

Cape George Colony Club

Study Session Packet

Tuesday, February 21, 2023, 3:00 p.m.

Via Zoom



Cape George Colony Club

Study Session Agenda

Tuesday, February 21, 2023, 3:00 PM

Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members: Letter from Judy Caruso. See attached letter.
- 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. Basis for recording Zoom meetings – Jane Ludwig
 - 2. Update on Village Mailboxes – Betsy Coddington. See attached report and illustration.
 - 3. Review and recommendation for pool resurfacing – Jane Ludwig. See attached pool resurfacing proposals.
 - 4. Approve Dianne Tamblyn as Chair of the Nominating Committee – Jane Ludwig
 - 5. Postpone reports on Committee Charters Committee Charters – Jane Ludwig
 - 6. Discuss the pros and cons and suggested details of asking membership to raise the operational assessment cap imposed by the Bylaws, Article IIIB - Fayla Schwartz - See attached letter.
 - 7. Note the transfer of \$7666.81 from Reserve Cash account at Pacific Premier Bank to Operational Cash account at Pacific Premier Bank, to reimburse payments for 2022 Reserve projects – Fayla Schwartz.
 - 8. Discuss appointing Mark Kochendorfer as Cape George IT consultant, and purchase of additional MS365 License – Fayla Schwartz. See attached proposal.
 - 9. Discuss Environmental Committee recommended changes to fine schedule – Pat Gulick. See attached revised fine schedule.
 - 10. Discuss requesting PUD give Cape George Colony Club a proposal to manage the CGCC water system – Bart Mooyman-Beck
 - 11. Reserve Study Update – Marnie Levy

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12. Berm Protection - Sat., Feb. 25, 2023, 10am – picnic area cleanup – Rock Chuck Work Party – Marnie Levy. See attached flyer.

13. Tech Committee updates: Fiber Optic Proposal, Security Cameras, Website – Marnie Levy

14. Caretaker Assistant candidate search – Marnie Levy

15. Late fee waiver requests – Marnie Levy. See attached fee waiver requests.

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

- Friday., February 24, 2023, 3 p.m. Board of Trustees Meeting via ZOOM meeting
- Tues. March 21, 2023, Nominating Committee initiates recruitment of Board candidates for two positions.
- Mon., March 27, 2023, 3 p.m. Study Session via Zoom meeting
- Thurs., March 30, 2023, 3 p.m. Board of Trustees Meeting, via Zoom meeting

To: General Manager and Cape George Board Members

In the February 2023 newsletter, I found "A Letter from your Treasurer: Cost of Operations and Cape George Bylaws" and the explanatory paragraphs in the Treasurer's 2022 Year End Report to be clear and informative. Thank you, Fayla.

Although consideration of a proposal to the Board regarding Operational and Reserve assessments begins with the February 21st Study Session, unfortunately I will not be able to participate in that meeting. I find the study sessions, in particular, invaluable with the expression of different viewpoints and direct engagement among participants informing my evaluation and positions on issues.

I apologize that this will be the third time that I request that the recorded Zoom study sessions be made available to community members after the sessions are held. I find such access very helpful with one of my employers, so perhaps you might explain more fully at some time what would be required for recorded Zoom meetings to be accessed by the membership. With in-person study sessions anticipated, I would have a similar interest in those meetings being recorded via Zoom and also available for review after each meeting.

In considering Reserve planning, with expending \$50,000 for a berm rebuild that was not planned for repair until 2046 and regarding the "need to establish a long-term strategy to continue to protect our waterfront facilities" as noted in the January community newsletter, here are the questions that keep coming to mind:

What are scenarios of cumulative financial costs, water level rising or recurring shoreline conditions, that necessitate a discussion regarding discontinuation of efforts to protect waterfront facilities?

What is the status of the Cape George fire station and is the fire station an option as an alternative club house location?

It may be premature to consider now, but what are potential non-waterfront sites if a new club house is proposed in the future?

How do water levels, tides and potential future shoreline changes impact the marina and what unplanned, potential costs does the community need to be aware of in association with such changes?

Might the marina be able to continue operating under circumstances which would be unsafe and cost prohibitive for the club house and workshop?

Thank you for this opportunity to provide some input and questions regarding upcoming community discussions.

Judy Caruso

February 6, 2023

Cape George Colony Club
Manager's Report
February 2023!

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

 **Thank You!**

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

Fitness Center Fundraiser

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

The Ad Hoc Berm Protection Committee Work Party!

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

Tech Tech Tech

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

Caretaker Assistant

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

New Remittance Address

We had many late fee notices go out this month. Note that future billing statements will be addressed to the Cape George office. We have had issues with mail being delayed and will see how things go by having checks mailed (or hand delivered) to the office. This change should help solve some of the late-payment issues we have been experiencing. This will not have any impact on any form of auto-pay — only checks that are mailed. If you think you received a late payment notice in error, you can email Terri Brown or me.

Outgoing Mail

We have had a change of plans for providing outgoing mail service. In the Colony and Huckleberry please deposit outgoing mail in the outgoing mail slots in the cluster box receptacle. A new outgoing mailbox is on order for the Village and will be installed as soon as it is delivered. It is illegal to mail anything weighing more than 10 oz., or more than 1/2-inch in thickness cannot be mailed in the outgoing mailboxes.

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

No parking behind the Workshop

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

Hello Dog Lovers!

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

Dark Sky, please

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

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

Marnie W. Levy, CMCA®, AMS®,

General Manager

Cape George Colony Club

manager@capegeorge.org

360-385-2208

To: Cape George HOA Board of Directors

From: Village Mailbox Committee

Subject: Seeking board support of a new mailbox design and approval for putting the project out to bid as soon as architectural construction drawings are produced.

The Village Mailbox Committee was formed last fall (2022) to devise a plan to replace the current mailbox kiosk with a new one due to structural deterioration.

We have done our research, canvassed and met with Village residents, owners and renters, met with our mail carriers, liaised with the US Postal Service (USPS) Postmaster and have come up with a design for the new mailbox kiosk.

The US Postal Service requires organized communities to provide a mailbox for every buildable lot. There are 192 buildable lots in the Village. Currently, there are only 162 active mailboxes installed.

Our proposal:

Install 12 (donated) CBU (Cluster Box Unit) modules, each containing 16 mailboxes, to total 192 mailboxes. The CBUs have parcel boxes and secure outgoing mail slots. Cost per property owner will be approximately \$10 for the key to their CBU mailbox.

Install 17 personal mailboxes for those who stated their preference to keep their own mailbox rather than switch to the CBUs.

The personal mailboxes will meet our new size standard (with no exceptions) of 12"x12"x21." This was established to ensure room for as many locking boxes as possible. The majority of locking boxes already in use conform to this size.

Remove existing mailbox structure. Retain notice board and recycling bins.

Along with this proposal, we are submitting to the board for review the 3D CAD drawings of our concept design completed by fellow Cape George member Richard VanDeMark and approved by the Village Mailbox Committee.

What follows (below) is an addendum containing additional background information on how we reached this design decision.

Thank you.

Your Village Mailbox Committee

ADDENDUM

Considerations, Communications and Input
Received that Informed the Proposal Before You

Our primary goals were to establish equal space for all Village residents to have a locking mailbox if they want one and equal access to receiving parcels; enlist input from as many Village residents, owners and renters as possible; and provide information in a timely manner so decisions on mailbox choices would be based on fact.

To determine what needed to be done, the Mailbox Committee examined Jefferson County and HOA street and parcel maps of the Village. We did on-line research regarding the pros and cons of CBUs (Cluster Box Units) in planned communities. We maintained communication with our mail carriers to keep us informed of US Postal Service requirements.

We considered a plan in which there would be no CBUs and only personal mailboxes. We measured the kiosk area and found there isn't enough linear space for 192 personal mailboxes (even if they met the new size standard) because the structure would be too long and extend into the public roadway. We then spoke with the postal service and they allowed us to pursue a mixed design that consisted of enough CBU spaces for all buildable lots, and individual mailboxes for members who wanted them if the space could accommodate them.

We found out there were a lot of mixed emotions and thoughts about CBUs and about changing the current system.

Some people feared the CBU boxes would be too small. Several residents expressed resistance to change, asking why not just keep it the way it is? Many wanted to keep their current mailboxes because they already spent money on them.

With recent increases in mail theft, of the more than 50 residents with non-locking boxes, many wanted to switch to a more secure mailbox, but were frustrated because there wasn't enough room for them to put in a locking box in their original mailbox space.

This was primarily because their neighbors' mailboxes occupied a disproportionate amount of space, leaving them without enough room for a locking box of their own. This led to the need to establish an equitable standard size so that as many residents as possible could choose an individual box if they wanted one.

