



*Cape George Colony Club*

**Member**

Study Session Packet

Monday, May 22, 2023, 3:00 p.m.

Via Zoom

# Cape George Colony Club

Monday, May 22, 2023

Zoom Audio/Video Conference Call

## SETBACK VARIANCE REQUEST

2:45 PM

Lot Location: 475 Sunset Blvd.

Lot Owner: Kyle Taylor

Variance Requested: Garage south corner of build would be outside the required 5' setback.

Reason: Owner states that it is a small area to build in because a big part of neighbor's driveway is on his property.

## Study Session Agenda

3:00 PM

- A. Call to Order – President's Comments and Announcements
- B. Letters from members – Two letters are attached.
- 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. Proposed change of Bylaw section Article III B 1 – Action Item: Fayla Schwartz  
Current Bylaw  
*The maximum monthly assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than four per cent (4%) above the maximum assessment for the previous year...*  
Board-advised Change  
*The maximum annual assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year not more than eight per cent (8%) above the actual assessment for the previous year...*
  2. Committee Charter Updates – Jane Ludwig. See attached Water Advisory Committee charters.
  3. Certify candidates for Board of Trustees – Pat Gulick.
  4. Decide the time and date of the 2023 Annual Membership Meeting – Jane Ludwig.
  5. On June 1 the Ballot for the 2023 Board of Trustees Election and Proposed Bylaw change (see above) will be mailed – Jane Ludwig.
  6. Committee Chairpersons to submit 2022-2023 Committee Annual Reports by email to Marnie and Terri **by July 5** to include in the 2023 Annual Meeting packet – Marnie Levy.

# Cape George Colony Club

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7. Pool Proposal – Jane Ludwig. See attached.
8. Berm Protection update – Marnie Levy.
9. Proposal to form a standing Cape George shoreline protection committee – Marnie. See attached.
10. Internet to the Clubhouse – Marnie Levy.
11. Reserve Study Update – Marnie Levy.
12. Tech Committee update – Marnie Levy.
  - Website
  - Security Cameras
  - PUD Petition
13. Confidential: Requests to waive administrative and late fees – Marnie Levy. See attached.

## 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

- Board of Trustees Meeting, via Zoom, Thursday, May 25, 3:00 pm.
- Memorial Day Barbecue, Monday, May 29, 5:30 pm.
- Granny's Attic, Friday, June 9 – Saturday, June 10.
- Marina Sale, Friday, June 16 – Saturday, June 17.
- CPR and First Aid Class, Tuesday, June 20, 9 am – 12 pm. Clubhouse.

RECEIVED MAR 27 2023

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

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

VARIANCE REQUEST

Name: <u>Kyle Taylor</u>		Date: <u>3/27/23</u>
Mailing Street Address: <u>475 Sunset Blvd</u>	City: <u>Port Townsend</u>	State & Zip: <u>Wa 98368</u>
Telephone (day): <u>(509) 845-1975</u>	Telephone (evening): <u>Same</u>	
Legal Location: Blk No. _____ Colony <input checked="" type="checkbox"/> Div No.: <u>2</u> Village <input type="checkbox"/> Lot No.: <u>45</u> Highlands <input type="checkbox"/>	Street Name and No.: <u>Sunset Blvd. 475</u> <u>Block 438 100 445</u>	

Requesting variance for:  
 Home  Manufactured/Mobile Home  Addition  Outbuilding  Other

Description of Variance item:  
Garage south corner of Blvd will be closer than 5' to Property line

1. Attach elevation sketch to scale showing lot slope, location of house and road.
2. Attach sketch of plot plan to scale showing building(s) footprint, driveway and direction of land slope.

Reason for variance:  
Small Area to Build Garage Because a Big Part of Neighbors Driveway is on our lot

Owner's or Agent's Signature: <u>Kyle Taylor</u>	Date: <u>3/27/23</u>
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CLUB USE ONLY

Your request for a variance has been reviewed and the following decision rendered at a meeting of the Board Trustees on \_\_\_\_\_ (date)

<input type="checkbox"/>	Your request is hereby approved.
<input type="checkbox"/>	Your request is hereby denied for the following reason(s); see policy for variances on reverse side:

Signature:	Title:	Date:
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APPROVED  
SITE PLAN

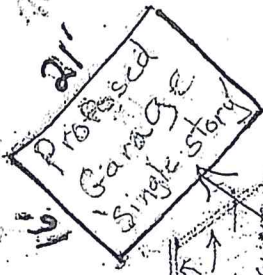
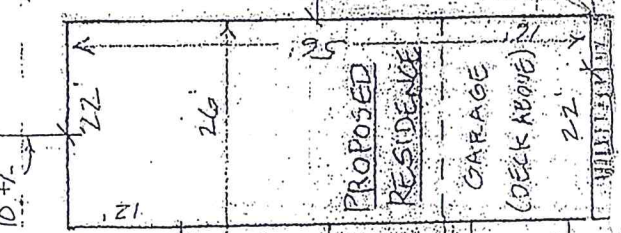
OCT 24 2018

