



*Cape George Colony Club*

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

Thursday, April 27, 2023, 3:00 p.m.

Via Zoom

**Cape George Colony Club**  
**Regular Board of Trustees Meeting Agenda**

April 27, 2023, 3:00 p.m.

Via Zoom

- A. President's Comments and Announcements – Jane Ludwig
- B. Letters from Members – two emailed letters were submitted. See attached.
- C. Action on Minutes – Pat Gulick  
Approve minutes of the regular Board of Trustees meeting held March 30, 2023.
- D. Manager's Report – Marnie Levy. See attached.
- E. Treasurer's Report – Fayla Schwartz. Summarized March 2023 Financial Report attached.
- F. New Members – Pat Gulick
- G. 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.
- 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 put revised wording of proposed change to Bylaw Article III B1 forward to the membership for discussion, to be voted on at the May Board meeting – **Fayla Schwartz**. Page attached.

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.** I move to approve the proposed changes to the Nominating Committee Charter – **John Dwyer**. Charter attached.

**Motion 3.** I move to approve the proposed changes to the Roads and Building Committee Charter – **Betsy Coddington**. Charter attached.

**Motion 4.** I move 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 – **Fayla Schwartz**. See attached.

**Motion 5.** I move to amend EMP 08f, Assistant Maintenance Position, adding the subtitle “Regular Non-Exempt Part-Time Employee” – **Fayla Schwartz**. See attached.

**Motion 6.** I move to approve the use of Condominium Law Group, PLLC, for Cape George Colony Club legal needs – **Betsy Coddington**.

**Motion 7.** The Motion to cancel the Memorial Day Barbecue was withdrawn – **Betsy Coddington**.

J. Open Board Discussion – Trustee Discussion Only

K. Committee Meeting Notes/Minutes:

Building and Roads, 3/14/2023  
Environmental Committee, 3/14/2023  
Nominating Committee, 4/5/2023  
Village Kiosk Ad-hoc Committee, 4/17/2023  
Water Committee, 2/14/2023  
Water Committee, 3/14/2023

L. 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.

M. Adjournment

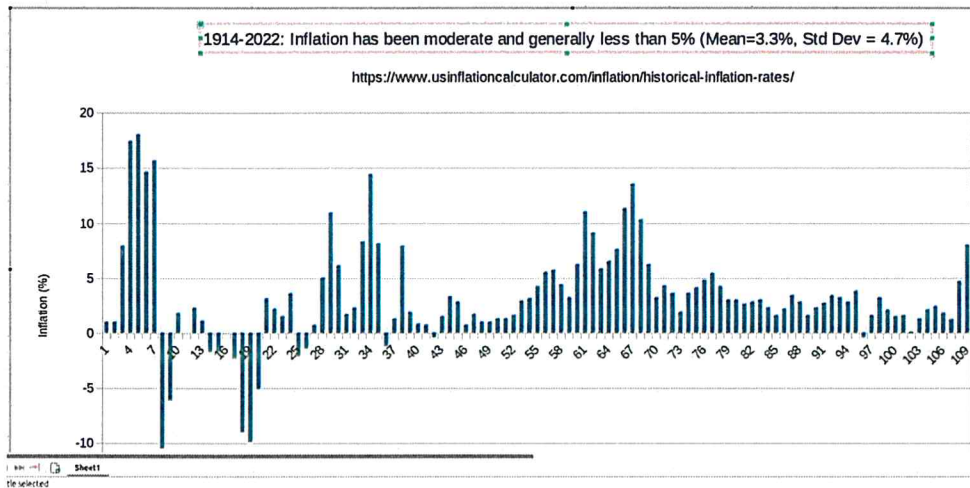
## Marnie Levy

---

**From:** Mark Thayer <mark.allan.thayer@gmail.com>  
**Sent:** Monday, April 24, 2023 2:10 PM  
**To:** Marnie Levy  
**Subject:** Proposed bylaw change

Marnie, Members of the Board:

The proposed bylaw change is poor policy and should not be adopted:



Specifically:

1. The proposed rule would make it easy for a future spendthrift board to raise assessments by the maximum allowed (8%) **even in years of deflation** (which has occurred in roughly 10% of the past 108 years). This might be too great a temptation for future boards to resist, and as such makes for poor policy.
2. Historically, the mean inflation rate has been just over 3%, with a standard deviation just under 5%. This means that 2/3rds, or 67% of the year-to-year variability in inflation is accounted for in the range of -2.6% - 8.0%. **High inflation has been, historically, an abnormality.** While it is prudent to consider the possibility, the data suggest that building an assumption of high inflation rates into our budgeting and assessment process is not warranted.

The proposed rule should be scrapped, and the board should reconsider under what circumstances, and with what safeguards, higher assessments should be considered.

--

Mark Thayer

## Marnie Levy

---

**From:** Cassie Reeves <cassiereeves55@gmail.com>  
**Sent:** Tuesday, April 25, 2023 2:20 PM  
**To:** Marnie Levy; Betsy Coddington; Terri Brown; Cassie Reeves; Fayla Schwartz; Jane Ludwig; John Dwyer; Penelope Jensen; Richard VanDeMark; bart-mooyman-beck@capegeorge.org; Mike Heckinger; Pat Gulick  
**Subject:** Hydro seeding lawn and upcoming events

A discussion was held at the marina work party this morning and, as a group, we'd like to propose postponing the hydro seeding until after the Waterfront Festival on 8/12. We can cancel the Labor Day BBQ and then have a large window of time with warmer weather for the lawn to take hold and be better protected from foot traffic.