We learned from some residents that buying a new locking mailbox to meet new size restrictions would not be affordable on their fixed budgets. There are many residents with conforming locking boxes moving to the CBUs, and it is our hope they will be willing to provide their current boxes to their neighbors who need to replace theirs, possibly saving them some money.

We kept the Village community informed about progress, options, time-lines and deadlines in several ways.

We created a dedicated email address (villagemailboxes@gmail.com) to provide easy and open communication between the committee and the Village.

We sent out our first communication about the project in an email blast on 11/16/22 explaining the project in detail, listing options for moving forward, and requesting feedback.

We posted copies of email blasts and other committee announcements on the bulletin board in the current mailbox kiosk area to reach out to Village residents who don't have access to email.

We mounted a comment box in the kiosk area for residents to place questions, comments, suggestions and ultimately their preferences for either the CBUs or a personal mailbox.

We placed an article with photo of a CBU in the December 2022 Cape George Newsletter informing Village residents, owners and renters of an in-person meeting on 12/7/22 at the Clubhouse to discuss mail security, meet our mail carriers and indicate their preference for either the CBU system or keeping their personal mailbox (space permitting).

We set up a sample CBU in the existing mailbox kiosk area to increase understanding of the project by showing what a CBU mailbox looks like and giving residents a chance to test how much mail the boxes could hold.

We sent a second email blast on 12/5/22 reminding Village residents, owners and renters about the 12/7/22 meeting and encouraging their participation.

We hosted a well-attended Village community meeting on 12/7/22 featuring our mail carriers as guest speakers and providing a sample CBU to demonstrate how the modules work. We provided sign-in sheets organized by street for attendees to mark their mailbox system preferences.

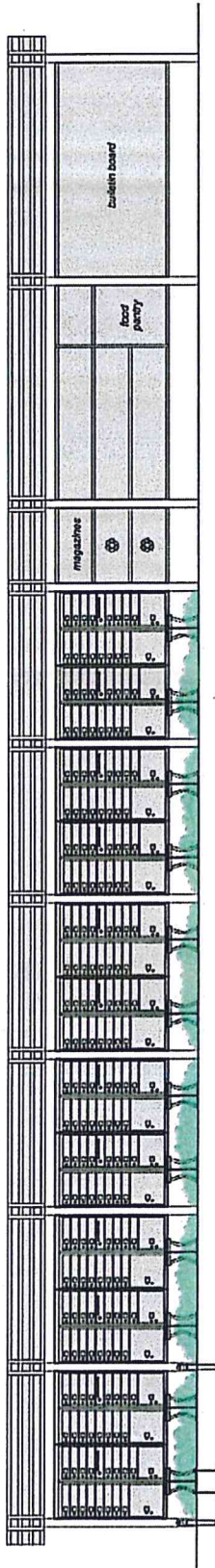
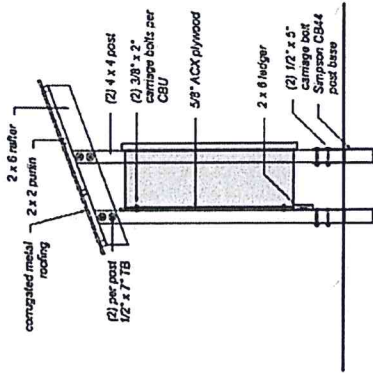
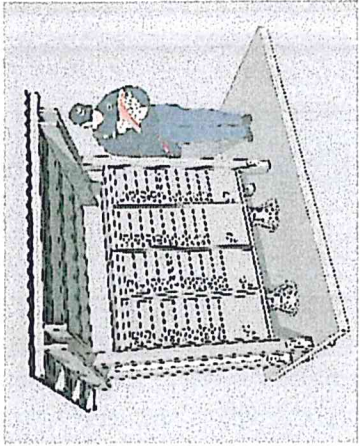
We mailed postcards on 12/21/22 to all Village addresses of record for those who had not yet signed up for a preference, extending the deadline to 1/15/23 for stating their preferences of mailbox type, and reminding everyone that receiving no response would automatically put that address into the CBU.

We made extra efforts to speak with neighbors about the project and to encourage their participation in the decision.

By the 1/15/23 deadline, we received a total of 100 stated preferences on the mailbox types. There were 85 votes for all CBUs and 15 votes for personal mailboxes. In subsequent days there were two more votes for personal mailboxes and a few for all CBUs.

Any Village community resident or owner who did not provide a stated preference by the deadline was assigned to the all CBU system.

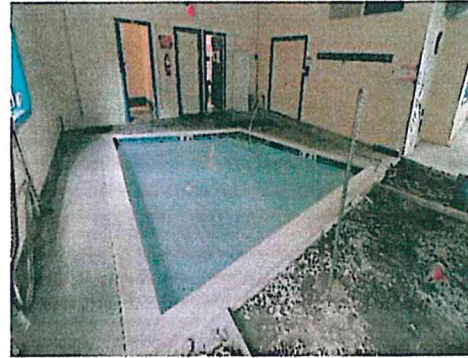
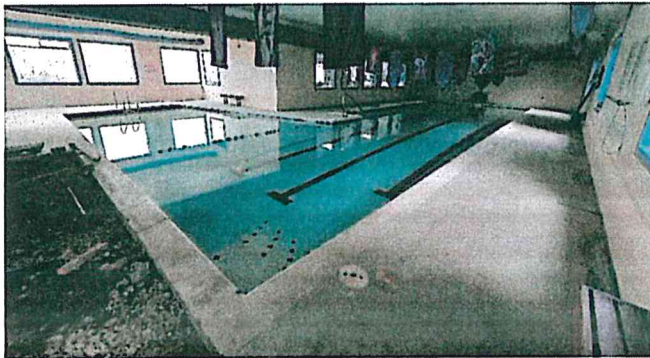
Additionally, we were advised by the postmaster that each property with a personal mailbox would have that box removed at the sale of the property, and the new resident's mailbox would be in the property's assigned place in the CBU and we are limited to the 17 requested personal boxes .



actual slope

Cape George Village Mailbox Cluster

Project Name / Location:	Date:
CAPE GEORGE COLONY CLUB POOL	12/15/22
Address:	Customer / Contact:
61 CAPE GEORGE DRIVE	MARNIE LEVY
Address 2:	Phone:
N/A	360-385-2208
City, State, Zip:	Email:
PORT TOWNSEND, WA 98368	MANAGER@CAPEGEORGE.ORG


INSPECTION / CURRENT CONDITION:

Site visit conducted by Eric Anderson on 11/16/22. The Customer requests a proposal to have the above-pictured community pool and wader resurfaced.

RECOMMENDED SOLUTION:

Spray-Tec Glasscoat Pool Resurfacing, LLC (Contractor) proposes to provide materials and labor according to the following specifications for **resurfacing the pool and wader** with a UV-stabilized, corrosion- and stain-resistant Glasscoat finish. The inert polymeric composite material of Glasscoat is designed to maximize pool water condition and ensure a durable nonporous coating that provides a masonry-free connection between the water and the pool substrate. Glasscoat outperforms and outlasts conventional vinyl liners, epoxy and rubber-based pool paints, and porous cementitious plasters; and it has an expected service life of **15 to 20 years**, plus many other benefits and features. Refer to glasscoatpoolresurfacing.com for additional technical information.

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 1 of 4
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SCOPE OF WORK:

RESURFACE POOL & WADER

- Customer to drain water from the pool and wader in coordination with Contractor.
- Inspect and prepare existing plaster surfaces as needed for resurfacing. **(Note: Minor surface repairs included. Major repairs, such as removing loose/hollow plaster, extensive patching, sealing cracks, etc., if needed, will be billed on a Time and Materials basis of \$125 per hour per laborer plus tax.)**
- Pressure-wash all surfaces.
- Mask off all areas not to be coated.
- Apply layer of high-performance sealer/primer bond coat to surfaces to promote strong material adhesion.
- Apply two layers UV-stabilized, high-crosslink **WHITE GLASSCOAT** fiber-reinforced polymer finish to all surfaces (approximately 4,181 square feet combined total surface area).
- Apply two **DARK BLUE GLASSCOAT** swim lane lines with wall targets.
- Inspect the new finish for defects, if any, and address.
- Remove all masking materials and clean up.
- Start the water refill.
- Provide the Customer with Glasscoat care instructions.
- Customer to start up pool circulation and filtration equipment and balance water chemistry, maintaining a water pH in the 7.0 to 7.4 range to keep the new finish in optimal condition.

