



Cape George Colony Club

**Board of Trustees
Study Session Packet**

Monday, March 27, 2023, 3:00 p.m.

Via Zoom

Cape George Colony Club
Study Session Agenda

Monday, March 27, 2023, 3:00 PM
Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting. Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 - 1. Committee Charter Updates – Jane Ludwig. See attached Environmental Committee Charter and Finance Committee Charter proposed changes.
 - 2. Membership Survey Results – Jane Ludwig.
 - 3. Reserve Study Update – Marnie Levy.
 - 4. Draft of Job Description for new Maintenance Assistant position – Marnie Levy. See attached draft.
 - 5. Maintenance Assistant Job Update– Marnie Levy.
 - 6. Berm Protection – Update and next steps – Marnie Levy. See attached page.
 - 7. Tech Committee updates: Fiber Optic Proposal, Security Cameras, Website – Marnie Levy.
 - 8. PUD/Cape George Water System meeting – Marnie Levy.
 - 9. Reserve Study Update – Marnie Levy.
 - 10. Reserve item: New lock systems for the Workshop, Clubhouse and Fitness Room at a cost of \$7,501.50 + \$675.14 tax = \$8176.64. The approved reserve amount is \$10,690 – Marnie Levy. See attached estimate.
 - 11. Reserve item: Replacement barrier arm for Marina Drive. Proposal attached at a cost of \$28,950 + tax. The approved amount is \$16,000 – Marnie Levy. See attached proposal.
 - 12. Rules and Regulations proposed change, FIN07 to increase petty cash fund to \$500 – Marnie Levy. See attachment.

13. Rules and Regulations proposed change, FIN06 to change expenditure authorization policy – Marnie Levy. See attachment.

E. Member Participation (Compliments, Issues, Concerns)

NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, 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.*

F. Open Board Discussion

G. Announcements and Adjournment

- Thurs., March 30, 3 p.m., Board of Trustees Meeting via ZOOM meeting
- April 1, Member quarterly Assessment 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

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!**

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. 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.

If you would like to volunteer, please send an email to office@capegeorge.org with the subject line **Berm**. Please let us know what you might be interested in working on.

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.

Maintenance News

- Donnie is working six hours five days a week and hopes to be back to full time by the middle of April. Thank you to everyone who has stepped in to help.
- Aimee Garrett is working to help Donnie catch up.
- We have a great candidate for the Maintenance Caretaker Assistant position and will introduce him when the hiring process is complete.

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.
- Do not walk a dog that can overpower you if you are not paying attention.

Tree Removal

I met with an arborist to identify common area trees that are dead and dying to make a list of common area trees that should be removed.

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

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.

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

3.23.2023:

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.

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 NETWORX LOCKS REMOTE PROGRAMING	70.00	70.00T
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
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	Sales Tax (9.0%)
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Phone #	Fax #	E-mail
360-385-4160	360-379-2476	lockman.tf@gmail.com

Total

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
	<p>Trilogy Networx: Prox Wireless Networking Access Control KEY FEATURE S:</p> <ul style="list-style-type: none"> Networx 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	€7 501.54
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	Sales Tax (9.0%)	€675.14
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	Total	€8 176.68
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Phone #	Fax #	E-mail
360-385-4160	360-379-2476	lockman.tf@gmail.com



5402 184th St E, Suite C
Puyallup, WA 98375
Phone: 253-847-9362
www.sgawa.com

Proposal for
Cape George
Barrier Arm Installation
January 30, 2023

Supply and Install:

- 1 HYS - StrongArm 28 HTG 320-6 (Max arm length, 28ft)
- 1 Arm: Barrier Arm, Yoke Mount Aluminum, 24ft
- 2 HySecurity model HY5B. Plugin loop detector.
- 1 Knox switch #3501 Fire dept. rapid entry system
- 1 Fire Box: Knox Key Switch style
- 1 Doorking model 1515-080. Digital Keypad, 400 Codes, Surface Mount for residents below gate.
- 1 Pedestal: 64" Black, Steel, In Ground Mount, Gooseneck
- 1 6x16 Saw-Cut Loop (50ft Lead) Down Loop
- 1 6x8 Saw-Cut Loop (50ft Lead) Free Exit Loop
- 5 Loop Sealant, Black, 30oz Tube
- 1 Procure electrical permit and inspection.
- 1 Misc. Travel, Supplies, Wire, Boxes, Concrete Wedge Anchors, Welding and Grinding Supplies, Paint & The Like

Scope of Work:

Supply and install above equipment, test, and train staff on usage of gate automation and access control. SGA to provide detailed plan for concrete and conduit locations.

Provided by other:

Line voltage power to gate operator and connection. Conduits supplied and installed by others per SGA provided site plan. Form and pour concrete footing for barrier gate operator. Any Bollards. Customer to tie in current access control system to barrier gate operator.

Your investment installed is **\$28,950.00** plus tax. This estimate is not the final contract amount. This estimate provides the customer with a detailed estimated price for requested work and is subject to change if adjustments are needed. The final price will be listed on the agreed upon and signed contract.

This proposal is valid until February 20, 2023



5402 184th St E, Suite C
Puyallup, WA 98375
Phone: 253-847-9362
www.sgawa.com

**The above pricing does not include any building permits that are required by the county or city in which the property is located. Obtaining building permits is the responsibility of the owner, unless otherwise negotiated; if the owner does not wish to obtain the building permits, Security Gates & Access does require a signed release of liability form from the owner, detailing that the owner understands the possible repercussions and fees that may be assessed by the county/city office for failing to obtain the proper permits. **

Above pricing assumes:

- No permits other than low voltage electrical included.
- Above pricing subject to final on-site visit, design, and dimensions.
- All fire access equipment subject to change order depending on local fire district authority.
- All access control subject to change order depending on customer requirements.