The current lawn area is green with a few patches of sand or dirt. We can position picnic tables around and it will be fine for the events coming up or we can seed the bare areas with grass seed for the time being if desired. I'll do this myself if needed.

This will allow us time to get the electrical run for the picnic shelter and even some or all of the actual construction done without impacting the new lawn.

The upcoming event schedule will put a lot of people on the lawn area, probably not ideal for a newly seeded lawn.

## Event calendar

5/29 Memorial Day BBQ  
6/5-11 Granny's Attic  
6/12-18 Marina Sale  
7/4 July 4 BBQ  
7/29 Band on the Beach  
8/12 Waterfront Festival  
9/4 Labor Day BBQ (propose canceling)

Please let me know if this is a schedule that would work for all.

Cassie Reeves  
Treasurer, Cape George Social Club

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

March 30, 2023

via ZOOM

**Draft**

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

Prior to today's meeting the trustees held an Executive Session to interview a new law firm. No decisions were made.

The Board of Trustees will hold a retreat on April 1, 2023 with the following goals:

1. Review Board Trustee functions and transition plan to new 2023-2024 Board of Trustees
2. Examine current and future financial needs of Cape George Colony Club to prepare Trustees to make informed recommendations to the membership concerning how to best meet the HOA's future financial obligations.

**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 Betsy Coddington seconded to approve the minutes of the regular Board Meeting dated – February 24, 2023. Passed – 6/0

**Managers' Report:** Marnie Levy *-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!

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

March 30, 2023

via ZOOM

**Draft**

- 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](mailto: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](mailto:manager@capegeorge.org)

Minutes

CAPE GEORGE COLONY CLUB  
 BOARD OF TRUSTEES MEETING MINUTES  
 March 30, 2023  
 via ZOOM  
**Draft**

Treasurer's Report: Fayla Schwartz

**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								
<i>Balance Sheet as of February 28, 2023 and 2022 - Preliminary Subject to Audit</i>								
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%	<b>FUND BALANCES:</b>				
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%	
<b>TOTAL ASSETS</b>	<b>\$3,540,167</b>	<b>\$3,050,810</b>	<b>16%</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,540,167</b>	<b>\$ 3,050,810</b>	<b>16%</b>	

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



**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**March 30, 2023**  
**via ZOOM**  
**Draft**

2023 Year to Date - Unaudited					Comparative - Unaudited				
	Actual	Budget	Variance	%		2023 YTD	2022 YTD**	Variance	%
<b>General</b>					<b>General</b>				
General Assessment	\$ 86,378	\$ 86,380	(2)	0%	General Assessment	\$ 86,378	\$ 53,242	\$ 33,135	62%
Revenue - All Other Sources	3,025	1,043	1,982	190%	Revenue - All Other Sources	3,025	2,202	823	37%
Total General Revenue	89,403	87,423	1,979		Total General Revenue	89,403	55,444	33,958	
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	19,912	25,522	5,610	22%	Salaries, Benefits, PR Tax	19,912	18,904	(1,008)	-5%
Repairs & Maintenance	5,328	1,733	(3,594)	-207%	Repairs & Maintenance	5,328	3,591	(1,737)	-48%
Contracted Services	10,348	8,129	(2,219)	-27%	Contracted Services	10,348	16,937	6,589	39%
Pool Expense & Utilities	4,000	4,750	750	16%	Pool Expense & Utilities	4,000	4,206	207	5%
Utilities & Insurance	6,233	6,426	193	3%	Utilities & Insurance	6,233	5,653	(580)	-10%
Other Expenses (incl taxes)	4,010	4,868	858	18%	Other Expenses (incl taxes)	4,010	5,095	1,085	21%
Total General Expenses	49,829	51,427	1,598		Total General Expenses	49,829	54,386	3,844	
<b>General Net Income</b>	<b>\$ 39,573</b>	<b>\$ 35,996</b>	<b>\$ 3,577</b>	<b>-10%</b>	<b>General Net Income</b>	<b>\$ 39,573</b>	<b>\$ 1,059</b>	<b>\$ 38,515</b>	<b>&gt;-100%</b>
<b>Water</b>					<b>Water</b>				
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$ (528)	-1%	Revenue - Water Use Fees	\$ 57,341	\$ 34,144	\$ 23,197	68%
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	39,584	20,543	
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	9,940	12,761	2,821	22%	Salaries, Benefits, PR Tax	9,940	8,817	(1,123)	-13%
Repairs & Maintenance	11	1,008	998	99%	Repairs & Maintenance	11	-	(11)	#DIV/0!
Contracted Services	3,178	5,339	2,161	40%	Contracted Services	3,178	5,704	2,526	44%
Utilities & Insurance	4,328	5,114	786	15%	Utilities & Insurance	4,328	3,541	(787)	-22%
Other Expenses (incl taxes)	5,203	5,658	454	8%	Other Expenses (incl taxes)	5,203	1,865	(3,338)	-179%
Total Water Expenses	22,660	29,880	7,220		Total Water Expenses	22,660	19,927	(2,733)	
<b>Water Net Income</b>	<b>\$ 37,467</b>	<b>\$ 33,989</b>	<b>\$ 3,478</b>	<b>10%</b>	<b>Water Net Income</b>	<b>\$ 37,467</b>	<b>\$ 19,657</b>	<b>\$ 17,811</b>	<b>91%</b>
<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 74,816	\$ 74,489	\$ 327	0%	Revenue - Moorage/Parking	\$ 74,816	\$ 33,075	\$ 41,741	126%
Revenue - All Other Sources	15,215	15,975	(760)	-5%	Revenue - All Other Sources	15,215	4,760	10,455	220%
Total Marina Revenue	90,031	90,464	(433)		Total Marina Revenue	90,031	37,835	52,196	
<b>Expenses:</b>					<b>Expenses:</b>				
Salaries, Benefits, PR Tax	3,335	4,254	918	22%	Salaries, Benefits, PR Tax	3,335	2,949	(386)	-13%
Repairs & Maintenance	777	183	(594)	-324%	Repairs & Maintenance	777	-	(777)	0%
Contracted Services	1,318	1,594	277	17%	Contracted Services	1,318	1,018	(300)	-29%
Utilities & Insurance	3,809	3,090	(719)	-23%	Utilities & Insurance	3,809	3,388	(421)	-12%
Other Expenses (incl taxes)	829	1,150	321	28%	Other Expenses (incl taxes)	829	374	(455)	-122%
Total Marina Expenses	10,068	10,272	204		Total Marina Expenses	10,068	7,729	(2,339)	
<b>Marina Net Income</b>	<b>\$ 79,963</b>	<b>\$ 80,192</b>	<b>\$ (229)</b>	<b>0%</b>	<b>Marina Net Income</b>	<b>\$ 79,963</b>	<b>\$ 30,106</b>	<b>\$ 49,857</b>	<b>166%</b>
<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>					<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>				
	\$ 157,004	\$ 150,178	\$ 6,826	5%		\$ 157,004	\$ 50,822	\$ 106,182	209%
<b>Reserve Activity</b>					<b>**Reserve Activity</b>				
Routine Reserve Assessment	49,981	49,981	-	0%	Routine Reserve Revenue	49,981	31,734	(18,247)	57%
Reserve Interest - all **	524	-	524	#DIV/0!	Reserve Interest - all	524	-	(524)	>100%
Less: Reserve Offset***	-	-	-		Less: Reserve Offset	-	-	-	
<b>Net Reserve Activity</b>	<b>\$ 50,505</b>	<b>\$ 49,981</b>	<b>\$ 524</b>	<b>1%</b>	<b>Gross Reserve Activity</b>	<b>\$ 50,505</b>	<b>\$ 31,734</b>	<b>\$ (18,771)</b>	<b>59%</b>