INITIALS

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PRICING:

OPTION(S) / DESCRIPTION(S)	QUANTITY	UNIT	TOTAL	INITIALS
GLASSCOAT POOL & WADER	4,181	\$20.00	\$83,620.00	
SUBTOTAL			\$83,620.00	
TAXES			\$7,609.42	
TOTAL			\$91,229.42	

PAYMENT SCHEDULE:

To accept this Proposal and turn it into a Contract, the Customer is to do the following:

1. **Initial** next to the Option(s) and Price(s) agreed upon above.
2. **Initial** the box in the bottom right-hand corner of each page of this document.
3. **Sign** name and enter date of acceptance below.
4. **Sign** a Disclosure Statement Notice to Customers (to be provided by Contractor).
5. **Return** signed documents along with a deposit check to Contractor, to the address below.

Payments to be made by checks payable to "Spray-Tec" according to the following terms:

- **10% Deposit is due before project is scheduled.**
- **40% Progress Payment is due before work on project begins.**
- **50% Final Balance is due immediately upon completion of project.**

Credit cards not accepted. Prices quoted do not include fees for water, chemicals, permits nor any unforeseen damage to pool shell, structures, plumbing, lighting, electrical or equipment. Customer should have any leaks detected/addressed before resurfacing work is begun.

All material allowances are specified in this proposal. If the cost of any materials quoted increases significantly after the contract is signed, the Contractor will notify the Customer in writing, and the Customer will be required to pay the increased amount.

Proposal Expires 01/15/23

ACCEPTANCE:

The above specifications and conditions are satisfactory and are hereby accepted by the Customer. The Contractor is authorized to do the work as specified. Payment by Customer will be made according to the terms outlined above, and at the prices agreed upon and initialed by Customer.

Customer Signature: _____ **Date:** _____

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 3 of 4
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WARRANTY:

Two-Year Limited Glasscoat Warranty Included. Warranty does not cover staining or abuse. Subject to the limitations set forth below, for a period of two years from the date of completion of the work described in this contract, Spray-Tec Glasscoat Pool Resurfacing, LLC, named in this contract (the "Contractor"), will repair any peeling, blistering, or chipping Glasscoat resulting from defective workmanship. For this warranty to be valid, the Customer must: Pay the full contract price. Retain a copy of the original contract. Retain evidence of payment in full. Pay for materials used to perform the repairs. Make the property accessible to the Contractor during normal business hours to make repairs. This limited warranty is the only express warranty made by the Contractor and is in lieu of all other warranties, express or implied. This warranty covers only those services provided by the Contractor to the original Customer named on the front of this contract. In no event shall the Contractor be liable for incidental or consequential damages or damages in excess of the original contract price. This warranty may not be altered or extended for any purchase unless done so in writing in a document executed by all parties to this contract. For warranty service, you should contact the Contractor to schedule an inspection of your property by calling the number listed in this contract or by sending an email to info@glasscoatpoolresurfacing.com.

CHANGE ORDERS:

Any alterations or changes from the proposal will be executed only on receipt of written work order. Said changes shall in no way make void this contract. Charges for modification to the proposal will be based on labor and materials agreed upon by both parties.

EXCLUSIONS:

Spray-Tec Glasscoat Pool Resurfacing, LLC is not responsible for fixtures and equipment supplied by others or losses due to theft, damage, vandalism, etc. and shall not be liable for failure to perform if prevented by strikes, or other labor disputes, accidents, acts of God, governmental or municipal regulation or interference, shortages of labor or materials, delays in transportation, non-availability of the same from manufacturer or supplier, or other causes beyond Contractor's control. In no event shall the Contractor be liable for special or consequential damages whatsoever or however caused.

INSURANCE:

Contractor carries Workers' Compensation and Professional Liability Insurance covering its work on this job. Customer agrees to notify his/her insurance company of the commencement of work. Risk of loss due to fire, windstorm, vandalism, or other casualty shall be upon the Customer.

CUSTOMER DEFAULTS:

Customer will be in default if:

- Any payment called for under this proposal or authorized change orders becomes past due.
- Any written agreement made by the Customer is not promptly performed.
- Any conditions warranted by the Customer prove to be untrue.

In the event of Customer defaults, Contractor may do any or all of the following:

- Suspend the work and remove its material/equipment from the premises, whether or not installed. In this regard, Customer agrees that Contractor may enter upon Customer's property for the purpose of repossessing such equipment without liability to Customer for trespass or any other reason.
- Retain all monies paid hereunder, regardless of the stage of completion of the work and bring any appropriate lien or other action in court to enforce its rights. The Customer agrees to pay all costs, attorneys' fees, and expenses incurred by Contractor in enforcing its rights under this proposal.

ATTORNEY'S FEES AND COSTS:

In the event of a dispute concerning this agreement or the performance of services, the prevailing party is entitled to recover their reasonable attorney's fees and costs incurred.

INITIALS

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A Letter from your Treasurer:

Cost of Operations and Cape George Bylaws

Last fall I worked with Nancy Charpentier, chair of the Finance Committee, and our General Manager Marnie Levy to develop a workable budget for 2023. We met with chairs of several committees, spoke to employees, and looked at our expenses and income to date for 2022. This process made us acutely aware of the fact that our current Bylaws restrict us from raising our annual assessments enough to cover our costs. Therefore the Board is considering asking the membership to increase the allowed percentage increase in both our General and Reserve assessments.

In order to understand the budget development process at Cape George, here is some background information. There are two categories of member assessments: General Assessment and Reserve Assessment.

We have three cost centers: Water, Marina and General Operations

- Water fees pay for water operations and are not regulated by the Bylaws. Water fees were raised 10% in 2022 and were not raised in 2023.
- Marina fees are paid by marina users to fund marina operations. Moorage fees were raised 20% in 2022.
- The General Operations budget covers employee salaries and benefits, insurance, accounting and auditing services, taxes, utilities, routine maintenance and repairs of equipment, grounds and roads, community buildings and more.

General Operations Assessments

The Board is limited by the Bylaws (Article III B) in how much General Operations Assessments can be raised: currently 4% (rate last set in 2006). As I am sure everyone is aware, inflation hit all of us hard in the past year. Cape George is no exception. There are some things we would like to see happen that would make this a better place to live for everyone and can only take place if we have enough income to pay for them. These improvements include:

- Being able to pay the increased prices for contractors and materials to maintain our structures.
- Giving our long-term employees larger raises as a response to their excellent performance records and the rising rate of inflation.
- Upgrading the Assistant Caretaker position to 3/4 or full time to back up our Caretaker on facilities and grounds work.
- Improving our website and security.

During the 2023 budget development process, we started with a desire to fund all of these operational expenses. When we did the math between what we could collect in assessments as limited in the Bylaws and what we needed to make these improvements a Cape George reality, we realized that we could not have it all. For instance, in 2022 the road repair contractors and the Building and Roads Committee identified about \$92,000 of needed road repairs, but in 2022 and again in 2023 the road repair budget is \$10,000/year. We did give our employees raises for 2023, but not as much as we would like to bring them to competitive wages for the jobs they do. We budgeted for only a half time Assistant Caretaker position for 2023, and we budgeted nothing for website and security improvements.

The Finance Committee, the General Manager, the President and I all agree that we need to be able to run Cape George with fewer financial constraints. Therefore, we are looking at a proposal to the Board, and after that to the membership, that we increase the maximum monthly General Operations assessment rate cap in the Bylaws from 4% to 8% for 2024, and thereafter tie the assessment rate cap to the previous year's rate of inflation.

Reserve Assessments

In addition to our General Operations budget, Cape George also maintains Reserve accounts (Water, Marina and General Operations) for the purpose of funding major maintenance, repair and replacement of our Associations' common property likely to occur within 30 years. Our current Bylaws (Article III B) limit the Reserve assessment increase to 2.5% annually.

We would like to keep our Reserve accounts robust so that we are able to respond with emergency and planned repairs to our capital assets when needed. For example, in late 2022 we spent nearly \$50,000 for a rebuild of the berm that protects our waterfront, pool, clubhouse, fitness center and workshop. The berm has been compromised by weather and tidal events more than expected in the last year. Our 2021 Reserve Study did not predict that the berm would need repair until the year 2046, but now it looks like we need to prepare for a rebuild or replacement in the near future and periodically after that.

Therefore, we will also ask the Board and the membership to increase the cap on raising Reserve assessments from 2.5% to 5%.

How will this affect each member's assessment payments? If you own a home on a single lot, you currently pay about \$1250 per year in Operational and Reserve assessments and water fees. Raising the Operational assessments to 8% and the Reserve assessments to 5% for 2024 (assuming water fees stay the same) would increase that payment about \$58 per year.

This proposal will be discussed by the Board at Study Sessions in the next couple of months. A formal proposal for change of Bylaws Article III B will be refined and presented. If approved by the Board, it will go to the membership for approval with the Board elections mailing in June. Please make your voice heard by writing a letter to the Board, or by participating in the February and March study sessions. And you can always contact me directly: treasurer@capegeorge.org

This is our community. We love living here and we want to keep it the best place to live! We all need to do our part to make that happen so we can continue to enjoy the amenities of our community for many years to come.

