEPENDANTLY TO:

1. Maintain a friendly, professional, courteous, efficient manner when dealing with Members.
2. Grade, gravel, spray, cold patch, clear overgrowth and sand all roads as required.
3. Operate and maintain all the Club's equipment.
4. Maintain the Club's buildings by painting, making minor electrical and lighting repairs, and other minor structural repairs as required.
5. Maintain the Club's equipment and vehicles by making sure that they are put away properly, handled correctly and in good repair.
6. Mow the parks and other common areas.
7. Clean and make minor repairs to all ditches and shoulders throughout the Colony, Huckleberry, Village and Highlands.
8. Plow all Cape George roads as directed by the General Manager and/or Maintenance Supervisor in the event of significant snowfall.

RULES AND REGULATIONS – PERSONNEL

9. Test the pool water for pH-Chlorine; check all pool equipment and clean the pool area as directed by the General Manager and/or Maintenance Supervisor.
10. Vacuum the pool as directed by the General Manager and/or Maintenance Supervisor.
11. Back flush pool filter as directed by the General Manager and/or Maintenance Supervisor.
12. Make daily rounds of active wells, pumps, and reservoirs to determine all is normal, under the direction of the Water Manager.
13. Make log entries as to run time and amounts pumped, under the direction of the Water Manager.
14. Take daily readings of Manganese and Iron in water system as directed by the Water Manager.
15. Read water meters monthly as directed by the Water Manager.
16. Weed around reservoirs and maintain a clearance around all fenced well reservoirs.
17. Assist in the installation of water taps and repair of water mains.

18. Other duties as assigned by the General Manager and/or Maintenance Supervisor.

March 2023 Draft of Assistant Maintenance Job Description.

General Manager

Date

Terry's Lock & Safe, Inc.
 Post Office Box 1459
 Port Hadlock, WA. 98339

Estimate

Date	Estimate #
3/1/2023	031-108

Name / Address
Cape George Colony Club 61 Cape George Dr. Port Townsend, WA 98368

Rep	Project
TF	community center doors

Qty	Description	Rate	Total
1	Service Call -- during normal business hours	70.00	70.00T
	NETWORX LOCKS REMOTE PROGRAMING		
1	ETPDNS1/26DV99 Battery operated outside trim works with Von Duprin 99,	2,025.00	2,025.00T
1	Installation of above.	185.00	185.00T
2	PDL 6100/26D Cylindrical lock 2 3/4 Back set	2,200.02	4,400.04T
2	Installation of above	120.00	240.00T
1	Networx Gateway Interface Module Supports up to 63 Networx locks using hardwired connection to the network via RJ45 Ethernet cable. One antenna, powered with Class 2, 6VAC transformer (supplied). ceiling or wall mountabl e.	581.50	581.50T

Thank you for your business.	Subtotal
	Sales Tax (9.0%)
	Total

Phone #	Fax #	E-mail
360-385-4160	360-379-2476	lockman.tf@gmail.com

Terry's Lock & Safe, Inc.
 Post Office Box 1459
 Port Hadlock, WA. 98339

Estimate

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3/1/2023	031-108

Name / Address
Cape George Colony Club 61 Cape George Dr. Port Townsend, WA 98368

Rep	Project
TF	community center doors

Qty	Description	Rate	Total
	<p>Trilogy Networx: Prox Wireless Networking Access Control KEY FEATURE S:</p> <ul style="list-style-type: none"> Networkx Locks communicate wirelessly via Ethernet or 802.11B/G 5-Year+ Battery life, typical using 4 "C" cell off the shelf batteries Automatic battery reports at the PC, visual & audible low-battery status indicators at the lock In 10 Seconds, activate emergency global lockdown from the Networx PC o r any lock System-wide free-passage enable or disable, can be activated from the Netw orx PC Locks support up to 5000 users with 3-6 digit numeric PIN codes & Prox I D Cards, Fobs & Credentials Highly efficient 900MHz bidirectional communications, for longer range an d less interference No wiring No splitters or repeaters No hard wiring to the host/server No extra power supplies No access controller/panels <p>2 year parts and labor warranty, First programing included. These Locks are compatible with your Prox cards, and Prox Fobs.</p>		

