



*Cape George Colony Club*

**Study Session Packet**

Monday, January 23, 2022, 5:00 p.m.

Via Zoom

**Cape George Colony Club**  
**Study Session Agenda**  
January 23, 2023, 5:00 PM  
Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Four letters from members regarding:  
Support for the Marina Service Program (2).  
Support for community-owned kayaks.  
Fine Schedule revision comments (item 5 below).
- C. Manager's Comments and 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. Discuss Reserve Study Contract – Marnie Levy
  2. Review of Committee Chairs – Jane Ludwig
  3. Member Survey – Jane Ludwig
  4. Update on Village Mailboxes – Betsy Coddington
  5. Discuss returning to in person meetings – Betsy Coddington
  6. Discuss berm protection proposal – Marnie Levy
  7. Tech Committee update: Fiber Optic Proposal, Security Cameras, Website – Marnie Levy
  8. Comments on revised fine schedule – Marnie Levy
  9. Discuss organized strategic planning for Cape George Colony Club – Betsy Coddington
  10. Caretaker Assistant candidate search – Marnie Levy
  11. Due date contracts – Marnie Levy
  12. Discuss member request to waive late fee – Marnie Levy
- E. Member Participation (Compliments, Issues, Concerns)  
NOTICE: The President will ask members that have called into the Zoom Board Meeting to come forward with any questions, comments, or concerns. We encourage and wish to promote member participation with the following stipulations: Each member may speak once on any given topic until every member that wishes to speak has done so. Each member may have one rebuttal with a 2-minute time limit on the same topic. If another topic is raised the same procedure will follow.  
*Note: The Board of Trustees will not hear or discuss owner violations or owner account issues. They must be addressed in a separate hearing.*
- F. Open Board Discussion
- G. Announcements and Adjournment
- Thurs., January 26, 2022, 3 p.m. Board of Trustees Meeting via ZOOM meeting

## Marnie Levy

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**From:** Ross Anderson <ross\_inkstainedwretch@hotmail.com>  
**Sent:** Wednesday, January 11, 2023 4:02 PM  
**To:** Marnie Levy; linjal@gmail.com; Terri Brown  
**Cc:** Mike Heckinger; Craig Muma; Harbor Master; jamesbodkin@gci.net  
**Subject:** letter to the CG board

Cape George Board of Trustees:

I'm writing to express my strong support for the marina service plan proposed by the Marina Committee. As you all know, our marina is a crucial community asset, a focal point that continues to appeal to every Cape George resident. That's why every real estate ad for Cape George homes mentions the marina. It's one of the reasons people want to live here. It's also one of the best moorage deals anywhere. And this is because we manage and maintain it almost completely with volunteers. Just come down to the marina any Tuesday morning year-around and watch it happen.

But maintaining the marina is an ever-increasing challenge. The docks and pilings are 50 years old, requiring constant repairs and maintenance. Technology and new environmental and safety regulations require more and more attention.

All this work is done by about 20 volunteers – just 25 percent of the members with boats in the marina. We get the job done so that our friends and neighbors can enjoy the benefits. This is not fair, and I fear it is not sustainable.

For many years, marina members have discussed ways to build our base of volunteers and spread the workload more evenly. Now we have come up with a plan to reach out, creating an incentive for other boatowners to step up or, if they choose, pay higher marina fees. Once approved, we will need to design a way to make it work. But the first step is to get board approval for the concept.

We will be suggesting a variety of ways boatowners can volunteer. It may be showing up Tuesdays to help repair docks, fix faulty wiring, paint the crab shacks, mow the grass or other routine tasks. Or it might be help with tasks such as managing the website, accounting, permitting, communication, sail or kayak instruction. We need help with a hundred jobs, or a thousand.

Having lived here almost 20 years, I sincerely believe we will get that help. I urge you to adopt the plan as proposed.

Ross Anderson  
164 Quinault Loop

03 12 2023

From: Darla and John Lacy

Topic: Cape George Marina Community Service Program

Hello,

We support adopting a Community Service Program (CSP) for the Marina. Kudos to the team that did the homework to surface this idea for Marina Support. The CSP is in line with Cape George “tradition” of those that benefit directly from a service support that service. Once again, our local leadership has exhibited sound judgement – fantastic!