Fayla Schwartz

Cape George Treasurer

Proposal to further migrate Cape George Colony Club to Microsoft Office 365

Background:

Cape George (CG) owns MS 365 licenses for the board and office staff and has been using them for email and the included Word and Excel applications. CG has not used the included file storage/sharing ability (OneDrive/Sharepoint 10gb) and has not joined or managed the two office computers with MS 365. CG is also not using the Microsoft tools for on-line collaboration and video conferencing.

Proposal:

Upgrade the two office workstations to Windows 10 Professional, add them to MS365, and migrate in use office files from the NAS (Network Attached Storage) and local hard drives to MS365 on line storage (cloud). This will back up our files so that no hard failure can cause lost data. It will also permit remote access to files when needed.

Details:

Phase one of this proposal is to upgrade the two office computers from Window 10 Home version to Windows 10 Professional and to add them to MS365. This will enable Terri and Marnie to log on with the office@capegeorge.org and manager@capegeorge.org accounts. Doing so will facilitate automatically backing up documents to the cloud and reduce the current confusion that the use of local computer accounts (front & harbormaster) is causing.

The second phase is to migrate needed CG files from the local NAS and local hard drives to the online storage. The benefits of doing these two steps are that we will have a more secure storage of our files and better security and productivity on the two workstations in the office. At least currently active files would be moved—it may make sense to archive old files on the NAS if proper backup can be done.

Phase three (optional) would be to move files currently stored in Google Drive by the finance committee to Microsoft if in fact the needed collaboration is supported with volunteer committee members.

The cost of this is minimal. MS professional upgrade licenses are approximately \$100 each. An additional license for MS365 is \$10 a month (it@capegeorge.org). This would be used to configure OneDrive/Sharepoint. The changes would be done slowly so as to not disrupt daily work. After each step we would evaluate to verify that the changes are working as expected.

About the author

I worked for 18 years as a Microsoft Server administrator for the Federal Reserve Bank of Minneapolis and currently serve on the finance committee. I have been helping out with the computers in the office informally for a few months.

Mark Kochendorfer

CAPE GEORGE FINE SCHEDULE – 2023 DRAFT

✓	PRIVATE PROPERTY DEVELOPMENT AND MAINTENANCE	1 ST VIOLATION	FAILURE TO CORRECT AND/OR SUBSEQUENT VIOLATION	RESOLUTION TIME
1.	Building in violation of established setbacks (C)	\$5,000	10,000	45 days
2.	Failure to obtain a Cape George building permit prior to starting construction of a home, ancillary building, culvert, foundation or driveway (C) BG III	\$100 - \$500	\$500 – 1000	5 working days
3.	Failure to obtain an earthworks permit before starting work (C) BG III	\$100	\$200	5 working days
4.*	Failure to obtain a permit to remove trees and natural shrubbery For cutting trees on a member's own property without obtaining a permit (C) BG II. **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	\$150-per-tree/shrub For a tree up to 40" in C \$400. Trees over 40" in C \$10 x C	\$300-per-tree/shrub Second offense - double the fine amount.	N/A
4a.*	For cutting trees on community property or property of another member without permission **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	For cutting trees up to 40" in C - \$1,000 For trees over 40" in C - \$25 x C	Second offense - double the fine amount.	N/A
5.	Building in violation of 17-foot height restriction BG III	\$5,000	\$10,000	30 days
6.	Failure to complete building exterior within 6 mo. of starting date (C) BG IV	\$250 per month	\$300 per month	14 days
7.	Failure to fill perc holes in a timely manner as per regulation BG III	\$100	\$200	14 days
8.	Failure to follow guidelines for antennae, BG III	\$25 - \$100	\$25 - \$100	14 days
9.	Exceeding 8-foot height regulation for hedges, fences, screens BG III	\$250 per month	\$500 per month	14 days
10.	Failure to complete hookups for water, septic and power prior to occupancy (C)	\$500	\$500	5 days
11.	Failure to install Cape George approved driveway apron. PP09	\$200	\$500 per month	30 days
12.	Minimum house size	\$1000	\$2,000	45 days
	MEMBER'S PERSONAL OBLIGATIONS			
13.	Discharging of firearms/hunting (C)	\$500	\$1000	N/A
14.	Outdoor burning without a permit (C) PP03	\$50	\$100	N/A
15.	Operation of a home business in violation of policy. (C) (PP07)	\$100	\$200	14 days \$200 per mo.
16.	Parking Violations: (1) unauthorized parking of heavy equipment (PP05) (2) the parking of any vehicle or placement of any object in the road, common areas, or right-of-way for more than 48 hours per CP12	\$75.00	\$100	3 days
17.	Violation of Junk Vehicle Rule BG III, PP08	\$50	\$100	5 days
18.	Violation of Fireworks Rule CP10	\$100	\$200	N/A
19.	Violation of Livestock/Pet Rule (C) PP01	\$50 - \$500	\$100 - \$1,000	14 days
20.	Failure to Maintain property or permitted structure BG III (Maintenance Obligation) PP02 (vegetation, septic, other nuisance)	\$85-\$1,500	\$100-\$2,500	21 days
21.	Abuse of or misconduct on common property (Swimming pool, shop, fitness center, marina, etc.) CP01, 02, 03, 04, 05, User's Contract, common law	\$50 - \$500 and liability for damages and possible loss of privileges	\$100 - \$1,000 and liability for damages and possible loss of privileges	N/A
22.	Unauthorized disposal of waste material on common property and/or improper storage of waste material on private property CP11	\$150	\$250	5 days
23.	Other covenant, building guidelines or rule violation	\$25 to \$1,000	\$50 to \$3,000	Discretionary
24.	Violation of Traffic Regulations CP19	\$50.00	\$100.00	N/A
25.	Late Fees FIN03	\$20.00	\$20.00	30 days

Draft proposal for suggested tree cutting fines submitted by Varn Brooks and approved by the Environmental Committee

1 - For cutting trees on a member's own property without obtaining a permit. First offense per tree:

For a tree from 12" up to 40" in circumference* (C) - 400.00

For trees over 40" in C - \$10 X C.

Circumference measured at top of cut stump, or 4' above ground (breast height), whichever is lower.

Second offense double dollar amount.

2 - For cutting a tree (no minimum size) on community property or property of another member without permission:

First offense:

For cutting trees up to 40" in C* - \$1000.

For trees over 40" in C - \$25 X C.

Circumference measured at top of cut stump, or 4' (breast height**), whichever is lower.

Second offense double dollar amount.

Any member in violation of this rule is also subject to legal complaints and may be required to pay restitution, and or face legal charges at the discretion of the injured party.

* A tree 40" in circumference is just over 12" in diameter.

** Breast height measurement is the standard measurement for trees. If a tree has been cut below 4 feet, then the measurement is taken off the stump at the cut.

Resources concerning tree cutting and pruning:

Bellevue Municipal Codes: Monetary penalty– Trees and vegetation on city or private property-
Illegal clearing, cutting, damaging or removal –
<https://bellevue.municipal.codes/BCC/1.18.045>

DNR, Tree Link https://www.dnr.wa.gov/Publications/rp_urban_treelink_bulletin_2011.pdf

Washington State Department of Ecology Vegetation Management: A Guide for Puget Sound
Bluff Property Owners
<https://apps.ecology.wa.gov/publications/publications/9331.pdf>

Tree protection on construction and development sites : a best management practices guidebook
for the Pacific Northwest
https://ir.library.oregonstate.edu/concern/open_educational_resources/mp48sd11g

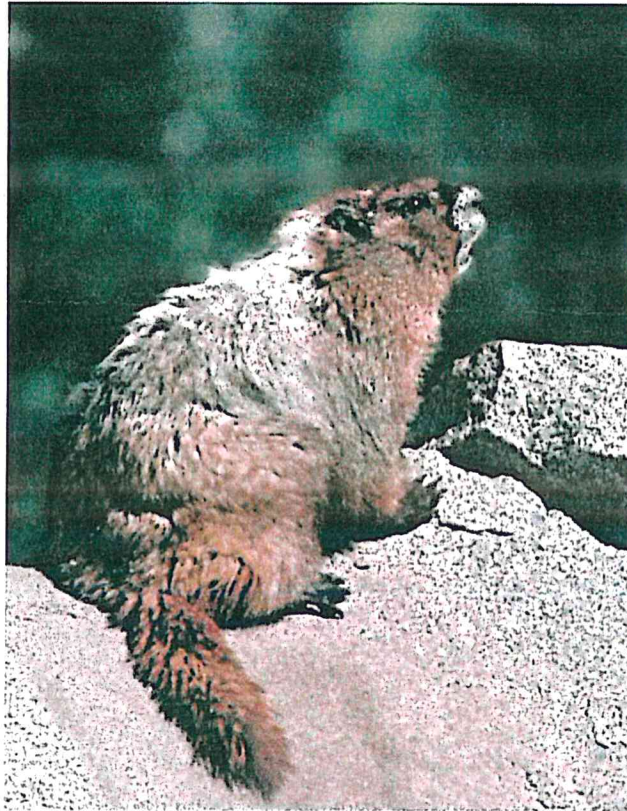
Jefferson County Department of Community Development: Vegetation Regulations
[https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-
Handout?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-Handout?bidId=)

Jefferson County Department of Community Development, Tree/Vegetation Removal
Application
[https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-
PDF?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-PDF?bidId=)

Join the Great Cape George Rock Chuck Work Party Sponsored by the Berm Committee

Meet at the community center picnic shelter Saturday
Feb 25th 2023 10:00 am

Object will be to chuck as many rocks as possible from the lawn
area back onto the berm.