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
March 30, 2023  
via ZOOM  
**Draft**

**New Members: Welcome**

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

**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 crossover 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.

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

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Pat Gulick moved, and Fayla Schwartz seconded to approve the proposed changes to the Environmental Committee Charter. Passed – 6/0

**Motion 2.** Fayla Schwartz moved, and Mike Heckinger seconded to approve the changes to the Finance Committee Charter. Passed-6/0

**Motion 3.** Bart Mooyman-Beck moved, and Pat Gulick seconded to approve the Assistant Maintenance Job Description. Passed-6/0

**Motion 4.** Fayla Schwartz moved, and John Dwyer seconded to accept the bid for new lock systems at the Workshop, Clubhouse and Fitness Room, total expense of \$8176.64 to come from General Operational Reserve Funds. Passed –6/0

**Motion 5.** Betsy Coddington moved, and John Dwyer seconded to approve changes to Rules and Regulations FIN07 to increase petty cash fund from \$300 to \$500. Passed-6/0

**Motion 6.** Betsy Coddington moved, and Bart Mooyman-Beck seconded to approve changes to Rules and Regulations FIN06 to change expenditure authorization policy. Passed –6/0

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
March 30, 2023  
via ZOOM  
**Draft**

**Open Board Discussion:** none

**Announcements:**

- April 1, the member quarterly assessment is due.
- The Board of Trustees will hold a retreat on April 1, 2023 at 10 a.m. with the following goals:
  1. Review Board Trustee functions and transition plan to new 2023-2024 Board of Trustees
  2. Examine current and future financial needs of Cape George Colony Club to prepare Trustees to make informed recommendations to the membership concerning how to best meet the HOA's future financial obligations.
- Mon., April 24, 3 p.m., Study Session via Zoom meeting
- Thurs., April 27, 3 p.m., Board of Trustees Meeting, via Zoom meeting

**Adjournment:** Mike Heckinger moved, and John Dwyer seconded to adjourn the regular meeting at 3:31 pm.  
Passed -6/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
**Pat Gulick, Secretary**

\_\_\_\_\_  
**Jane Ludwig, President**

CAPE GEORGE COLONY CLUB  
Committee Meeting minutes and notes from  
March 30, 2023 Board of Trustees Meeting  
via ZOOM  
**Draft**

**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**

CAPE GEORGE COLONY CLUB  
Committee Meeting minutes and notes from  
March 30, 2023 Board of Trustees Meeting  
via ZOOM

**Draft**

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

Minutes

CAPE GEORGE COLONY CLUB  
Committee Meeting minutes and notes from  
March 30, 2023 Board of Trustees Meeting  
via ZOOM

**Draft**

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.

Minutes

CAPE GEORGE COLONY CLUB  
Committee Meeting minutes and notes from  
March 30, 2023 Board of Trustees Meeting  
via ZOOM

**Draft**

- 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.

CAPE GEORGE COLONY CLUB  
Committee Meeting minutes and notes from  
March 30, 2023 Board of Trustees Meeting  
via ZOOM  
**Draft**

**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



CAPE GEORGE COLONY CLUB  
Committee Meeting minutes and notes from  
March 30, 2023 Board of Trustees Meeting  
via ZOOM

**Draft**

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 began 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 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

Minutes

CAPE GEORGE COLONY CLUB  
Committee Meeting minutes and notes from  
March 30, 2023 Board of Trustees Meeting  
via ZOOM

**Draft**

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.