We look forward to our CSP effort this coming year, see you on the Water or at the Marina.

V/r

Darla and John Lacy



Kathy Curtiss  
Small Boats Volunteer Manager  
[kathycurtiss@icloud.com](mailto:kathycurtiss@icloud.com)  
(509) 671-7505

*To: Jane Ludwig, Board of Trustees, and manager Marnie Levy:*

*As you know, more and more Cape George members are interested in making the CG marina more accessible for kayaks and other small boats. There is a need for a safer and more convenient launching dock, and the Marina Committee is working on this. There is a need for basic coaching/instruction for new kayakers, and we are working on that idea. Both these ideas look promising.*

*But there is also a great deal of interest in having some community-owned kayaks available for members to use. This was proposed three years ago by Lad Burgin and others, but then came the pandemic and the idea was put on a back burner. Now we hope it can be moved back onto your agenda. This is not a significant budget item. We understand that one or more members is willing to donate kayaks to the community. But there may be questions about liability insurance, storage and other issues. Marina leaders are helping with this but can't proceed without a go-ahead from the Board of Trustees.*

*So we would like to ask the board to consider the question, research the liability question, and let us know if this is a realistic possibility – hopefully in time for boating season this spring and summer.*

*Thank you for your consideration.*

*Richard and Lori VanDeMark*

*John and Irene Sandburg*

*Ross Anderson*

*Barton and Bobbie Blinder*

*Leah Mitchell, Nancy McLachlan*

*Elizabeth Hewitt*

*Rodney Diseker*

*Brian Ritchie*

*Drue Hartwell*

*Penelope Jensen*

*Laurence Conn*

*Craig Muma*

To: General Manager and Cape George Board Members

From: Linda Schwartz 360-344-2599

I so appreciate the fine work and hours of time that you donate to Cape George.

In reviewing the list of items on the fine schedule, I would like some clarification

With regards to #4

- What is the purpose of requiring a permit for cutting trees on our your own property? What benefit does the permit serve? Does this mean that if an arborist is at your home and determines that a tree must come down for safety reasons, nothing can be done without a permit? Does the issuer of the permit have more experience than a professional tree service company? This does not involve the bluff because the county has to give permission to make changes on the bluff. Fortunately, there is no longer a fee for removal of natural shrubbery as most every gardener would have been in violation.

With regards to #4a

- It seems to me that fees for cutting your neighbor's tree or a community tree should have a much heftier fine. Giving yourself a water view by destroying others' property should call for an exorbitant penalty and potential legal action

With regards to #10A

- Is reporting of hedge violation complaint driven? If you and your neighbor agree to having a higher hedge between your homes, can another Cape George member report you and request that a fine be issued against you and/or your neighbor. If every hedge violation was subject to a fine, Cape George might end up having a surplus in the budget!

I do not know if this is the whole list of fines but since this seems under the building and environmental committee, I would like to make sure that the following have hefty penalties and legal ramifications

- Starting a rubbish fire or any kind of fire in Cape George without strict parameters and approvals can put our homes and safety at risk
- Firing of a gun in Cape George provides a serious risk to our health and safety
- Speeding: There is no enforcement of the speed limit. A lot of members walk on the hilly and curvy roads of Cape George. I believe that it is only a matter of time before we end up with a serious accident in our neighborhood. Since there is a speed limit and since it is not enforced, does that put the board and the whole community in a liability situation should an accident occur due to speeding.



# Cape George Colony Club Manager's Report

*January 2023!*

**Happy New Year! Welcome to the first Study Session of 2023!**

We are halfway through the first month of 2023 and are moving forward with some very important projects. I feel like this year is a fresh start. We are moving out of three years that were tainted by Covid. And while we need to respect each other by following recommended self-quarantine guidelines, and masking in close groups, we are getting on with life.

The contract for the 2023 Reserve Study is included in the Study Session packet, which will include a site visit and updated photos. It is important that committees bring their best information to the table when working with the Reserve Specialist.

We will coordinate with committee chairs to get input in the next months. They know a lot, but you, the homeowners and leaders in the community know best how Cape George's assets are aging and which capital assets need to be considered in the Reserve Study.