JEFFERSON COUNTY  
DEPT. OF COMMUNITY DEVELOPMENT  
SIGNATURE: [Signature]

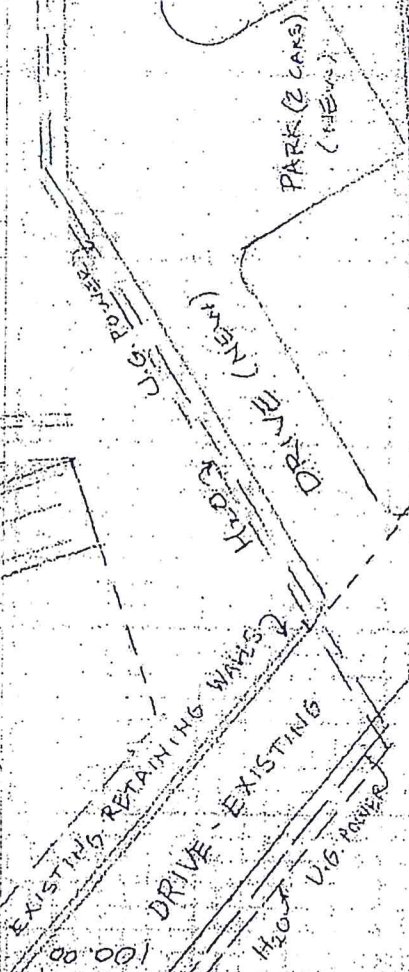
BLVD.

SITE PLAN

PARCEL # 938 100 445



6% SLOPE



ROUTE FOOTING  
DRAINS, GUTTERS  
& DOWNSPOUTS  
TO 20' x 6' x 6' D.  
DRYWELL

NOTE:  
TIGHT LINE  
DRAINAGE  
FROM GUTTER  
& DOWNSPOUTS  
AND FOUNDATION  
DRAINS SEPARATE

NOTE -  
EXISTING DRIVE SHARED WITH  
SOUTH NEIGHBOR.

1"=20'

150.00

150.00

5' MIN  
SETBACKS  
TO BLDGS

5' MIN  
SETBACK  
TO BLDGS

100.00

Standard

10' +/-

10' +/-

22' x 26'

22' x 22'

16' x 21'

EXISTING  
CURB AND  
DRAIN

SEPTIC

SEPTIC  
RESERVE

DRIVE (NEW)  
H2O2

DRIVE - EXISTING  
H2O2 U/G POWER

EXISTING RETAINING WALLS  
EXISTING DRIVE SERVES NEIGHBOR

PARK (2 CARS)  
(NEW)

30'

## POLICY FOR VARIANCES

Cape George Colony Club's Building and Property Regulations regulate all properties in the community identically regardless of individual site characteristics. Therefore, there may be situations where the strict application of the regulations could be unreasonable. A variance, which is granted by the Board of Trustees, allows an owner to be relieved from meeting one or more provisions of the Building and Property Regulations.

Before granting a variance the Board of Trustees must be satisfied that each of the criteria set forth below are met in the application:

Criteria	Indicate Yes / No	
	Bldg Comm. Review	Board's Review
1. Would the requested variance violate the covenants, conditions and reservations of Cape George Colony Club?	YES	
2. Would the requested variance constitute a change in the restrictions or in the boundaries shown on the plat maps?	YES	
3. Do special conditions and circumstances exist which are peculiar to the land, such as size, shape, topography or location?		NO
4. Would denying the variance deprive the owner privileges enjoyed by other owners of similarly situated properties?		NO
5. Would the variance confer a special privilege to the property which is denied to other comparable lands in Cape George?	YES	
6. Do special conditions and circumstances exist that are the result of actions of the applicant?		NO
7. Do the reasons set forth in the application justify the variance, and is it the minimum variance which will make possible the reasonable use of the land?		NO
8. Would granting the variance be in harmony with the general purpose and intent of the Building and Property Regulations?		NO
9. Would granting the variance be detrimental to the general welfare of members or injurious to the neighborhood in which the property is situated?	YES	
10. Was the fact that the property may be used more profitably a consideration in granting the variance? (Profitability may not be a consideration)		NO
11. Would the variance grant the owner a use which is not otherwise permitted in Cape George (such as business activity, etc.)?		NO

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**Sent:** Tuesday, May 16, 2023 10:35 AM  
**To:** Terri Brown  
**Subject:** variance

I need to record my objection to this construction. Currently, approximately 70% of our view of the bay, from our patio, is blocked by the house at 475 Sunset Dr. The construction proposed would block even more. This, in my opinion, detracts from the ambience of the community. Many of us in Cape George moved here to avoid the fenced in atmosphere of suburban living. If this proposal were approved, there would be little to stand in the way of adding an upper floor to the proposed garage and inhibiting the ambience of the community even further.