Rocky the rockchuck sez:

"Rock'N'Chuck'm

How much rock would a rockchuck chuck?

If a rockchuck would chuck rock."

Bring work gloves and optionally a rake or shovel

All ages welcome

To: General Manager and Cape George Board Members

In the February 2023 newsletter, I found "A Letter from your Treasurer: Cost of Operations and Cape George Bylaws" and the explanatory paragraphs in the Treasurer's 2022 Year End Report to be clear and informative. Thank you, Fayla.

Although consideration of a proposal to the Board regarding Operational and Reserve assessments begins with the February 21st Study Session, unfortunately I will not be able to participate in that meeting. I find the study sessions, in particular, invaluable with the expression of different viewpoints and direct engagement among participants informing my evaluation and positions on issues.

I apologize that this will be the third time that I request that the recorded Zoom study sessions be made available to community members after the sessions are held. I find such access very helpful with one of my employers, so perhaps you might explain more fully at some time what would be required for recorded Zoom meetings to be accessed by the membership. With in-person study sessions anticipated, I would have a similar interest in those meetings being recorded via Zoom and also available for review after each meeting.

In considering Reserve planning, with expending \$50,000 for a berm rebuild that was not planned for repair until 2046 and regarding the "need to establish a long-term strategy to continue to protect our waterfront facilities" as noted in the January community newsletter, here are the questions that keep coming to mind:

What are scenarios of cumulative financial costs, water level rising or recurring shoreline conditions, that necessitate a discussion regarding discontinuation of efforts to protect waterfront facilities?

What is the status of the Cape George fire station and is the fire station an option as an alternative club house location?

It may be premature to consider now, but what are potential non-waterfront sites if a new club house is proposed in the future?

How do water levels, tides and potential future shoreline changes impact the marina and what unplanned, potential costs does the community need to be aware of in association with such changes?

Might the marina be able to continue operating under circumstances which would be unsafe and cost prohibitive for the club house and workshop?

Thank you for this opportunity to provide some input and questions regarding upcoming community discussions.

Judy Caruso

February 6, 2023

Cape George Colony Club
Manager's Report
February 2023!

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

 **Thank You!**

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

Fitness Center Fundraiser

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

The Ad Hoc Berm Protection Committee Work Party!

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

Tech Tech Tech

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

Caretaker Assistant

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

New Remittance Address

We had many late fee notices go out this month. Note that future billing statements will be addressed to the Cape George office. We have had issues with mail being delayed and will see how things go by having checks mailed (or hand delivered) to the office. This change should help solve some of the late-payment issues we have been experiencing. This will not have any impact on any form of auto-pay — only checks that are mailed. If you think you received a late payment notice in error, you can email Terri Brown or me.

Outgoing Mail

We have had a change of plans for providing outgoing mail service. In the Colony and Huckleberry please deposit outgoing mail in the outgoing mail slots in the cluster box receptacle. A new outgoing mailbox is on order for the Village and will be installed as soon as it is delivered. It is illegal to mail anything weighing more than 10 oz., or more than 1/2-inch in thickness cannot be mailed in the outgoing mailboxes.

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

No parking behind the Workshop

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

Hello Dog Lovers!

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

Dark Sky, please

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

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

Marnie W. Levy, CMCA®, AMS®,

General Manager

Cape George Colony Club

manager@capegeorge.org

360-385-2208

To: Cape George HOA Board of Directors

From: Village Mailbox Committee

Subject: Seeking board support of a new mailbox design and approval for putting the project out to bid as soon as architectural construction drawings are produced.

The Village Mailbox Committee was formed last fall (2022) to devise a plan to replace the current mailbox kiosk with a new one due to structural deterioration.

We have done our research, canvassed and met with Village residents, owners and renters, met with our mail carriers, liaised with the US Postal Service (USPS) Postmaster and have come up with a design for the new mailbox kiosk.

The US Postal Service requires organized communities to provide a mailbox for every buildable lot. There are 192 buildable lots in the Village. Currently, there are only 162 active mailboxes installed.

Our proposal:

Install 12 (donated) CBU (Cluster Box Unit) modules, each containing 16 mailboxes, to total 192 mailboxes. The CBUs have parcel boxes and secure outgoing mail slots. Cost per property owner will be approximately \$10 for the key to their CBU mailbox.

Install 17 personal mailboxes for those who stated their preference to keep their own mailbox rather than switch to the CBUs.

The personal mailboxes will meet our new size standard (with no exceptions) of 12"x12"x21." This was established to ensure room for as many locking boxes as possible. The majority of locking boxes already in use conform to this size.

Remove existing mailbox structure. Retain notice board and recycling bins.

Along with this proposal, we are submitting to the board for review the 3D CAD drawings of our concept design completed by fellow Cape George member Richard VanDeMark and approved by the Village Mailbox Committee.

What follows (below) is an addendum containing additional background information on how we reached this design decision.

Thank you.

Your Village Mailbox Committee

ADDENDUM

Considerations, Communications and Input
Received that Informed the Proposal Before You

Our primary goals were to establish equal space for all Village residents to have a locking mailbox if they want one and equal access to receiving parcels; enlist input from as many Village residents, owners and renters as possible; and provide information in a timely manner so decisions on mailbox choices would be based on fact.

To determine what needed to be done, the Mailbox Committee examined Jefferson County and HOA street and parcel maps of the Village. We did on-line research regarding the pros and cons of CBUs (Cluster Box Units) in planned communities. We maintained communication with our mail carriers to keep us informed of US Postal Service requirements.

We considered a plan in which there would be no CBUs and only personal mailboxes. We measured the kiosk area and found there isn't enough linear space for 192 personal mailboxes (even if they met the new size standard) because the structure would be too long and extend into the public roadway. We then spoke with the postal service and they allowed us to pursue a mixed design that consisted of enough CBU spaces for all buildable lots, and individual mailboxes for members who wanted them if the space could accommodate them.

We found out there were a lot of mixed emotions and thoughts about CBUs and about changing the current system.

Some people feared the CBU boxes would be too small. Several residents expressed resistance to change, asking why not just keep it the way it is? Many wanted to keep their current mailboxes because they already spent money on them.

With recent increases in mail theft, of the more than 50 residents with non-locking boxes, many wanted to switch to a more secure mailbox, but were frustrated because there wasn't enough room for them to put in a locking box in their original mailbox space.

This was primarily because their neighbors' mailboxes occupied a disproportionate amount of space, leaving them without enough room for a locking box of their own. This led to the need to establish an equitable standard size so that as many residents as possible could choose an individual box if they wanted one.

We learned from some residents that buying a new locking mailbox to meet new size restrictions would not be affordable on their fixed budgets. There are many residents with conforming locking boxes moving to the CBUs, and it is our hope they will be willing to provide their current boxes to their neighbors who need to replace theirs, possibly saving them some money.

We kept the Village community informed about progress, options, time-lines and deadlines in several ways.

We created a dedicated email address (villagemailboxes@gmail.com) to provide easy and open communication between the committee and the Village.

We sent out our first communication about the project in an email blast on 11/16/22 explaining the project in detail, listing options for moving forward, and requesting feedback.

We posted copies of email blasts and other committee announcements on the bulletin board in the current mailbox kiosk area to reach out to Village residents who don't have access to email.

We mounted a comment box in the kiosk area for residents to place questions, comments, suggestions and ultimately their preferences for either the CBUs or a personal mailbox.

We placed an article with photo of a CBU in the December 2022 Cape George Newsletter informing Village residents, owners and renters of an in-person meeting on 12/7/22 at the Clubhouse to discuss mail security, meet our mail carriers and indicate their preference for either the CBU system or keeping their personal mailbox (space permitting).