- We have an initial plan to start protecting the berm and restoring the picnic area. We will need to establish a long-term strategy to continue to protect our waterfront facilities.
- The ad hoc Technology and Security Committee is moving forward with the installation of the first security cameras and working to have improved internet connectivity in the clubhouse and marina.
- The Board and Management are considering options to help ensure that Cape George Colony Club assets are funded appropriately to meet the economic challenges that are affecting our community.

## **Thank You!**

♥ Thank you to Marina Committee, led by Harbormaster Penny Jensen and Committee Chair Craig Muma who have introduced and gained the support of committee members and boat owners to initiate a Marina Service Plan. which will provide additional funding to maintain and improve the Marina and promote greater member involvement in the work projects that keep the Marina afloat, literally! Penny, Craig, and others have spent hundreds of hours doing research, presenting ideas and options, and hammering out details to create a plan that the Marina community is enthusiastic about and supports!

♥ I wanted to thank an individual who would like to remain anonymous. But there are so many volunteers who don't want to be recognized by name, it is impossible to acknowledge one "shadow volunteer" without acknowledging the others. These people pop up everywhere, on many committees, volunteering to take on specific tasks that take specific skills, following through despite hiccups, criticism, and inconsistent follow-through. I have met a dozen people who fit this description well. You know who you are. And please know that your contributions are seen, appreciated, and truly help make Cape George shine!

## **Other notes**

### **Fitness Committee February Fundraiser**

The Fitness Committee's goal is to raise \$5200. This will be used to purchase a new piece of equipment. There is a Fitness Room Fundraiser envelope by Terri's desk in the Cape George Office if you would like to make a donation now! Please see the February newsletter for more details about tours of the Fitness Room, which will include equipment demonstrations!

### **Violations**

Three violation letters have been issued for lights that are too bright, and a second "junk vehicle" notice (including fine) was sent. One landscape maintenance violation was resolved, and a "hedge" mediation is scheduled for this month.

### **Reminders**

Please remind your friends and family when they visit to not cross or climb on the berm.

## **Thank you!**

*Marnie W. Levy*, CMCA®, AMS®,

General Manager Cape George Colony Club  
[manager@capegeorge.org](mailto:manager@capegeorge.org), 360-385-2208

## Marnie Levy

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**From:** Michelle Sinnett <michelles@reserveconsultants.net>  
**Sent:** Tuesday, January 17, 2023 12:36 PM  
**To:** Marnie Levy  
**Cc:** Mahria Sooter  
**Subject:** Level 2 Reserve Study Bid for Cape George Colony Club  
**Attachments:** Cape George Colony Club Standard RS2 Bid.pdf

Hi Marnie,

Attached is a Level 2 reserve study update **with** a site visit bid package. The Terms and Conditions document is part of the contract.

Please sign the corresponding bid document to initiate execution of the contract. Please note that:

- one year may be contracted or,
- pricing for three years may be locked in by initialing next two the pricing for the Level 2 and subsequent Level 3 reserve studies to satisfy Washington State annual update requirements
- additional services are optional and will not be provided unless initialed on the contract.

Once we receive a signed contract, we will return a countersigned contract with an Input Form link.

Information required prior to scheduling the site visit meetings:

- submit a signed contract page
- return a completed Input Form
- provide a list of the percent of ownership by unit (this information is needed for the study to be in compliance with WUCIOA requirements (RCW 64.90) if we do not already have it on file)

As far as timing is concerned, it is common to budget 6 - 8 weeks for the reserve study process from start to finish. Please note:

- We allow two weeks to coordinate the site visit meetings; 1hr Zoom meeting and 1-2hr on-site meeting.
- We require two to three weeks to compile the draft report once the site visit has been completed.
- We then will provide the Association a two-week period to review the draft report and provide us with comments and input. We require that the Association designate one point of contact to facilitate a clear line of communication.
- At the end of the two-week period we invoice per our contract. We incorporate the Association's input on the draft as appropriate prior to finalizing the report. If additional review time is needed we will invoice at the end of the two-week review period; we will then check in periodically on the status of the review.



We have ensured that our reports and reserve disclosures comply with the new Washington Uniform Common Interest Ownership Act (WUCIOA) that went into effect July 1, 2018. While associations are not required to have reserve studies that comply with WUCIOA, budget ratification is regulated for all common interest properties, including condominiums and HOA's.

Please do not hesitate to contact us if you have any questions or concerns.