CAPE GEORGE COLONY CLUB  
Committee Meeting minutes and notes from  
March 30, 2023 Board of Trustees Meeting  
via ZOOM  
**Draft**

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 of 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.

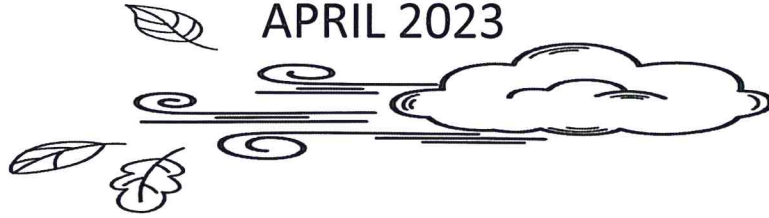
The election timeline was reviewed and the committee planned for signage in the neighborhood kiosks, the April newsletter blurb and the meet your candidates event, date(s) TBD.

Respectfully submitted by Dianne Tamblyn Chair

## Cape George Colony Club

### 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!

#### **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.

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

*Marnie W. Levy,*

[manager@capegeorge.org](mailto:manager@capegeorge.org)

360-385-2208

## Cape George Treasurer's Report

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. 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.

### **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**

**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%	<b>FUND BALANCES:</b>					
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%
<b>TOTAL ASSETS</b>		<b>\$3,571,586</b>		<b>\$3,383,364</b>	6%	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$ 3,571,586</b>		<b>\$ 3,383,364</b>	6%

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

General	2023 Year to Date - Unaudited			
	Actual	Budget	Variance	%
General Assessment	\$ 86,378	\$ 86,380	(2)	0%
Revenue - All Other Sources	3,617	1,587	2,030	128%
Total General Revenue	89,995	87,967	2,028	
Expenses:				
Salaries, Benefits, PR Tax	29,661	36,282	8,621	23%
Repairs & Maintenance	9,723	4,746	(4,978)	-105%
Contracted Services	14,976	12,193	(2,783)	-23%
Pool Expense & Utilities	6,566	7,125	559	8%
Utilities & Insurance	9,422	9,639	217	2%
Other Expenses (incl taxes)	5,615	6,499	884	14%
Total General Expenses	75,964	78,484	2,519	
<b>General Net Income</b>	<b>\$ 14,031</b>	<b>\$ 9,483</b>	<b>\$ 4,547</b>	<b>-48%</b>
<b>Water</b>				
Revenue - Water Use Fees	\$ 57,341	\$ 57,869	\$(528)	-1%
Revenue - All Other Sources	2,787	6,000	(3,213)	-54%
Total Water Revenue	60,128	63,869	(3,741)	
Expenses:				
Salaries, Benefits, PR Tax	14,880	19,141	4,261	22%
Repairs & Maintenance	517	1,513	996	66%
Contracted Services	7,012	8,009	997	12%
Utilities & Insurance	6,631	7,671	1,040	14%
Other Expenses (incl taxes)	6,222	7,517	1,295	17%
Total Water Expenses	35,262	43,851	8,589	
<b>Water Net Income</b>	<b>\$ 24,866</b>	<b>\$ 20,018</b>	<b>\$ 4,848</b>	<b>24%</b>
<b>Marina</b>				
Revenue - Moorage/Parking	\$ 75,684	\$ 74,489	\$ 1,195	2%
Revenue - All Other Sources	15,265	17,136	\$(1,871)	-11%
Total Marina Revenue	90,949	91,625	(676)	
Expenses:				
Salaries, Benefits, PR Tax	5,165	6,381	1,216	19%
Repairs & Maintenance	867	275	(592)	-215%
Contracted Services	1,825	2,392	567	24%
Utilities & Insurance	5,666	4,635	(1,031)	-22%
Other Expenses (incl taxes)	1,481	1,643	162	10%
Total Marina Expenses	15,004	15,326	322	
<b>Marina Net Income</b>	<b>\$ 75,945</b>	<b>\$ 76,299</b>	<b>\$ (354)</b>	<b>0%</b>
<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>	<b>\$ 114,842</b>	<b>\$ 105,800</b>	<b>\$ 9,041</b>	<b>9%</b>
<b>Reserve Activity</b>				
Routine Reserve Assessment	49,981	49,981	-	0%
Reserve Interest - all **	-	524	(524)	-100%
Less: Reserve Offset***	-	-	-	-
<b>Net Reserve Activity</b>	<b>\$ 49,981</b>	<b>\$ 50,505</b>	<b>\$ (524)</b>	<b>-1%</b>