Your Security Gate & Access Sales Rep: Eric M. Beelitz

Cell 1-253-720-8148

StrongArm®

Reliable, low-maintenance multi-lane traffic control

The preferred solution for traffic control, proven through decades of reliable service.



Features:



Reach:

Raise barrier arms up to 36 ft long for broad vehicle access points.



Fast:

Raise arm in as little as 2 seconds (depending on length) to keep traffic flowing



Clearance:

Rotates 90° to fully open arms up to 28 ft., allowing tall vehicles free access



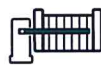
Programmable:

Configurable to specific site requirements



Tough:

Secure steel chassis and tamper resistant cover



Applications:

Easy primary/secondary controls with HySecurity gate operators



Models:

DOT model with standard galvanized steel chassis and breakaway arm bracket



Visible:

14F features available lighted arm for nighttime visibility



Safe:

Available breakaway arm mount stops gate, protecting pedestrians, vehicles, and equipment



Made in USA:

Designed, tested and built with global materials



StrongArm

Parking and Traffic Control



powered by
SmartTouch

Technical Specifications

	FAST	STANDARD	LONGEST ARMS		DOT
Model	StrongArm 14F	StrongArm 20	StrongArm 28	StrongArm 36	StrongArmDOT 28
Part #	HTG 320-2 ST	HTG 320-3 ST	HTG 320-6 ST	HTG 320-8 ST	HTG 320-6 DOT ST
Duty Cycle*	2,000 cycles/day				
Horsepower	3/4 hp				
Drive	Hydraulic				
Open/Close Time	2 seconds to open; 3 seconds to close	3 seconds to open; 4 seconds to close	5 seconds to open; 6 seconds to close	8 seconds to open; 8 seconds to close	5 seconds to open; 6 seconds to close
Arm Length Max.	Up to 14 ft (4.3 m)	Up to 20 ft (6 m)** Side mount available for arms up to 18 ft (5.5 m)	Up to 28 ft (8.5 m)**	Up to 36 ft (11 m)**	Up to 28 ft (8.5 m)**
Arm Design	Side mount, lighted aluminum arm with HyProtect™ breakaway arm bracket and kill switch, up to 14 ft (4.3 m)	Side mount, aluminum arm up to 18 ft (5.5 m), fiberglass arm up to 16 ft (5 m) or wood arm up to 14 ft (4.3 m). Center yoke mount, aluminum arm up to 20 ft (6 m)	Center yoke mount, aluminum arm up to 24 ft (7 m), fiberglass arm up to 16 ft (5 m), or aluminum- fiberglass arm 26+ ft (8+ m)	Center yoke mount, aluminum-fiberglass arm up to 36 ft (11 m)	Center yoke mount with breakaway arm bracket. Aluminum arms up to 24 ft (7 m) or aluminum- fiberglass arms 26 and 28 ft (8 and 8.5 m)
Full Open Angle	90°; Arm will remain vertical when held open.			Adjustable 86° ± 2°	90°; Arm will remain vertical when held open.
Temperature Rating	-40° to 158° F (-40° to 70° C)				
1 Phase Power	115/208/230V 60 Hz, 110/220V 50 Hz †				
3 Phase Power	208/230/460V 60 Hz, 220/380V 50 Hz †				
Communication	RS-232, RS-485, Ethernet/fiber using optional HyNet™ Gateway accessory				
User Controls	Smart Touch Controller with 70+ configurable settings, programmed via the keypad and display or a PC using S.T.A.R.T. software.				
Relay	Three configurable user relays: one 30VDC, 3A solid state and two 250VAC, 10A electromechanical; Optional Hy8Relay™ for 8 additional relay outputs				
Finish	Zinc plated with yellow powder coating				Hot dipped galvanized with stainless steel cover
ETL Listed (UL 325)	Usage Class I, II, III, IV				
Warranty	5 year w/product registration				
UPS Battery Backup Power Options					
DC Power Supply* †† with HyCharger DC	StrongArm 14F UPS	StrongArm 20 UPS	StrongArm 28 UPS	StrongArm 36 UPS	StrongArmDOT 28 UPS
AC Power Supply with HyInverter AC*	StrongArm 14F with HyInverter AC	StrongArm 20 with HyInverter AC	StrongArm 28 with HyInverter AC	StrongArm 36 with HyInverter AC	StrongArmDOT 28 with HyInverter AC

* The operator's normal duty cycle and the actual number of arm cycles available from battery depends upon arm length/weight, battery size, state of charge and health, ambient temperature, accessory power draw and frequency of arm cycles during power outage.
 ** Arms 20 ft (6 m) or longer require counterweights.
 *** Arms 30 ft (9 m) or longer require cable tensioner and arm stabilizer kit and additional counterweights.
 † Refer to Installed Options on pricing for all 50Hz voltages, which are special order.
 †† 115V DC Power Supply requires a 30A branch circuit. Choose voltage with care as chargers are not field convertible.

Optional Accessories - See website for complete list



Oval Aluminum Arm
(10, 12, 14 ft)

Flashing Light Kit

Hy5B™ Vehicle
Detector

Hy8Relay™
Module

HyNet™ Gateway
Integration

Heater Kit



Contact HySecurity for an operator/parts distributor near you.
 phone 253-867-3700 | 800-321-9947
 hysecurity.com | sales@hysecurity.com



D0543 121820

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