Thank you for your business.	Subtotal	€7 901 54
	Sales Tax (9.0%)	€675 14
	Total	€8 576 68

Phone #	Fax #	E-mail
360-385-4160	360-379-2476	lockman.tf@gmail.com

RULES AND REGULATIONS – FINANCE AND BUDGET

PETTY CASH FUND

A petty cash fund, in an amount not exceeding ~~\$300.00~~ \$500.00 is hereby authorized. The General Manager shall administer the petty cash fund and it shall be reconciled at least quarterly.

Adopted by the Board of Trustees, June 12, 2008

Reaffirmed by The Board of Trustees at the Meeting held: April 16, 2009

Adopted by the Board of Trustees, May 12, 2011

Adopted by the Board of Trustees, February 14, 2019

Adopted by the Board of Trustees, March 27, 2023

Jane Ludwig, President

Pat Gulick, Secretary

Cape George Colony Club Expenditure Authorization Policy

To ensure congruence with new financial processes and technology, this policy replaces the previous FIN06-Check Signing Policy.

It is the policy of Cape George Colony Club, Inc. to apply oversight and review measures to the authorization and approval of expenditures consistent with current electronic processes and technology. Providing for a reasonable level of internal control and fiduciary oversight is also important in exercising a duty of care for the expenditure of funds of Cape George Colony Club, Inc.

In addition to authorization of payment by the General Manager, two Trustee/Officer authorizations for the payment of ~~non-payroll~~ invoices are required for all expenditures.

In the event an invoice cannot be processed through the normal third party vendor for account payables in a timely manner to avoid a late payment, the General Manager may utilize the corporate credit card to make a timely payment or use the local bank account for an ACH or local check payment to avoid a late payment. In addition, the Petty Cash fund will be replenished from the local checking account with a local check, satisfying all approval requirements. The General Manager will notify the accounting service provider of the chart of account coding and the Treasurer of the action taken.

Some current expenditures, especially payroll related items, are funds electronically transferred (EFTs) from Cape George bank accounts. This is especially true for payroll related activities. Direct deposit advices for employee payroll should be approved and generated by the General Manager then reviewed by the Treasurer afterward. EFTs for remittance of State and Federal taxes are filed by the General Manager or Payroll Vendor as applicable and are to be reviewed by the Treasurer.

Nothing in this policy should be construed to be contrary to the required signatories on all accounts with financial institutions or the signatories required by FIN 09 – Investment Policy.

Approved by the Board of Trustees, May 16, 2019

Amended by the Board of Trustees, May 14, 2020

Amended by the Board of Trustees, March 27, 2023

Jane Ludwig, President

Pat Gulick, Secretary

3.23.2023:

Ad Hoc Berm Protection Committee Next Steps:

We look forward to some sunny weather next week to start working on the next step in protecting the Berm. We will be working on these projects over the next few weeks.

The committee has decided that at this time there will be one crossover at the north end of the picnic area. We discussed having a second crossover by the picnic gazebo, but that part of the berm is the **most important and most vulnerable**. We hope that the fence, signage, and member motivation to protect their waterfront will keep people off the berm. There is an existing path across the berm, south of the workshop area, that is an alternate access point to the beach.

The specific projects are:

1. Completing the north crossover.
2. Prepping the berm for seeding sea grasses and other vegetation. That vegetation is critical for the long-term stability of the berm.
3. Building/installing the post and rope fence.
4. Building a drain for the area of the lawn that is persistently swampy.
5. Spreading sand and leveling the lawn area in preparation for hydroseeding.
6. Signage for the picnic area and berm fence.

This is the order of the work ahead:

Fence

1. First: Deliver/spread sand for any on berm or inside berm hydroseeding preparation, if the fence will be in the way of this process.
2. Prep posts: Cut and wax the in-ground end.
3. Work party to dig post holes, set posts, and attach staples for the rope: Donnie or member volunteer with tractor and auger to sink the posts.
4. Attach the rope.
5. Install the signs.