General	Comparative - Unaudited			
	2023 YTD	2022 YTD**	Variance	%
General Assessment	\$ 86,378	\$ 79,864	\$ 6,514	8%
Revenue - All Other Sources	3,617	5,993	(2,376)	-40%
Total General Revenue	89,995	85,857	4,138	
Expenses:				
Salaries, Benefits, PR Tax	29,661	26,259	(3,402)	-13%
Repairs & Maintenance	9,723	6,460	(3,263)	-51%
Contracted Services	14,976	22,225	7,249	33%
Pool Expense & Utilities	6,566	7,089	523	7%
Utilities & Insurance	9,422	8,581	(841)	-10%
Other Expenses (incl taxes)	5,615	7,133	1,518	21%
Total General Expenses	75,964	77,747	583	
<b>General Net Income</b>	<b>\$ 14,031</b>	<b>\$ 8,110</b>	<b>\$ 5,921</b>	<b>&gt;-100%</b>
<b>Water</b>				
Revenue - Water Use Fees	\$ 57,341	\$ 51,168	\$ 6,173	12%
Revenue - All Other Sources	2,787	5,440	(2,653)	-49%
Total Water Revenue	60,128	56,608	3,520	
Expenses:				
Salaries, Benefits, PR Tax	14,880	14,443	(437)	-3%
Repairs & Maintenance	517	-	(517)	#DIV/0!
Contracted Services	7,012	6,270	(742)	-12%
Utilities & Insurance	6,631	6,941	310	4%
Other Expenses (incl taxes)	6,222	5,196	(1,026)	-20%
Total Water Expenses	35,262	32,850	(2,412)	
<b>Water Net Income</b>	<b>\$ 24,866</b>	<b>\$ 23,758</b>	<b>\$ 1,108</b>	<b>5%</b>
<b>Marina</b>				
Revenue - Moorage/Parking	\$ 75,684	\$ 72,295	\$ 3,389	5%
Revenue - All Other Sources	15,265	13,360	1,905	14%
Total Marina Revenue	90,949	85,655	5,294	
Expenses:				
Salaries, Benefits, PR Tax	5,165	4,830	(335)	-7%
Repairs & Maintenance	867	5	(862)	0%
Contracted Services	1,825	2,434	609	25%
Utilities & Insurance	5,666	5,156	(510)	-10%
Other Expenses (incl taxes)	1,481	374	(1,107)	-296%
Total Marina Expenses	15,004	12,799	(2,205)	
<b>Marina Net Income</b>	<b>\$ 75,945</b>	<b>\$ 72,856</b>	<b>\$ 3,089</b>	<b>4%</b>
<b>Net Income/Loss from Combined Operations, No Reserve Activity</b>	<b>\$ 114,842</b>	<b>\$ 104,724</b>	<b>\$ 10,118</b>	<b>10%</b>
<b>**Reserve Activity</b>				
Routine Reserve Revenue	49,981	47,571	(2,410)	5%
Reserve Interest - all	-	-	-	>100%
Less: Reserve Offset	-	-	-	-
<b>Gross Reserve Activity</b>	<b>\$ 49,981</b>	<b>\$ 47,571</b>	<b>\$ (2,410)</b>	<b>5%</b>

## **CAPE GEORGE COLONY CLUB**

61 CAPE GEORGE DRIVE  
PORT TOWNSEND, WA 98368

[www.capegeorge.org](http://www.capegeorge.org)  
[office@capegeorge.org](mailto:office@capegeorge.org)

---

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

### **New Members for April Meeting**

Chris & Nicole Blasucci purchased 261 Dennis Blvd from Doug Lind & Sherry Hanan  
Eric & Andrea McCallum purchased 33 N Palmer from Ray Graves & Steve Duniho



## NOMINATING COMMITTEE

### 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. 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. Recruit members in good standing to serve on the Board
2. Develop and distribute a “nomination application form” to those interested in serving on the Board.
3. Prepare a slate of nominees for submission to the Board at the study session prior to the mailing of the ballots, ~~least 60 days before the annual election. Present to the Board~~ including a brief biographical statement written by each candidate which sets forth information by which members may judge the prospective candidate’s qualifications. This statement should include a comment on current Cape George issues and should not exceed 100 words.  
*(Note we have combined the previous 3 & 4)*
- ~~4. Assist the Board in developing an orientation program for newly elected Board members. (Remove this section)~~
5. Keep written minutes of all meetings and present oral and written reports to the Board when appropriate. The Committee Chairperson or designee will submit an annual written and oral report at the CG Annual Membership meeting.
6. The Committee will meet at least two times each calendar year or as necessary.

---

William A Stull  
President

---

Gary Nelson  
Secretary

## ROADS & BUILDING COMMITTEE CHARTER

***MISSION STATEMENT: The stated mission of the Building and Roads Committee (BRC) is to maintain the high-quality and consistency of the aesthetics, functionality, and design of the buildings, roads, and other site developments found throughout the Cape George Colony Club***

### PREAMBLE

1. *As an advisory body to the Board of Trustees, the BRC is responsible for interpreting the architectural guidelines of the community and making recommendations to the Board of Trustees (Board).*
2. *Beyond reviewing private development proposals for Covenant and Building Regulation conformity, a crucial component of the BRC's participation is reviewing development and redevelopment proposals and contributing advice to the Board regarding the integrity of Community owned and operated facilities.*
3. ~~Committees that exercise the authority of the board shall have two or more members of the board on that committee.~~
4. The Committee will have a minimum of five members, composed of a chairperson, and two volunteer members with an interest and technical background/training in the building and property regulations area, or engineering or building and/or road construction plus two members of the Board *having voting rights.*
5. Membership on this Committee must be approved by the Board. (CG By-Laws, Article VI, #6, Committees of the Board.)
6. The Committee Chairperson is approved by the Board and will serve for a two-year period beginning after the August Board meeting. In the event a member resigns, a new member may be appointed by the Board to serve the remaining two-year term. Committee members may serve more than one term consecutively.
7. The committee does not have any spending authority *except as explicitly granted by the Board of Trustees.*
8. ~~The Committee Secretary will keep~~ Written minutes of all meetings *will be kept by the committee* and submitted to the Board. The Committee chairperson or other designated committee member will submit an annual written report for the Cape George Annual Membership Meeting.
9. The Committee will meet *monthly or as necessary with a minimum of January, March, June and September.* ~~in January, March, June, & September each calendar year and additionally as necessary.~~