Best regards,  
Michelle

**Michelle Sinnett**  
Direct: 206.523.3248



# Cape George Colony Club - Standard RS2 Bid

**Cape George Colony Club**

61 Cape George Drive  
 Port Townsend, WA 98368



**Reserve Consultants LLC**

209 4th Ave S., Suite 201  
 Edmonds, WA 98020

**Marnie Levy**

manager@capegeorge.org

Quote created: January 17, 2023

Quote expires: April 17, 2023

SERVICE OPTIONS	PRICE	INITIALS
Year 1 - Standard Level 2 update report with a site visit RS2 - Standard Reserve Study	\$5,100.00	
Year 2 - Standard Level 3 update without a site visit RS3.1 - Standard Reserve Study	\$1,100.00	
Year 3 - Standard Level 3 update without a site visit RS3.2 - Standard Reserve Study	\$1,100.00	
Additional Services Reserve Projection Worksheet	\$100.00	
Additional Services Presentation of findings virtual meeting (45 minutes)	\$350.00	

This is a letter of agreement for a Reserve Study which satisfies Washington State's requirements. A draft of the report will be issued within thirty days after the last delivery of any required information, including a completed Input Form.

The work shall be invoiced in full two weeks after the draft report is issued. *Payment is due 20 days from the invoice date, regardless of when the report is finalized.*

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Please initial to the right of the desired services above. Pricing for up to three years may be selected to lock in costs with Level 2 reports.

Sign in this box and return signed contract to [admin@reserveconsultants.net](mailto:admin@reserveconsultants.net).

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Signature

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Printed Name

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Date Signed

---

Billing email

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CC invoice to (if applicable)

*By signing this document, it is acknowledged that the Terms and Conditions have been read and are agreed upon as part of the contract.*

RCL Signature

The contract will not be fully executed until the Input Form has been completed and returned to [admin@reserveconsultants.net](mailto:admin@reserveconsultants.net).





## RESERVE STUDY TERMS & CONDITIONS

### Deliverables

Once the report is finalized, a PDF of the report that is suitable for printing will be emailed to the designated contact. Cape George Colony Club is permitted to print copies of the report, or Reserve Consultants LLC (RCL) will print and mail hard copies of the report as an additional service.

A **Reserve Disclosure** will be prepared once Cape George Colony Club has approved their proposed budget for the following year. This document complies with RCW 64.34.308, RCW 64.38.025 and RCW 64.90.525. There is no additional charge if the document is compiled within one year after the reserve study draft report is issued.

### Timeline

Our present backlog allows for completion in about four to eight weeks. Timing depends on how quickly Cape George Colony Club provides needed information and responds during the review period (more information below). We can complete "Rush" orders for an additional fee. Please call and we can discuss alternate scheduling.

### Review Period

We will issue a draft report with a two week review period. We ask that one community representative provide a single list of written comments, questions or concerns before we finalize the reserve study. Needed changes will be made during this review period at no additional charge.

We are happy to finalize the study before the end of the two week review period with direction from the community representative. After the two week review period the reserve study will be finalized and invoiced. If Cape George Colony Club needs additional time to review, we will work with the community to set a new date to finalize.

Cape George Colony Club will be invoiced for the full contract amount after the two week review period regardless of when the reserve study is finalized. Invoices are due 20 days after the original invoice date.

### Our Guarantee

If we created an error in preparing the study, and it affects the recommendations in the study, we will make necessary corrections without charge. This offer expires ninety days after the reserve study has been finalized. This guarantee does not cover our being provided faulty information, changes after the Input Form was completed, or construction performed after the date of the site visit. Any changes beyond a first revision or to make other changes shall be at our standard hourly rate, which is currently \$150 per hour.

### Required Information Needed to Complete the Reserve Study

- Current reserve account balance figures and contribution amounts
- Current annual budget figure
- List of recent repairs and their costs
- List of budgeted repairs for the coming year
- List of any known problem areas
- A copy of any previous Reserve Studies, if not completed by RCL (if available)
- Architectural or as-built drawings of the community (if available)

### Procedures

We will commence work after a signed contract and completed Input Form are on file. If a site visit and a meeting with a representative are contracted, we will schedule the meeting to occur at the site immediately before or after the site visit unless special arrangements are made.