Lawn Prep

1. Build drain for picnic lawn lake.
2. Spread sand to even the picnic area.
3. Prep lawn area for hydro seeding.
4. Hydro seed.

Signs

1. Approve wording for crossover signs, informational signs, and warning signs.
2. Richard or Commercial Sign Company creates signs.
3. Place signs next to the berm

North Crossover

1. Use Donnie and tractor with backhoe to collect small boulders for edges of the north crossover.
2. Complete the rock border.
3. Spread the basalt rock

We would like to start cutting the 21 posts and waxing the ends next week or even over the weekend. It looks like we might have some sunny days next week and we would like to get started with installing posts and fence materials.

These tasks can be worked on simultaneously.

CG Building and Roads Committee

March 03, 2022

Minutes:

In Attendance: George Martin, Dave Baker, Betsy Coddington, Richard VanDeMark, Marni Levy, John Dwyer

- 1) Discussed revised Earthworks permit: 69 Hemlock Drive. As the retaining was lowered to 4 feet and now does not require a Jefferson County Building Permit, the committee approved the earthworks permit to install the retaining wall. Permit was signed.
- 2) Discussed questions about a proposed build 175 Hemlock Drive. It was concerned with the septic pipe running within the 5-foot setback Cape George has for structures. Cape George does not have authority over septic systems and we recommend the owners see Jefferson County approval. Owners' contactor will be notified.
- 3) Answered questions submitted by a future owner about building regulations and requirements on a potential build 610 Saddle Drive. Questions were answered by the committee and forwarded to the potential owners.
- 4) Discussed the driveway survey results. Not all surveys have been done. Richard VanDeMark will be compiling the data as it is received. Discussion pursued as to parking pads which are not under the CG building regulation. The committee concurred that we should explore adding parking pads to the regulations to protect the sides for the roads that abut the parking pads. It is imperative that we protect the sides of the roadway to minimize damage and costly repairs.
- 5) Discussed new earthworks permit for 81 Maple Drive to prepare the lot for a modular home installation later this year. Permit was signed upon committee approval.
- 6) Discussed the Building and Roads Charter at the request of the Board of Trustees. I was approved to add Cape George Capital Projects Reviews to our duties. The scope of that review process is being developed currently.

George Martin,
Co-Chair Building and Roads Committee

ENVIRONMENTAL COMMITTEE MINUTES
Tuesday, January 10, 2023 9:15 am, on Zoom

IN ATTENDANCE: Varn Brooks, Chris Buzzard, Lori Cameron, Sue Dunning, Pat Gulick, Anne Jimenez, Marnie Levy, Steve McDevitt, Ruth Ross, Bob Sullivan

I. CALL TO ORDER: Chris called the meeting to order at 9:17 am

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

III. FISCAL REPORT \$2218.45

IV. OLD BUSINESS

- A. Fine schedule for tree cutting.** Pat Gulick, our board liaison, submitted to the Board the suggestions for revisions to the fine schedule approved at our December meeting (for details, see minutes of our December 2022 meeting).
- B. Ad Hoc Berm Committee:** Pat Gulick presented to the Board the 2 motions approved by our committee at our December meeting. Richard VanDeMark reported by email that the group overseeing berm restoration is now an official ad hoc committee who will be pursuing this project separately from the Environmental Committee. They will provide status reports to our committee and consult with us/ request volunteers as needed (e.g., on plantings). They are now designing walkovers and making plans for fencing and plantings.
- C. Berm repair presentation:** Article in newsletter. Plans for educational presentation to the community with ad hoc Berm committee/Marina committee.
- D. Rain garden:** Now that the Board has approved new fencing, Steve will organize a work party for installation when weather permits.
- E. Styrofoam recycling** Committee approved having Jo Blair send out updates to the community via Terri's office email/newsletter re Styrofoam recycling.
- F. Plaque for the bell:** Richard VanDeMark reports that he will send out next draft of the text/design within the next week.
- G. Memorial Park plaque/restoration.** Volunteers solicited to help take down the plaque for cleaning and restoration.
- H. Updates to volunteer list:** Need to create job descriptions before circulating. Lori Cameron offered to follow-up with people on the list to see if they are still doing those jobs. Ruth will forward the list to her

V. NEW BUSINESS

- A. Article describing Environmental Committee** (Chris Buzzard). Chris drafted an article for the website and newsletter to encourage more people to get involved with the Environmental Committee and to help identify a co-chair. The committee was encouraged to send comments on the draft attached to these minutes.