## **DUTIES - Buildings**

1. Be familiar with the building and property regulations of Cape George Colony Club.
2. *Review of proposed Community facility development, repair and/or alterations and forward advice to the Board, lending expertise of Committee members to the Board regarding architectural, building, drainage, land alteration, and road and pedestrian facilities related technical matters,*
3. *Participating in or conducting studies and coordinating investigations into facility conditions, facilities maintenance upgrades and repairs as requested by the Board or Manager.*
4. Advise club members on building and property regulations pertaining to members' building problems.
5. Advise prospective buyers, real estate personnel, and other interested parties on matters pertaining to building and property regulations.
4. Inspect all building plans submitted for conformance with the building and property regulations and advise the General Manager of their findings so that the General Manager can issue permits as necessary
5. Receive variance applications from members and arrange a hearing on the variance in compliance with Section V. Variances, of the Building and Property Regulations approved by members on 14 December 2006.
6. Work with members to resolve issues regarding construction of fences, decks, outbuildings, ~~tree removal~~, and/or other situations requiring review in accordance with the building and property regulations, referring any possible issues of nonconformance to the Board of Trustees for review.
7. The Chairperson will present written and oral reports to the Board of Trustees when appropriate. The chairperson will also submit an annual written and oral report at the CG Annual Membership meeting.
8. Refer matters requiring policy interpretation or consideration to the Board.

## **DUTIES – Roads**

1. Make periodic inspections of the community road system and report the status to the Board.

2. Make recommendations to the General Manager and Board for improvements, repair, or changes to the community road system.
3. Advise the Board and General Manager to help build and maintain an adequate reserve fund to be used for periodic replacement and major repair of the road system.
4. Review and approve/disapprove Driveway Connection Permit Applications (BG06a) and perform inspections of newly installed driveway aprons for compliance.
5. Review and approve/disapprove applications related to roadside drainage ditches per the Earthworks Section (5) of the Building and Property Regulations and permit application BGo2a.
6. The Roads & Building Committee will inspect for missing driveway aprons in April and October of each calendar year and submit a written list of lots missing driveway aprons to the General Manager for violation notice processing.

375081



JASON D. CECIL  
 ISA Certified Arborist  
 PN-7575-A  
 Ronintree.cecil@gmail.com  
 CC# RONINTC791PK

**COMPANY INFORMATION**  
 800 W. Park Ave #3  
 Port Townsend, WA. 98368  
 www.ronintreeinc.com  
 (360)-808-1121

Name:	CAPE GEORGE COLONY CLUB C/O MARNIE LEVY
Phone:	360 - 385 - 2208
Address:	
Email:	manager@capegeorge.org

Assessment:	3-22-23	12pm.
Service Date:		

Equipment & Services	YES	NO
Wood Removal		X
Soil Drench / Injection		X
Chips On-site		X
Special Tools	X	

ALL

	DESCRIPTION OF WORK	PRICE	TAX
	+ WR		
①	45' sunset - cedar on transformer - remove * schedule make ready @ 1.75 hrs	656.25	59.72
	+ WR		
②	Palmer - Cape George Douglas Fir - full decline 2 sm Dead Firs 2 Douglas Firs full decline 4.75 hrs	1781.25	162.09
③	56' Huckleberry - Pacific madrona - dead - remove 2 madrona - dead - remove sm douglas fir - remove dead madrona on bank - remove	1 825.50 2 525 3 525 255	75.12 52.33 5.00 23.21
④	11" Alder + Douglas Fir snag - remove failed willow top douglas fir - galls - fruiting body - remove (#4) TOTAL	125 775	11.38 79.62
⑤	61 Hemlock - WR cedar under lines - remove #5 TOTAL	675	61.43
	# 1 - 4 - OK		
		TOTAL: \$	

AUTHORIZING PARTY: [Signature] DATE: \_\_\_\_\_

The authorizing party warrants that all trees listed are located on the customers property, or that the authorizing party has received full permission from the owner to allow Ronin Tree Care to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Jason D. Cecil and Ronin Tree Care for any damages or costs incurred from the result thereof.

Unless otherwise agreed, payment for services rendered must be made within 3 days after completion of work. Failure to make payment in full, will subject the balance owed to a 10% fee and the total will be subject to a 20% monthly interest rate until payment completion.

# RULES AND REGULATIONS – PERSONNEL

---

## CGCC JOB DESCRIPTION

### **ASSISTANT MAINTENANCE POSITION** **Regular Non-Exempt Part-Time Employee**

#### **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

## CG Building and Roads Committee Minutes

March 14, 2023

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

Also Attending: Marnie Levy, Cape George Manager

### Agenda:

1. Huckleberry earthworks permit: After discussion, there were no objections to the project. Earthworks permit was signed.
2. N Palmer Drive earthworks permit: After discussion, there were no objections to the project. Earthworks permit was signed.
3. Saddle Drive shed building permit: Plans were reviewed, and setback were met. After discussion, there were not objections. Building Permit signed by the committee co-chair and the manager.
4. Possible variance on Ridge Drive. We requested a more detailed sit plan so proper setbacks could be confirmed. Request returned to the member for more information.
5. Variance request for a garage on Sunset to be built within the 5-foot setback. Discussion followed and the variance form was filled out for the Board. Recommendation of the committee to the board was to not grant the variance.
6. Discussed a build on Magnolia that was started in 2021, recommended a letter be sent by the manager to the member requesting building status and occupancy status from the county. Also noting the need to install a driveway connection.
7. Office Manager Terri Brown brought to our attention several projects that need status updates. Follow up is needed on two properties on Hemlock, a property on Dennis and one on Vancouver. Those updates will be completed by George Martin and reported back next month to the committee.
8. Discussion ensued on changes to the Buildings and Roads Charter requested by the Board. Notes were made and Rich VanDeMark and George Martin will work with those notes to reword the charter. Changes will be ratified via email before presenting to the board at their April Study Session and Board Meeting.