### Approach

We use what we term a "Reasonable Approach" in preparing the Reserve Study. We make projections based on assumptions that:

- We provide a budget for what we believe a reasonable person would do when faced with these decisions when they come due.
- We do not make projections on worst case scenarios or other incidents covered by insurance.
- The economy will be stable.
- The community will maintain its components in good working order before any catastrophic damage may occur.
- The community will repair or replace components with a similar quality component that matches the existing item.
- Work will be completed by a qualified and fully insured professional.

We make projections based on a visual inspection of a sample portion of the components. This method may miss a localized necessary repair. We do not complete an intrusive investigation or comment on the quality of work performed on components or their ability to meet Code requirements. Full component inspections, intrusive investigations, and warranty inspections are available for an additional fee.

Our estimates may differ from actual costs that are later incurred. Components may appear fully functional at the time of inspection and fail shortly thereafter. We make no warranty or guarantee that the community will receive the estimated life or expected cost for a component. We believe that there will be variance in the remaining lives and costs which will balance out to still provide a useful report to make decisions from. This report should be updated annually in compliance with Washington State law, with a visual site inspection no less frequently than once every three years.

### Confidentiality

RCL shall hold and maintain in confidence any financial information revealed under this work if this is requested in writing. We shall have the right to present this work as a sample to other potential clients and list Cape George Colony Club as a past customer in our marketing unless this is objected to in writing.

## Copyrighted Work

The Reserve Study, Reserve Disclosure, and Reserve Projection Worksheet are owned by RCL and protected by copyright. Cape George Colony Club is granted a non-expiring license to reproduce the work in any manner and as many times as it wishes upon our receipt of full payment for services. Any parties updating the Reserve Study, or creating other derivative works, assume any and all responsibility for that new work's creation and accuracy, and may not misappropriate RCL's name, logo, trademarks, or copyrighted works.

## Parties to the Agreement

This agreement is between Cape George Colony Club and RCL only. No other entities have standing under this agreement. Direction and questions will only be accepted from the Board of Directors or their authorized contact persons. We will not discuss our work with individual homeowners, real estate agents, mortgage brokers, or other individuals without written authorization from the Board, and an agreement on compensation for that additional work.

## General Provision

This document is the entire agreement between Cape George Colony Club and RCL. It supersedes all written or oral agreements or understandings. Any changes must be written and accepted by both parties. This agreement survives changes in directors or other management of either party. This agreement is governed by the laws of the State of Washington, venue to be Snohomish County. This agreement may be signed in counterparts, which taken together are a complete agreement. A facsimile of signatures is acceptable.

## Litigation and Arbitration Expenses

Cape George Colony Club agrees to pay for RCL's time and expenses if we are required to prepare for or participate in litigation in which Cape George Colony Club is or becomes a party, for disputes relating to their property. Cape George Colony Club agrees to pay RCL's then current rates. We will also be reimbursed for document reproduction because of a subpoena relating to their property or our work. This paragraph is void in disputes between Cape George Colony Club and RCL.

## Limitation of Liability

Should Cape George Colony Club make a claim against RCL arising out of our work under this agreement, and an award is made in favor of Cape George Colony Club by a judge or arbitrator of appropriate authority, our maximum liability for all claims and expenses, in the aggregate, shall not exceed the amount the Cape George Colony Club paid us to complete the work.

## Termination

This contract may be terminated by Cape George Colony Club without cost or penalty up to the commencement of work. Once work has commenced, Cape George Colony Club may terminate the contract by paying for the percentage complete of the total contract value. RCL may terminate the contract at any time by forfeiting collection of the total contract value.

## Breach of Contract

Failure to pay the total contract value of the Reserve Study by the due date of its invoice is a material breach of contract. A late fee of 1% of the total contract value shall be added if the invoice is not paid on time, and each 30 days thereafter.

## Authorization to Act

By signing, the signers affirm they have the authority to represent and contract for work on behalf of their party.

## OVERVIEW OF REPORTS OFFERED

We appreciate you considering Reserve Consultants LLC (RCL) to partner with Cape George Colony Club on your next Reserve Study! Our experienced team of Reserve Specialists and Architects are on staff to provide you with insights on protecting your investment and creating an accurate report.