We set up a sample CBU in the existing mailbox kiosk area to increase understanding of the project by showing what a CBU mailbox looks like and giving residents a chance to test how much mail the boxes could hold.

We sent a second email blast on 12/5/22 reminding Village residents, owners and renters about the 12/7/22 meeting and encouraging their participation.

We hosted a well-attended Village community meeting on 12/7/22 featuring our mail carriers as guest speakers and providing a sample CBU to demonstrate how the modules work. We provided sign-in sheets organized by street for attendees to mark their mailbox system preferences.

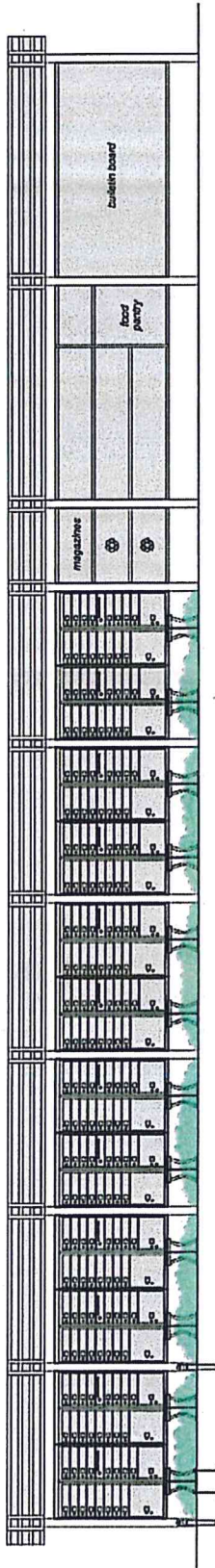
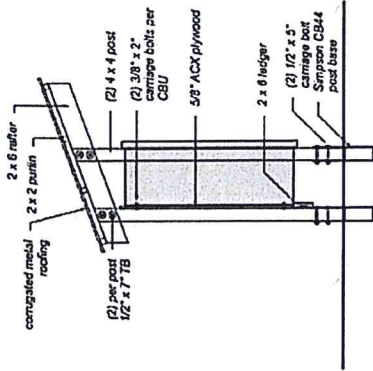
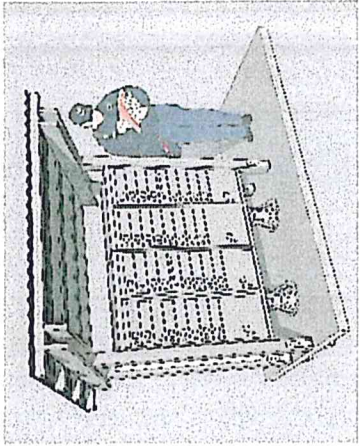
We mailed postcards on 12/21/22 to all Village addresses of record for those who had not yet signed up for a preference, extending the deadline to 1/15/23 for stating their preferences of mailbox type, and reminding everyone that receiving no response would automatically put that address into the CBU.

We made extra efforts to speak with neighbors about the project and to encourage their participation in the decision.

By the 1/15/23 deadline, we received a total of 100 stated preferences on the mailbox types. There were 85 votes for all CBUs and 15 votes for personal mailboxes. In subsequent days there were two more votes for personal mailboxes and a few for all CBUs.

Any Village community resident or owner who did not provide a stated preference by the deadline was assigned to the all CBU system.

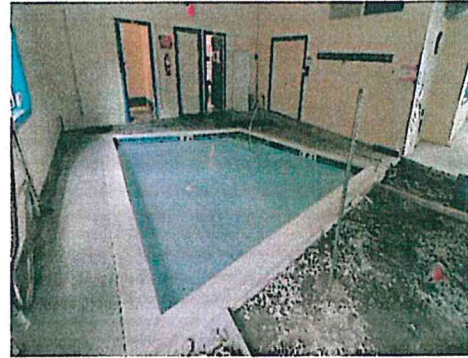
Additionally, we were advised by the postmaster that each property with a personal mailbox would have that box removed at the sale of the property, and the new resident's mailbox would be in the property's assigned place in the CBU and we are limited to the 17 requested personal boxes .



actual slope

Cape George Village Mailbox Cluster

Project Name / Location:	Date:
CAPE GEORGE COLONY CLUB POOL	12/15/22
Address:	Customer / Contact:
61 CAPE GEORGE DRIVE	MARNIE LEVY
Address 2:	Phone:
N/A	360-385-2208
City, State, Zip:	Email:
PORT TOWNSEND, WA 98368	MANAGER@CAPEGEORGE.ORG


INSPECTION / CURRENT CONDITION:

Site visit conducted by Eric Anderson on 11/16/22. The Customer requests a proposal to have the above-pictured community pool and wader resurfaced.

RECOMMENDED SOLUTION:

Spray-Tec Glasscoat Pool Resurfacing, LLC (Contractor) proposes to provide materials and labor according to the following specifications for **resurfacing the pool and wader** with a UV-stabilized, corrosion- and stain-resistant Glasscoat finish. The inert polymeric composite material of Glasscoat is designed to maximize pool water condition and ensure a durable nonporous coating that provides a masonry-free connection between the water and the pool substrate. Glasscoat outperforms and outlasts conventional vinyl liners, epoxy and rubber-based pool paints, and porous cementitious plasters; and it has an expected service life of **15 to 20 years**, plus many other benefits and features. Refer to glasscoatpoolresurfacing.com for additional technical information.

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 1 of 4
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SCOPE OF WORK:

RESURFACE POOL & WADER

- Customer to drain water from the pool and wader in coordination with Contractor.
- Inspect and prepare existing plaster surfaces as needed for resurfacing. **(Note: Minor surface repairs included. Major repairs, such as removing loose/hollow plaster, extensive patching, sealing cracks, etc., if needed, will be billed on a Time and Materials basis of \$125 per hour per laborer plus tax.)**
- Pressure-wash all surfaces.
- Mask off all areas not to be coated.
- Apply layer of high-performance sealer/primer bond coat to surfaces to promote strong material adhesion.
- Apply two layers UV-stabilized, high-crosslink **WHITE GLASSCOAT** fiber-reinforced polymer finish to all surfaces (approximately 4,181 square feet combined total surface area).
- Apply two **DARK BLUE GLASSCOAT** swim lane lines with wall targets.
- Inspect the new finish for defects, if any, and address.
- Remove all masking materials and clean up.
- Start the water refill.
- Provide the Customer with Glasscoat care instructions.
- Customer to start up pool circulation and filtration equipment and balance water chemistry, maintaining a water pH in the 7.0 to 7.4 range to keep the new finish in optimal condition.

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 2 of 4
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PRICING:

OPTION(S) / DESCRIPTION(S)	QUANTITY	UNIT	TOTAL	INITIALS
GLASSCOAT POOL & WADER	4,181	\$20.00	\$83,620.00	
SUBTOTAL			\$83,620.00	
TAXES			\$7,609.42	
TOTAL			\$91,229.42	

PAYMENT SCHEDULE:

To accept this Proposal and turn it into a Contract, the Customer is to do the following:

1. **Initial** next to the Option(s) and Price(s) agreed upon above.
2. **Initial** the box in the bottom right-hand corner of each page of this document.
3. **Sign** name and enter date of acceptance below.
4. **Sign** a Disclosure Statement Notice to Customers (to be provided by Contractor).
5. **Return** signed documents along with a deposit check to Contractor, to the address below.

Payments to be made by checks payable to "Spray-Tec" according to the following terms:

- **10% Deposit is due before project is scheduled.**
- **40% Progress Payment is due before work on project begins.**
- **50% Final Balance is due immediately upon completion of project.**

Credit cards not accepted. Prices quoted do not include fees for water, chemicals, permits nor any unforeseen damage to pool shell, structures, plumbing, lighting, electrical or equipment. Customer should have any leaks detected/addressed before resurfacing work is begun.

All material allowances are specified in this proposal. If the cost of any materials quoted increases significantly after the contract is signed, the Contractor will notify the Customer in writing, and the Customer will be required to pay the increased amount.

Proposal Expires 01/15/23

ACCEPTANCE:

The above specifications and conditions are satisfactory and are hereby accepted by the Customer. The Contractor is authorized to do the work as specified. Payment by Customer will be made according to the terms outlined above, and at the prices agreed upon and initialed by Customer.