**ENVIRONMENTAL COMMITTEE MINUTES**  
**Tuesday, March 14, 2023, 9:15 am, on Zoom**

**IN ATTENDANCE:** Chris Buzzard, Pat Gulick, Marnie Levy, Ruth Ross, Gina Webber

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

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

**III. FISCAL REPORT** \$2218.45

**IV. OLD BUSINESS**

- A. Review of Committee Charter.** The Board has asked if we have any suggestions for revisions to our Charter for them to consider at their March meeting. One change was proposed: that, in point 4 in the Preamble, we delete item 2 (protection of air, water and view quality) since item 1 (preservation of native plant, animal, bird, and sea life by fostering conditions that allow them to thrive) adequately covers our mission. Ruth moved that we approve this suggested change and Gina seconded the motion which was unanimously approved. In reviewing the charter, it was also noted that one of the duties listed is to "Create a reference library about environmental issues for community members to consult." Ruth offered to reach out to Clubhouse librarians about the possibility of setting up a small shelf with environmental books/resources there, that we could label not to be checked out. Marnie will supply the names of the librarians.
- B. Article describing the Environmental Committee and search for co-chair** (Chris Buzzard). This was originally drafted to be posted on the new CG website with pictures but development of the new website has been delayed. Chris will submit the article to the CG newsletter to be shared with the community.
- C. Fine schedule for tree cutting.** The Board approved the committee's suggestions for revisions to the tree cutting fine schedule at the February board meeting.
- D. Rain Garden Work Parties.** Steve McDevitt will be asking for volunteers to work on replacing the fencing at the rain garden and weeding/plant clean-up. He will contact Ruth to send out notices about dates and times.
- E. Ad Hoc Berm Committee:** The Ad Hoc Berm committee organized a rock chucking party on March 11 to return rocks to the berm. This was well attended. The ad hoc committee will provide updates and status reports to our committee and consult with us as needed for volunteer help (eg, on crossovers, fencing, plantings, and a future educational presentation to the community).
- F. Plaque for the bell:** We will ask Richard VanDeMark for an update.
- G. Memorial Park plaque/restoration.** We will ask Robin Scherting for an update.
- H. Updates to volunteer list:** Ruth to create job descriptions and send to Lori Cameron to follow-up to see who is still doing what before it is posted in the newsletter.

**V. NEW BUSINESS**

- A. Clubhouse Work Party.** Patty Dunmire is scheduling a work party for April 13 from 9am-noon, with another to follow in May. She is going to request permission to take down the small pine bushes by the parking area (the "big" project). Other projects include weeding, rock rearranging, etc.
- B. Reserve Components.** Marnie asked us to review the reserve funding documents and provide any input from the point of view of the Environmental Committee. Ruth will circulate the documents Marnie supplied and ask members to either email comments or share them at a special meeting on April 21 at 9:15 am. *[Addendum: no comments were submitted either by email or at the follow-up meeting which was only attended by Chris Buzzard and Ruth Ross.]*

Cape George Colony Club Nominating Committee  
Meeting Report April 5, 2023

In attendance: Dianne Tamblyn, Stan Russell, Kris Easterday and Jane Ludwig

The committee reviewed the status of recruiting efforts and have identified a couple more Cape George members to contact. It was decided if the recruiting effort needs to expand to send some email blasts and contact new members of the Cape George community to see if there's a fit/interest.

The committee also reviewed the Nominating Committee Charter from 2007 and made a few changes which will be presented at the April Study Session.

Preliminary dates were identified for two Meet the Candidates sessions. One will be in person and the other via Zoom. We're also hoping to hold another How Cape George Works in conjunction with the in person session.

Respectfully submitted by Dianne Tamblyn Chair

## VILLAGE KIOSK COMMITTEE MEETING MINUTES

### Meeting of April 17, 2023

Attendees: George Martin (Chair), Betsy Coddington (Board Liaison), Margot Desannoy, Nancy Charpentier, Richard VanDeMark (guest)

1. Since the drawings were approved at the Board meeting, Richard VanDeMark presented his drawing for the Kiosk plans for final discussion. A slight modification was agreed to. The cement pads will be at a thickness of 6" in order to accommodate the anchors embedded to hold the CBU units. It was noted the units would be further secured by carriage bolts affixing them to the structure itself.
2. George presented the proposal information provided by the PUD for adding power to the site. It was agreed we would have 4 outlets along the structure to accommodate any holiday lighting or other aspects that might require power. A trench will need to be dug across the drive at a depth of 32", and it was agreed that we would run the conduit in order to be able to open and close the gap in one day. The ends would be left open (outside of the driving or walking area) so any electrical inspection would be able to determine the correct depth was achieved. It was further agreed that a 2<sup>nd</sup> conduit would be run for ready use by the camera and internet additions once those specs are known.
3. The locks and CBU preparations were discussed:
  - a. Marnie has started buying up the locks (several purchases are required over time as we can't order the quantity we need all at once). The cost for these will be recovered as residents pay \$10 to receive their keys.
  - b. The units will require cleaning and we'll be seeking to use the commercial grade power washer to accomplish a clean appearance. George will check with Donnie to see if we can stage them in the extra bay of the garage.
  - c. Once dry, we will work with volunteers to label the units (Alpha characters for the units themselves, numbers for the individual box within each unit) and install the locks.
  - d. With regards to addressing, there were a couple of issues to be resolved.
    - i. We were informed that the post office is relying on us to correctly address the various boxes, and George will verify with the Postmaster to be sure that's correct.
    - ii. It was noted we have discrepant numbers (quantities) on different lists we're working on, so we have to clarify which listing is correct
    - iii. It's also noted we have to ensure that buildable lots without current addresses are listed in the correct sequence with their neighboring properties so their box will be located correctly.