The Cape George Environmental Committee: Who We Are and What We Do

Gardeners, scientists, amateur naturalists, environmentalists, botanists, writers, and anyone willing to pull a weed make the **Environmental Committee** an active and vital part of preserving, improving, and maintaining the environment of Cape George. We seek new members to help us keep Cape George beautiful and to encourage wise use of our resources by members of our community. Our monthly meetings are the second Tuesday of every month at 9:15 am at the Clubhouse (or on Zoom as necessary).

Our past accomplishments and ongoing activities include:

Maintenance of common areas : Volunteers weed, mow, and tend more than 25 areas in Cape George including the Clubhouse area, the Petanque Courts, the playground, the Gazebo, all mailbox areas, all the trails, Memorial Park, and all entrances to the Club. **Additional volunteers are always needed for these areas**

Beach Cleanup: All hands-on deck needed for our annual Beach Cleanup.

Beach Walks: These are a hit with the community and are offered annually in coordination with staff from the Port Townsend Marine Science Center and by resident naturalists. Who knew that an octopus found under a rock on the walk actually had a garden just outside his den?

Annual Intertidal Survey. In cooperation with the Marine Science Center, trained Cape George volunteers survey a designated portion of the intertidal zone of the beach as a part of a program sponsored by the Washington Department of Resources to document changes in the beach landscape over the years.

Rain Garden. The committee initiated construction of a Rain Garden in 2020 in coordination with the Agricultural Extension Department of Washington State University. Steve McDevitt has overseen the maintenance of the garden ever since with assistance from Committee members, and the garden is thriving.

Native Plant Booklet. Committee member and naturalist Fayla Schwartz compiled a beautiful, fact filled booklet of the native plants here in our Cape George Community. This booklet along with a drawing of the mountains beyond Discovery Bay are sold as fundraisers to support the Committee's projects.

Hemlock Removal: The Committee has been instrumental in identifying problem areas of poison hemlock in our community and arranging for the manager to set up an ongoing removal program with a licensed vegetation management service. We are also on the alert to identify and remove invasive Scotch Broom.

Styrofoam Recycling: A program to recycle Styrofoam was begun when a member identified this environmental concern and was willing to collect and recycle the Styrofoam.

Berm: The beach berm protects the Clubhouse and common areas near the beach. The Environmental Committee paid for and helped install the initial plantings of native species intended to stabilize the Berm. Successive years have seen degradation of the Berm through big storms and King Tides. Experts on the committee with extensive knowledge of coastline issues have done extensive research to advise the Board on how to best stabilize the Berm. This will be an ongoing issue as climate change impacts us and our resources. Our committee has encouraged the establishment of a separate standing committee to specifically address these important issues

Ravine Trail steps: The steps on the Ravine Trail were completely rebuilt by volunteers on the Committee. More trail maintenance and step replacement are on the horizon.

Naturalist Programs: Before Covid, during the winter months at the Clubhouse, the Committee presented films and programs on a wide range of environmental topics, and it is hoped that we can resume these programs in the future.

Halloween Fundraiser: Each October the Committee hosts a popular fundraiser dinner at the Clubhouse letting residents express their hidden side in costume.

Newsletter articles: When appropriate, the Committee adds articles to the newsletter about the environment or suggestions about how to improve our natural world.

The Environmental Committee plays an active and vital role in accepting the responsibility to maintain, protect and improve the beauty of Cape George. Come be a part of the fun.

We are seeking a co-chair to assist the chair, Chris Buzzard.