Every reserve study with a site visit is performed by a Community Associations Institute (CAI) recognized Reserve Specialist. In addition, every study complies with the Washington Condominium Act, Homeowners' Associations Act, and the Washington Uniform Common Interest Owners Act. Standard reserve studies also comply with the CAI's additional standards. We encourage you to compare our reports with those of our competitors to decide which will be easier to use when preparing your budget. You may examine a sample full study on our webpage at <http://www.ReserveConsultants.net> or by contacting our office.

The report includes,

- A full-color report will be emailed in PDF format that is suitable for printing and emailing to homeowners. Hard copies of the report may be ordered as an additional service.
- We prepare a Reserve Disclosure when the community has approved their proposed budget for the following year. This document satisfies the requirements of RCW 64.34.308, RCW 64.38.025, and RCW 64.90.525. There is no additional cost as long as the Disclosure is compiled within a year of the date that the draft of the report is issued.

## Standard Level 2 (RS 2) Reserve Study With a Site Visit

**The Standard reserve study is more robust, providing insight where the community's funding has been, where the funding currently is, and recommended funding plans for the future.**

**All of the features of the Statutory Minimum report are included in the Standard report. In addition, the Standard report also includes:**

- A financial overview for the upcoming fiscal year with a breakdown of the estimated starting reserve balance for the upcoming fiscal year.
- A community overview and general condition assessment.

The components are the core of the report and are established with a critical eye and are presented in a variety of formats:

- A component summary detailing past maintenance, current condition, and future plans as available. Quantities and estimated unit costs are also provided.
- The anticipated annual maintenance expenses with a focus on primary and discretionary expenses.
- A component list and an explanation of components that are excluded from the budget.

Since the next five years are crucial for financial planning, the report also focuses on:

- What maintenance is anticipated in each of the next five years.

- How much of the annual expenses are primary vs. discretionary expenses so that the community has a better idea on years that maintenance funding may be more flexible.
- The projected reserve account balance for the next five years so that the current funding plan can be readily compared with each of the funding plans covered in the report.

The three funding plans are further illustrated in the Standard report with a graph to visually compare the plans with the fully funded balance.

A graph showing reserve expenditures, contributions, projected reserve account balance and fully funded balance using the beginning recommended contribution provides additional insight of the projected financial implications of the Recommended Funding Plan

### **Standard Level 3 (RS 3) Initial Reserve Study With a Site Visit**

The RS 3 update report format is similar to the RS 1 format. Since the RS3 does not include a meeting or site visit, no photos are included with the component summary. The updates without a site visit are intended to reflect changes in timing of maintenance, interest & inflation rates and costs as appropriate

### **ADDITIONAL RESERVE STUDY SERVICES**

For an additional cost we can also include with any reserve study service offered:

- Additional funding scenarios - \$100 each or hourly (\$150/hr)
- A customized Reserve Projection Worksheet that allows communities to explore different funding scenarios on their own - \$100 if delivered with reserve study, \$250 if provided after the study is finalized.
- An updated summary demonstrating a proposed funding plan - \$200. This is ideal for demonstrating proposed budgets prior to ratification. The summary package includes:
  - A six page chart detailing the money anticipated to come into reserves, go out of reserves and the fiscal year-end reserve account balance annually over 30 years.
  - A graph showing projected reserve expenditures, contributions, projected reserve account balance and fully funded balance showing the estimated financial implications of the proposed funding plan.
  - A one page summary demonstrating the projected reserve expenditures, contributions, projected reserve account balance and fully funded balance.
- Presentation of study findings at a virtual meeting - \$350 each



## AD HOC BERM PROTECTION COMMITTEE MEETING

### Proposal

January 23, 2023

Note: Prices will be presented at Study Session or Board Meeting

### Crossover Locations and Materials

Three crossovers are proposed:

1. North end of lawn area. The committee agreed that a gently graded switchback path, not to exceed four feet tall (to follow the berm permit), will work best at this location. The switchback path will be basalt chips (3/8 minus). Larger cobble rocks will border/define the edges of the path.
2. Middle of lawn near the picnic shelter. This would be a simple direct crossing point over the berm and will be reinforced with fiberglass treads, basalt chips, and larger cobble rocks to border/define the path.
3. South of workshop. This crossover is south of the recently repaired berm. It already exists, and other than being defined by signage and the end of the fence it does not need to be altered at this time.