Customer Signature: _____ **Date:** _____

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 3 of 4
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WARRANTY:

Two-Year Limited Glasscoat Warranty Included. Warranty does not cover staining or abuse. Subject to the limitations set forth below, for a period of two years from the date of completion of the work described in this contract, Spray-Tec Glasscoat Pool Resurfacing, LLC, named in this contract (the "Contractor"), will repair any peeling, blistering, or chipping Glasscoat resulting from defective workmanship. For this warranty to be valid, the Customer must: Pay the full contract price. Retain a copy of the original contract. Retain evidence of payment in full. Pay for materials used to perform the repairs. Make the property accessible to the Contractor during normal business hours to make repairs. This limited warranty is the only express warranty made by the Contractor and is in lieu of all other warranties, express or implied. This warranty covers only those services provided by the Contractor to the original Customer named on the front of this contract. In no event shall the Contractor be liable for incidental or consequential damages or damages in excess of the original contract price. This warranty may not be altered or extended for any purchase unless done so in writing in a document executed by all parties to this contract. For warranty service, you should contact the Contractor to schedule an inspection of your property by calling the number listed in this contract or by sending an email to info@glasscoatpoolresurfacing.com.

CHANGE ORDERS:

Any alterations or changes from the proposal will be executed only on receipt of written work order. Said changes shall in no way make void this contract. Charges for modification to the proposal will be based on labor and materials agreed upon by both parties.

EXCLUSIONS:

Spray-Tec Glasscoat Pool Resurfacing, LLC is not responsible for fixtures and equipment supplied by others or losses due to theft, damage, vandalism, etc. and shall not be liable for failure to perform if prevented by strikes, or other labor disputes, accidents, acts of God, governmental or municipal regulation or interference, shortages of labor or materials, delays in transportation, non-availability of the same from manufacturer or supplier, or other causes beyond Contractor's control. In no event shall the Contractor be liable for special or consequential damages whatsoever or however caused.

INSURANCE:

Contractor carries Workers' Compensation and Professional Liability Insurance covering its work on this job. Customer agrees to notify his/her insurance company of the commencement of work. Risk of loss due to fire, windstorm, vandalism, or other casualty shall be upon the Customer.

CUSTOMER DEFAULTS:

Customer will be in default if:

- Any payment called for under this proposal or authorized change orders becomes past due.
- Any written agreement made by the Customer is not promptly performed.
- Any conditions warranted by the Customer prove to be untrue.

In the event of Customer defaults, Contractor may do any or all of the following:

- Suspend the work and remove its material/equipment from the premises, whether or not installed. In this regard, Customer agrees that Contractor may enter upon Customer's property for the purpose of repossessing such equipment without liability to Customer for trespass or any other reason.
- Retain all monies paid hereunder, regardless of the stage of completion of the work and bring any appropriate lien or other action in court to enforce its rights. The Customer agrees to pay all costs, attorneys' fees, and expenses incurred by Contractor in enforcing its rights under this proposal.

ATTORNEY'S FEES AND COSTS:

In the event of a dispute concerning this agreement or the performance of services, the prevailing party is entitled to recover their reasonable attorney's fees and costs incurred.

INITIALS

Spray-Tec 1521 Piperberry Way #105 Port Orchard, WA 98366	360-865-2900 glasscoatpoolresurfacing.com	Contractor's Licenses: ID RCE-60613, OR 230924, WA SPRAYGP782JJ Page 4 of 4
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A Letter from your Treasurer:

Cost of Operations and Cape George Bylaws

Last fall I worked with Nancy Charpentier, chair of the Finance Committee, and our General Manager Marnie Levy to develop a workable budget for 2023. We met with chairs of several committees, spoke to employees, and looked at our expenses and income to date for 2022. This process made us acutely aware of the fact that our current Bylaws restrict us from raising our annual assessments enough to cover our costs. Therefore the Board is considering asking the membership to increase the allowed percentage increase in both our General and Reserve assessments.

In order to understand the budget development process at Cape George, here is some background information. There are two categories of member assessments: General Assessment and Reserve Assessment.

We have three cost centers: Water, Marina and General Operations

- Water fees pay for water operations and are not regulated by the Bylaws. Water fees were raised 10% in 2022 and were not raised in 2023.
- Marina fees are paid by marina users to fund marina operations. Moorage fees were raised 20% in 2022.
- The General Operations budget covers employee salaries and benefits, insurance, accounting and auditing services, taxes, utilities, routine maintenance and repairs of equipment, grounds and roads, community buildings and more.

General Operations Assessments

The Board is limited by the Bylaws (Article III B) in how much General Operations Assessments can be raised: currently 4% (rate last set in 2006). As I am sure everyone is aware, inflation hit all of us hard in the past year. Cape George is no exception. There are some things we would like to see happen that would make this a better place to live for everyone and can only take place if we have enough income to pay for them. These improvements include:

- Being able to pay the increased prices for contractors and materials to maintain our structures.
- Giving our long-term employees larger raises as a response to their excellent performance records and the rising rate of inflation.
- Upgrading the Assistant Caretaker position to 3/4 or full time to back up our Caretaker on facilities and grounds work.
- Improving our website and security.

During the 2023 budget development process, we started with a desire to fund all of these operational expenses. When we did the math between what we could collect in assessments as limited in the Bylaws and what we needed to make these improvements a Cape George reality, we realized that we could not have it all. For instance, in 2022 the road repair contractors and the Building and Roads Committee identified about \$92,000 of needed road repairs, but in 2022 and again in 2023 the road repair budget is \$10,000/year. We did give our employees raises for 2023, but not as much as we would like to bring them to competitive wages for the jobs they do. We budgeted for only a half time Assistant Caretaker position for 2023, and we budgeted nothing for website and security improvements.

The Finance Committee, the General Manager, the President and I all agree that we need to be able to run Cape George with fewer financial constraints. Therefore, we are looking at a proposal to the Board, and after that to the membership, that we increase the maximum monthly General Operations assessment rate cap in the Bylaws from 4% to 8% for 2024, and thereafter tie the assessment rate cap to the previous year's rate of inflation.

Reserve Assessments

In addition to our General Operations budget, Cape George also maintains Reserve accounts (Water, Marina and General Operations) for the purpose of funding major maintenance, repair and replacement of our Associations' common property likely to occur within 30 years. Our current Bylaws (Article III B) limit the Reserve assessment increase to 2.5% annually.

We would like to keep our Reserve accounts robust so that we are able to respond with emergency and planned repairs to our capital assets when needed. For example, in late 2022 we spent nearly \$50,000 for a rebuild of the berm that protects our waterfront, pool, clubhouse, fitness center and workshop. The berm has been compromised by weather and tidal events more than expected in the last year. Our 2021 Reserve Study did not predict that the berm would need repair until the year 2046, but now it looks like we need to prepare for a rebuild or replacement in the near future and periodically after that.

Therefore, we will also ask the Board and the membership to increase the cap on raising Reserve assessments from 2.5% to 5%.

How will this affect each member's assessment payments? If you own a home on a single lot, you currently pay about \$1250 per year in Operational and Reserve assessments and water fees. Raising the Operational assessments to 8% and the Reserve assessments to 5% for 2024 (assuming water fees stay the same) would increase that payment about \$58 per year.

This proposal will be discussed by the Board at Study Sessions in the next couple of months. A formal proposal for change of Bylaws Article III B will be refined and presented. If approved by the Board, it will go to the membership for approval with the Board elections mailing in June. Please make your voice heard by writing a letter to the Board, or by participating in the February and March study sessions. And you can always contact me directly: treasurer@capegeorge.org

This is our community. We love living here and we want to keep it the best place to live! We all need to do our part to make that happen so we can continue to enjoy the amenities of our community for many years to come.

Fayla Schwartz

Cape George Treasurer

Proposal to further migrate Cape George Colony Club to Microsoft Office 365

Background:

Cape George (CG) owns MS 365 licenses for the board and office staff and has been using them for email and the included Word and Excel applications. CG has not used the included file storage/sharing ability (OneDrive/Sharepoint 10gb) and has not joined or managed the two office computers with MS 365. CG is also not using the Microsoft tools for on-line collaboration and video conferencing.

Proposal:

Upgrade the two office workstations to Windows 10 Professional, add them to MS365, and migrate in use office files from the NAS (Network Attached Storage) and local hard drives to MS365 on line storage (cloud). This will back up our files so that no hard failure can cause lost data. It will also permit remote access to files when needed.

Details:

Phase one of this proposal is to upgrade the two office computers from Window 10 Home version to Windows 10 Professional and to add them to MS365. This will enable Terri and Marnie to log on with the office@capegeorge.org and manager@capegeorge.org accounts. Doing so will facilitate automatically backing up documents to the cloud and reduce the current confusion that the use of local computer accounts (front & harbormaster) is causing.

The second phase is to migrate needed CG files from the local NAS and local hard drives to the online storage. The benefits of doing these two steps are that we will have a more secure storage of our files and better security and productivity on the two workstations in the office. At least currently active files would be moved—it may make sense to archive old files on the NAS if proper backup can be done.

