



Cape George Colony Club

**Board of Trustees and Member
Study Session Packet**

Monday, April 24, 2023, 3:00 p.m.

Via Zoom

Cape George Colony Club
Study Session Agenda
Monday, April 24, 2023, 3:00 PM
Zoom Audio/Video Conference Call

- A. Call to Order – President’s Comments and Announcements
- B. Letters from members
- C. Manager's Comments and Report: See attached report.
- D. Board Items for Discussion and possible inclusion on the Agenda for Thursday’s Board Meeting.
Four possible actions: 1) Place on Board Meeting Agenda as action item; 2) Place on Board Meeting Agenda as an information item; 3) Move item to next month’s Study Session Agenda; 4) No action or further discussion required.
 - 1. Proposed change of Bylaw section Article III B 1 – 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 monthly assessment to provide funds for the regular operation and ordinary maintenance of the Common Areas may be increased each year above the maximum assessment for the previous year by either eight per cent (8%) or by the previous year’s average inflation rate determined by the CPI-W (Consumer Price Index for workers and used by Social Security Administration and pension funds), whichever is greater.
 - 2. Committee Charter Updates – Jane Ludwig. See attached Nominating Committee and Roads and Building Committee charters.
 - 3. Tree Removal Proposal – Ronan Tree – Marnie. See attached.
 - 4. Astound proposal to bring internet to the Clubhouse – Marnie Levy. See attached proposal.
 - 5. Rules and Regulations EMP08f- Assistant Maintenance Position – Add “Regular Non-Exempt Part-Time Employee”– Fayla Schwartz. See attached.
 - 6. New legal firm: Condominium Law Group, PLLC – Marnie Levy.
 - 7. Reserve Study update – Marnie Levy.
 - 8. Berm Protection update – Marnie Levy.
 - 9. Tech Committee update – 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

- Board of Trustees Meeting, via Zoom Thursday, April 27, 3:00 pm.
- Sewing & Fabric Sale, Clubhouse, Friday, April 28, and Saturday April 29, 10:00 am – 4:00 pm.
Note: The Friday sale is for Cape George residents only.
- POOL FUNDRAISING MONTH! May 1 – 31.
- CGCC Marina Opening Day Celebration at the Marina, Saturday, May 6, 1:00 pm.
- Bylaw Change Community Meeting, Clubhouse, Monday, May 15, 7:00 pm.
- Meet the Candidates Meeting, Clubhouse, Sunday, May 21, 2:00 pm.
- Board of Trustees Study Session, via Zoom, Monday, May 22, 3:00 pm.
- Board of Trustees Meeting, via Zoom, Thursday, May 25, 3:00 pm.

Cape George Colony Club

Manager's Report

APRIL 2023



Thank You!

♥ Thank you to the Marina Trail volunteers have been working every week in the cold and wind to create welcomed step-path from Victoria Loop down to the Marina Drive Bluff! Chuck Hommel is the leader of this hard-working merry band who will complete half of the path this month! He is joined by Tom Cawrse, Patty Dunmire, Rick Kelley, Brian Etsheid, and Peter Niles. They plan to finish the Marina Trail project next Spring.

♥ Thank you to the homeowners who removed a huge tree to help enhance a neighbors' view.

♥ Sand Party! Saturday, April 15, twenty-plus volunteers converged at the Cape George waterfront to distribute sand on the berm and rake even more sand to level the picnic area in preparation for planting sea grass on the berm and hydroseeding the lawn! It was a true rake-and-talk event, which included great camaraderie and resulted in a well-prepped lawn area. Thank you all!

♥ A special thanks to Mike Heckinger who brought his Bobcat to the Sand Party and schlepped load after load of sand to the lawn and berm. It would have been a long- long day if the other volunteers had to carry that sand!

♥ This month I have heard heart-warming stories of neighbors taking care of neighbors in Cape George. Friends taking care of friends. Bandages changed, meals delivered, dogs walked. Overnight care by one group of friends. A family moving into the neighborhood to be close to family. These are very important things that happened in Cape George this month! Thank you!