### Material for the crossover paths

Material for the berm will be ordered and delivered prior to the lawn area restoration, because that material will be delivered by large trucks that might further damage the planting area.

- Seven yards of 3/8- crushed basalt (2+ yards per crossover) delivered on or adjacent to the berm at two or three locations that will be flagged by Varn and possibly other committee members.
- Cobble border: Extra cobble was dumped on the berm and beach. Collect larger cobble stones to mark borders of crossovers.

Vendor: 3/8 minus basalt chips: Don Leavitt Trucking from Penny Creek Quarry. Cost: \$39.50 per yard of 3/8 minus basalt chips, delivered x 7. \$287 +/-

Vendor: Grating Pacific, TBD.

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### Revegetation

After the material above has been delivered the plan is:

1. Have a community raking party to remove stones wood and other debris. (Or Rent a skid steer /rock picker to clean up the lawn area.)
2. Fine grade: Add sand other material in prep to re-vegetate. Fill low spots. Donnie will help.
3. Hydroseed.

### Material for the revegetation:

Six yards of washed sand, coarse:

- Vendor Washed Sand: Shold. Estimated: Six yards delivered for a total of \$270.00
- Vendor Hydroseed: \$2153.

Note: Additional native plants will be added to the land side of the berm.

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### **Fencing**

Proposed fencing will run from the north end of the lawn area all the way to the crossover south of the workshop. There will be openings for the two northern crossovers. The committee proposes placing (40-50) 4-inch (diameter), 36" high posts into the ground adjacent the berm. The posts will be strung with 1-inch-thick rope held on with metal staples, the same as those being used for the Rain Garden fence.

### **Material for fencing:**

Vendor: Amazon, ATERET Twisted Manila Rope | 3 Strand Natural Fiber Rope | 1 inch x 200 feet x 8  
\$2,280 – we are still shopping for this item.

Fence Posts: -- We are still shopping.

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### **Signage**

- There will be at least two informational metal signs about the importance of not walking over the berm except on the designated crossovers
- Additional signs will be posted on the east side of the berm directing to the crossovers.
- Richard has offered to make the signs.

### **Material for signs:**

Vendor: Richard, metal signs

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12.12.2022 Building & Roads suggested changes to CAPE GEORGE FINE SCHEDULE – 2022

✓	PRIVATE PROPERTY DEVELOPMENT AND MAINTENANCE	1 <sup>ST</sup> VIOLATION	FAILURE TO CORRECT AND/OR SUBSEQUENT VIOLATION	RESOLUTION TIME
1.	Building in violation of <del>25-foot-front</del> established setbacks <del>setback</del> (C)	<del>Up to</del> \$5,000	<del>Up to</del> \$10,000 per month	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.*	<del>Failure to obtain a permit to remove trees and natural shrubbery</del> 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.	<del>\$150-per-tree/shrub</del> For a tree up to 40" in C \$400. Trees over 40" in C \$10 x C	<del>\$300-per tree/shrub</del> 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.	<del>Building in violation of 5-foot side/back yard setback-BG-III(delete - roll into # 1)</del>	<del>Up to</del> \$5,000	<del>Up to</del> \$10,000	45-days
6.	Building in violation of 17-foot height restriction BG III	<del>Up to</del> \$5,000	<del>Up to</del> \$10,000 per month	30 days
7.	Failure to complete building exterior within 6 mo. of starting date (C) BG IV	\$250 per month	\$300 per month	14 days
8.	Failure to fill perc holes in a timely manner as per regulation BG III	\$100	\$200	14 days
9.	Failure to follow guidelines for antennae, BG III	\$25 - \$100	\$25 - \$100	14 days
10.*	Exceeding 8-foot height regulation for hedges, fences, screens BG III	\$250 per month	\$500 per month	14 days
11.	Failure to complete hookups for water, septic and power prior to occupancy (C)	\$500	\$500	5 days
12.	Failure to install Cape George Colony approved <del>asphalt</del> driveway apron. PP09	<del>\$100</del> \$200	<del>\$200</del> \$500 per month	30 days
13.	Minimum house size	<del>Up to</del> \$1000	<del>Up to</del> \$2,000	45 days

\*4 and 4a: 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 legal 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 four feet, then the measurement is taken off the stump at the cut.