When we were house shopping in Jefferson County several years ago, realtors told us the bay view added about \$50,000 to the value of the property. This, to us is an important issue.

Scot Barr

Trustees,

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

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

**Table: Average Annual U.S. Inflation Rates**

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

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

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

Richard Hilfer



# Cape George Colony Club

## Manager's Report

# May 2023

### **Thank You!**

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

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

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

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

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

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

### **Maintenance news**

- Donnie and Eric are working diligently to clear the culverts in Cape George Colony and to trim the grass in all of the common areas. This is a large area of property, and the first mow of the season is time consuming. As everyone with a patch of grass knows: the grass is growing at lightening speed this month. Thank you for your patience!
- Donnie and Jose, our Water Manager, are doing maintenance on the backwash system for the water system.
- Peninsula Environmental has sprayed for Poisonous Hemlock. Please report common area noxious weeds unchecked to the office.
- The vacant lot mowing is scheduled to begin on May 30, depending on the weather.

**Berm protection:** Thanks to everyone who helped plant Dune Grass seeds on the Berm on May 13. More than twenty volunteers have shown up at each of the Berm Protection work parties, helping tremendously to ensure protection of the Berm! We have a new pile of rocks by the Marina – for the Berm Protection Committee to utilize. We will announce another work party, if need be.

- Informational and directional signage will be added to the Berm area.

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

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

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

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

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

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

*Marnie W. Levy,*

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

360-385-2208

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## COMMITTEE CHARTERS

### WATER ADVISORY COMMITTEE

#### PREAMBLE

1. The committee is advisory to the Board of Trustees on all matters pertaining to the water system and works to maintain the integrity of the system.
2. The Committee is composed of a chairperson, volunteer members with interest and a technical background/training in the area of water systems, and a Board liaison. Membership on this Committee must be approved by the Board of Trustees. The Committee will have a minimum of three members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

#### DUTIES

1. Studies matters relative to the water system as requested by the Board
- ~~2.~~ Prepares a written report to the Board following completion of a study, including copies of data used in the study.
- ~~3-2.~~ Keeps written minutes of all meetings which will include the members present, date, and signature of the chairperson and/or secretary of the Committee, and presents oral reports at regular Board of Trustee meetings when appropriate. The chairperson or designee submits an annual written and oral report at the CG Annual Membership meeting.
- ~~4-3.~~ Advises the Board and/or make recommendations on current issues relative to the water system such as, but not limited to: water quality; need for repair and/or maintenance; changes to relevant laws, water system security, regulations and requirements for the water system.
- ~~5-4.~~ Makes recommendations to the Board for updating the Water Comprehensive Plan as required by regulatory agencies.
- ~~6-5.~~ Coordinates its activities with the Water System and ~~Manager as well as the~~ Cape George Managers.

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

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~~William A Stull~~  
President

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Gary Nelson  
Secretary

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~~Effective Date: December 2007~~

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

**QUOTE**

<b>DATE</b>	<b>INVOICE #</b>	<b>CUST #</b>
4/20/2023	0000075584	0003474

**BILL TO:**

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

**SHIP TO:**

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

P.O. NUMBER		TERMS	SALES PERSON	
		COD		
QUAN	DESCRIPTION	PRICE EACH	AMOUNT	
	Quote to install boiler to replace existing boilers. Piping and gas line will be relocated to pool room. Vent piping will be routed through side wall and roof. Electrical work is estimated. Permits and disposal of old boilers is not included.			
1.00	Navian 200k btu wall boiler	3,874.00	3,874.00	
1.00	Miscellaneous Materials	2,529.00	2,529.00	
24.00	Labor	110.00	2,640.00	
24.00	Labor Tradesman	70.00	1,680.00	
1.00	Weld Charge	25.00	25.00	
1.00	Truck Charge	40.00	40.00	
SUBTOTAL			\$10,788.00	
TAX			\$981.71	
TOTAL			\$11,769.71	

## **PROPOSAL TO ESTABLISH A WATERFRONT MANAGEMENT COMMITTEE**

### **Proposal to establish a standing committee to:**

1. Document the condition of the Cape George Colony waterfront, berm, and community assets, consisting of the Berm, the picnic area, the Clubhouse building, the Pool and Fitness Room, Workshop, Marina, and Memorial Park, no less than three times a year.
2. Advise the Board of changes taking place on the waterfront and what options might be considered.
3. Oversee and assist the General Manager and other relevant committees in managing the waterfront assets in a manner approved by the membership.

Marnie Levy  
General Manager  
Cape George Colony Club  
5.22.2023

(From the Bylaws, to establish a Committee)

### **VI. B. MEETING OF THE BOARD**

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