Fitness Committee Meeting

Meeting Minutes

3/6/2023

Members: Allan Zee, Judith Chambliss (Co-Chairs) absent, Betsy Coddington (Board Liaison), Phyllis Ballough, Jon Karpilow (absent), Marnie Levy (CG Manager, absent), Fred Miercort, Linda Mollino, Tom Ramsey (absent) Mardella Rowland, Robin Schering and Bill Sery

1. **February Fundraiser:** subcommittee members: Thus far \$4302 has been raised, present balance: \$8,956.70 (after deposit of current checks of \$800 by Cassie Reeves). A big thank you to all the committee members who helped with the fundraising over the past month and a very big thank you to all our donors. Your donations will help us to continue to improve the fitness center both in the equipment we have currently and equipment we are able to purchase in the future.
2. **Open House:** Discussion of open house. Robin and Fred thought it went very well and there were about eight-ten members that attended each hour. Some were new to the fitness center. Thank you to Robin, Fred, and Lori for all the work in ensuring that the Open House was a success.
3. **Equipment:** - L8 was evaluated by Mark Harder on 10/31, but it is still having problems. Allan has written to both Mark Wiper and Mark Harder notifying them of the problems. No replies yet. Allan will continue to follow up. - On-going maintenance: We have a bid from FitInc who have provided previous maintenance. We are still waiting to receive a bid from Mark Harder (Exercise Service Specialist). - The Bench Press was reupholstered unsatisfactorily by Mark Harder on 10/31. We are waiting for him to rectify the situation. Allan continues to pursue intervention by the Mark's.
4. **Supplies:** replacement for Mardella for tracking and refilling supplies in the Fitness Room was discussed but no volunteers. Suggestion by Linda that she would take over the position if someone was willing to be secretary. There were no volunteers. Linda agreed to put out a request to the full group by e-mail to see if there are any volunteers. Mardella is willing to continue to be the "supply sergeant" until April 1, 2023.
5. **Welcome Bench:** the welcome bench has been completed by Mike LaPointe. The bench is a major improvement from the previous bench, and we are very thankful to Mike and anyone else from the CG workshop who assisted him.

The total cost for building the bench was \$114.82, which is well below the allotted monies approved by the committee. A big “thank you to Mike for all the work he put into making a very nice welcoming bench for the fitness center.

6. **Telephone:** Marnie continues to work on resolving phone issues.
7. **Suggestion Box:** there were various suggestions and comments put in the box over the last month ranging from thank you for the nice craftsman work on the new bench; positive comments about the gym; thank you for fixing the Stairmaster; requests for higher weight dumbbells; request to mount a TV for use during workouts. All comments are appreciated, and all equipment and miscellaneous equipment requests will be put on our ongoing lists and be considered by the committee.
8. **Durable Sign for Outside:** Phyliss led the discussion about the signs for the outside door. One would be advertising “Cape George Fitness Center” that will be in metal and would cost around \$110.00. The second sign would be welcoming members to the fitness center with basic rules. Discussion about the basic rules and keeping it as simple as possible would cost about \$65.00. Phyliss was given permission to go ahead and finalize the ideas and bring it to the group for final approval.

Next Meeting: suggestion made that the meetings be moved to every two months. Thus, the next meeting will be May 1, 2023, at 11am

Cape George Colony Club Nominating Committee
Meeting Report March 8, 2023

In attendance: Dianne Tamblyn, Patty Dunmire, Ross Anderson, Stan Russell,
Kris Easterday and Jane Ludwig

There are 3 Trustee positions opened starting July 16, 2023 for a term on 3 years each.

The committee reviewed the current nomination list based on the 2022 list and added more names as potential candidates. From this list members were assigned people to call in the next two weeks. The committee will meet again in early April to review and wrap up the recruiting effort or expand depending on the results of the current calling effort.

The election timeline was reviewed and the committee planned for signage in the neighborhood kiosks, the April newsletter blurb and the meet your candidates event, date(s) TBD.

Respectfully submitted by Dianne Tamblyn Chair