- iv. Nancy will identify the streets with discrepant totals, and Margot will assist in clarifying which is accurate.
  - v. Nancy, Margot and George will further verify the unaddressed lots are in the correct sequence in the listings.
  - vi. Once these are clarified, the final listing will be revised to include the address/lot # and the CBU unit and box number assigned to it so the owner of the key can be identified.
- e. A timeline was discussed with regards to volunteer help and Margot will be putting an announcement in the Newsletter and will create a flyer for posting on the Bulletin board soliciting volunteers for various stages of the project. While dates are not yet known, we look forward to developing a listing of volunteers to be called upon when the timeline is established.

**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.

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 Water Advisory Committee  
Meeting Report March 14, 2023**

The meeting was held at 5 PM March 14, 2023, in the Clubhouse. Present: Cape George Manager Marnie Levy, Steve King, Carl Berger, Thad Bickling, Stewart Pugh, Board Liaison Bart Mooyman-Beck, Water Manager Jose Escalera, and Chair Marty Gilmore.

The meeting was primarily focused on this year's Water Reserve Study. The first meeting focus was on system components that might be needed within the next five years (2024-2028)

- Item 8.3.2, Well House Metal Doors, will be removed from Reserves and added to Operating Budget
- Item 11.2.2, Diesel Generator, does not need replacement within the next five years. This item is used intermittently and is in good working order. We recommend changing the Maintenance Cycle to 40 years and changing replacement cost to \$60,000
- For Items 15.1.1 and 15.1.2, Water Filter System, Jose will contact the vendor Atek to discuss whether the filter media needs to be replaced (Reserve Item) or only replenished (Operating Budget). He will also explore whether the system itself needs to be replaced within the next five years. An additional item, filter system valve repair kits, will be added to the Operating Budget
- Items 15.1.3 and 15.1.4 have become urgent and we recommend that all water meters and the meter reader be replaced in 2024 using Reserve funds. The meter reader (bumblebee) is obsolete; the one we are now using was sourced on EBay because it is no longer manufactured. We recommend that the remaining life of these two items be set to 0. Item 15.1.4, water meters should have the life changed to 25 years and the estimated cost to \$155,000. Item 15.1.3 should have the life changed to 12 years and the cost to \$48,000
- Item 15.2.1, Well 4, should have its maintenance cycle changed to 100 years. This well is used intermittently for filter backwash. There is no evidence that this well is deteriorating. If it does fail, backwash water is available from one of the other wells.
- Items 15.2.2, 15.2.4, 15.2.6, and 15.2.8 should have the Maintenance Cycle changed to 60 years. This is consistent with both the supporting detail in the Reserve Study and with the vendor recommendation
- We have updated pricing obtained this month from a tank vendor. 15.2.2 should be priced at \$160,000; 15.2.4 should be priced at \$172,000; 15.2.6 should be priced at \$172,000; and 15.2.8 should be priced at \$191,000
- Item 16.6.1, telemetry system, was installed in 2022. Remaining life should be set to 9 years.
- A new item, Well #8 Replace, should be added for completeness. The Maintenance Cycle is 50 years. Installation was in 2014. The replacement cost is the same as Well #6 replace.

Several Reserve components are shared with the General Reserve fund and have costs allocated to the Water Reserves. These components will be reviewed by others, not by the Water Advisory Committee.

The Water System Delivery Pipe components, Items 15.2.10, 15.2.11, 15.2.12, and 15.2.13 need major revision.

- Maintenance cycle should be 70 years or more. Industry experience and published papers support an average 70-year life for asbestos-cement pipe (A/C).
- Cape George A/C pipe has a thicker wall than average piping installations. The additional thickness will add significant time to the life of our water lines. In addition, inspection during recent repairs such as the standpipe replacement on Victoria Loop show that there has been no deterioration to water delivery pipe.
- Replacement would likely be done by area of the community or by piping loop, not 25% at a time.
- Even if we believe that our water delivery piping will last more than 70 years, it is prudent for Reserve Study purposes to plan for the first replacement 70 years after initial installation. The replacement plan should be revisited each time the Reserve Study is updated.
- Attached is a revised plan for water system delivery pipe. This plan is preliminary and will be further revised as part of the Reserve Study work that is now underway.

Leaks: 18 leaks, 16 also had a leak previous month and 13 have ongoing leaks since December. Either the owners could not find the leak or took no action. The largest leak of about 2400 gpd is at the pool; this is a Cape George responsibility.

We attempt to contact those with leaks but 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 73 gpd. 156 homes are low usage or vacant. Total delivered water averaged 40,574 gallons per day.

The next scheduled meeting is tentatively scheduled for Friday, March 24, 2023, at 4 PM in the clubhouse. This meeting may be needed for further Reserve Study discussions. Whether or not the meeting will be held will be decided by Tuesday, March 21.