Phase three (optional) would be to move files currently stored in Google Drive by the finance committee to Microsoft if in fact the needed collaboration is supported with volunteer committee members.

The cost of this is minimal. MS professional upgrade licenses are approximately \$100 each. An additional license for MS365 is \$10 a month (it@capegeorge.org). This would be used to configure OneDrive/Sharepoint. The changes would be done slowly so as to not disrupt daily work. After each step we would evaluate to verify that the changes are working as expected.

About the author

I worked for 18 years as a Microsoft Server administrator for the Federal Reserve Bank of Minneapolis and currently serve on the finance committee. I have been helping out with the computers in the office informally for a few months.

Mark Kochendorfer

CAPE GEORGE FINE SCHEDULE – 2023 DRAFT

✓	PRIVATE PROPERTY DEVELOPMENT AND MAINTENANCE	1 ST VIOLATION	FAILURE TO CORRECT AND/OR SUBSEQUENT VIOLATION	RESOLUTION TIME
1.	Building in violation of established setbacks (C)	\$5,000	10,000	45 days
2.	Failure to obtain a Cape George building permit prior to starting construction of a home, ancillary building, culvert, foundation or driveway (C) BG III	\$100 - \$500	\$500 – 1000	5 working days
3.	Failure to obtain an earthworks permit before starting work (C) BG III	\$100	\$200	5 working days
4.*	Failure to obtain a permit to remove trees and natural shrubbery For cutting trees on a member's own property without obtaining a permit (C) BG II. **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	\$150-per-tree/shrub For a tree up to 40" in C \$400. Trees over 40" in C \$10 x C	\$300-per-tree/shrub Second offense - double the fine amount.	N/A
4a.*	For cutting trees on community property or property of another member without permission **Circumference ("C") measured at top of cut stump, or 4' above ground (breast height)*, whichever is lower.	For cutting trees up to 40" in C - \$1,000 For trees over 40" in C - \$25 x C	Second offense - double the fine amount.	N/A
5.	Building in violation of 17-foot height restriction BG III	\$5,000	\$10,000	30 days
6.	Failure to complete building exterior within 6 mo. of starting date (C) BG IV	\$250 per month	\$300 per month	14 days
7.	Failure to fill perc holes in a timely manner as per regulation BG III	\$100	\$200	14 days
8.	Failure to follow guidelines for antennae, BG III	\$25 - \$100	\$25 - \$100	14 days
9.	Exceeding 8-foot height regulation for hedges, fences, screens BG III	\$250 per month	\$500 per month	14 days
10.	Failure to complete hookups for water, septic and power prior to occupancy (C)	\$500	\$500	5 days
11.	Failure to install Cape George approved driveway apron. PP09	\$200	\$500 per month	30 days
12.	Minimum house size	\$1000	\$2,000	45 days
	MEMBER'S PERSONAL OBLIGATIONS			
13.	Discharging of firearms/hunting (C)	\$500	\$1000	N/A
14.	Outdoor burning without a permit (C) PP03	\$50	\$100	N/A
15.	Operation of a home business in violation of policy. (C) (PP07)	\$100	\$200	14 days \$200 per mo.
16.	Parking Violations: (1) unauthorized parking of heavy equipment (PP05) (2) the parking of any vehicle or placement of any object in the road, common areas, or right-of-way for more than 48 hours per CP12	\$75.00	\$100	3 days
17.	Violation of Junk Vehicle Rule BG III, PP08	\$50	\$100	5 days
18.	Violation of Fireworks Rule CP10	\$100	\$200	N/A
19.	Violation of Livestock/Pet Rule (C) PP01	\$50 - \$500	\$100 - \$1,000	14 days
20.	Failure to Maintain property or permitted structure BG III (Maintenance Obligation) PP02 (vegetation, septic, other nuisance)	\$85-\$1,500	\$100-\$2,500	21 days
21.	Abuse of or misconduct on common property (Swimming pool, shop, fitness center, marina, etc.) CP01, 02, 03, 04, 05, User's Contract, common law	\$50 - \$500 and liability for damages and possible loss of privileges	\$100 - \$1,000 and liability for damages and possible loss of privileges	N/A
22.	Unauthorized disposal of waste material on common property and/or improper storage of waste material on private property CP11	\$150	\$250	5 days
23.	Other covenant, building guidelines or rule violation	\$25 to \$1,000	\$50 to \$3,000	Discretionary
24.	Violation of Traffic Regulations CP19	\$50.00	\$100.00	N/A
25.	Late Fees FIN03	\$20.00	\$20.00	30 days

Draft proposal for suggested tree cutting fines submitted by Varn Brooks and approved by the Environmental Committee

1 - For cutting trees on a member's own property without obtaining a permit. First offense per tree:

For a tree from 12" up to 40" in circumference* (C) - 400.00

For trees over 40" in C - \$10 X C.

Circumference measured at top of cut stump, or 4' above ground (breast height), whichever is lower.

Second offense double dollar amount.

2 - For cutting a tree (no minimum size) on community property or property of another member without permission:

First offense:

For cutting trees up to 40" in C* - \$1000.

For trees over 40" in C - \$25 X C.

Circumference measured at top of cut stump, or 4' (breast height**), whichever is lower.

Second offense double dollar amount.

Any member in violation of this rule is also subject to legal complaints and may be required to pay restitution, and or face legal charges at the discretion of the injured party.

* A tree 40" in circumference is just over 12" in diameter.

** Breast height measurement is the standard measurement for trees. If a tree has been cut below 4 feet, then the measurement is taken off the stump at the cut.

Resources concerning tree cutting and pruning:

Bellevue Municipal Codes: Monetary penalty– Trees and vegetation on city or private property-
Illegal clearing, cutting, damaging or removal –
<https://bellevue.municipal.codes/BCC/1.18.045>

DNR, Tree Link https://www.dnr.wa.gov/Publications/rp_urban_treelink_bulletin_2011.pdf

Washington State Department of Ecology Vegetation Management: A Guide for Puget Sound
Bluff Property Owners
<https://apps.ecology.wa.gov/publications/publications/9331.pdf>

Tree protection on construction and development sites : a best management practices guidebook
for the Pacific Northwest
https://ir.library.oregonstate.edu/concern/open_educational_resources/mp48sd11g

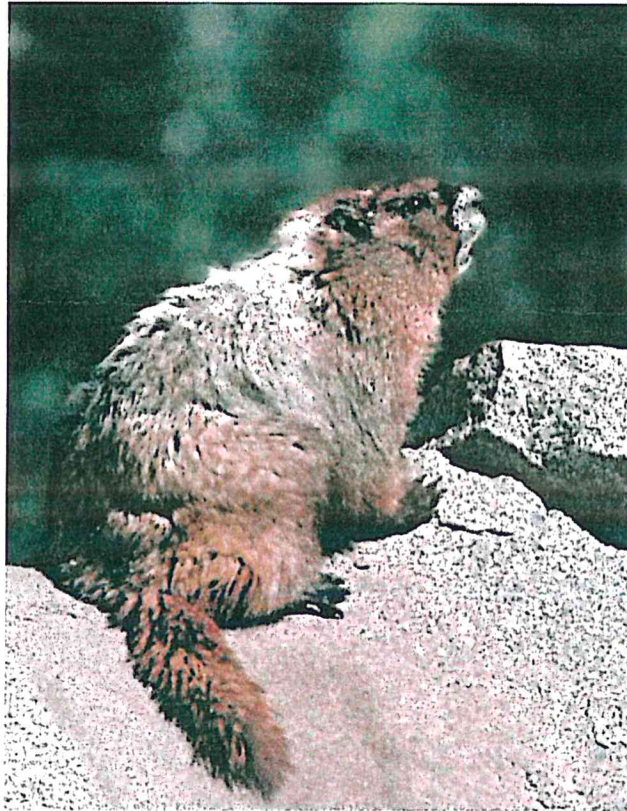
Jefferson County Department of Community Development: Vegetation Regulations
[https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-
Handout?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/7090/Vegetation-Regulations-Handout?bidId=)

Jefferson County Department of Community Development, Tree/Vegetation Removal
Application
[https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-
PDF?bidId=](https://www.co.jefferson.wa.us/DocumentCenter/View/1176/Tree-Request-Application-Packet-PDF?bidId=)

Join the Great Cape George Rock Chuck Work Party Sponsored by the Berm Committee

Meet at the community center picnic shelter Saturday
Feb 25th 2023 10:00 am

Object will be to chuck as many rocks as possible from the lawn
area back onto the berm.



Rocky the rockchuck sez:

"Rock'N'Chuck'm

How much rock would a rockchuck chuck?

If a rockchuck would chuck rock."

Bring work gloves and optionally a rake or shovel

All ages welcome