Pool Fundraiser May 1 to May 31: The Pool Committee will launch a month of fundraising for the pool to help pay for resurfacing the pool, water activities and equipment and the installation of an automated chemistry system. Please bring donation checks to the office!

Maintenance news

- Donnie is back to work full-time!
- Aimee, Eric, the new Maintenance Assistant, and Donnie (being careful of his back) cut, loaded, and hauled more than 18 truckloads of fallen trees out of the Highlands!
- There is a new outgoing mailbox in the Colony mail kiosk, next to the cluster box.

Berm protection: Please stay off the rocks! The crossover at the north and south ends of the berm are perfect access points. Please remind others.

Trash cans and dumpsters: Please do not put your personal trash in the common area trash receptacles and dumpsters. Or in the office recycling container. Please let the office know if you see someone bringing trash from home and tossing it the clubhouse or workshop dumpsters.

Dog do's and don'ts: Please **do** clean up after your dog. Please **don't** have your dog off leash, other than at Memorial Park during Doggie Playtime.

No Shooting Zone: "No Shooting Zone" signs have been posted at the entry of all of Cape George Colony Club neighborhoods. Last summer Jefferson County Commissioners approved the no shooting zone for Cape George. CGCC is one of 11 communities with this designation. Discharging a firearm in Cape George can result in an arrest and fines.

Violations: Violation and fine letters have been sent to homeowners for abandoned construction, more lights that are not shaded at night, yard maintenance violations, and trees being cut on a neighbor's property without permission.

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

Marmie W. Levy,

manager@capegeorge.org

360-385-2208

NOMINATING COMMITTEE

PREAMBLE

1. The Committee is advisory to the Board of Trustees.
2. The Committee is open to all members in good standing and will be composed of a chairperson, volunteer members with an interest in this particular area, and a board liaison. The Committee will have a minimum of three members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

DUTIES

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

William A Stull
President

Gary Nelson
Secretary

ROADS & BUILDING COMMITTEE CHARTER

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

PREAMBLE

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

DUTIES - Buildings

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

DUTIES – Roads

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

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

Ronin Tree Removal Quote: 3.22.2023

1. 451 SUNSET. Cedar on transformer, remove:	\$715.97
2. PALMER AND CAPE GEORGE. 2 Small dead firs, and 2 large Douglas Firs in full decline:	\$1,943.34
3. CG COMMON AREA NORTH OF 56 HUCKLEBERRY. 3 dead Madronnas and 1 dead, small, Douglas Fir:	\$2,157.70
4. CG COMMON AREA EAST OF 111 ALDER. Remove 1 Douglas Fir, top 1 failed Willow, remove galls from 1 Douglas Fir:	\$1,373,21
5. 61 HEMLOCK -CEDAR IN COMMON AREA and on property In wires and culvert, remove cedar:	\$736.43

Manager recommends taking care of safety hazards:

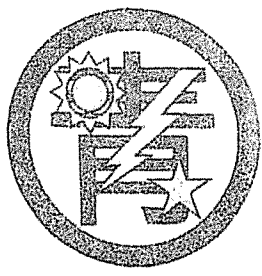
- #1: \$715.97
- #2: \$1,943.34
- #3 \$1,027.98 Remove the two dead Madrona trees.
- #4. \$1,373,21
- #5. Have staff cut back and/ or remove

Total: \$5060.50

4.21.2023

375081

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



RONIN
 TREE CARE

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

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

Assessment:	3-22-23	12 PM
Service Date:		

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

ALL

DESCRIPTION OF WORK	PRICE	TAX
③ 45' sunset - cedar on transformer - remove * schedule make ready @ 1.75 hrs	656.25	59.72
② Palmer - Cape George Douglas Fir - full decline 2 sm Dead Firs 2 Douglas Firs full decline 4.75 hrs	1781.25	162.09
③ 56' huckleberry - pacific madrona - dead - remove madrona - dead - remove sm douglas fir - remove dead madrona on bank - remove	825.50 575 825 55 525	75.12 52.33 5.00 547.75
④ 1" Alder + Douglas Fir snag - remove fawled willow top douglas fir - galls - fruiting body - remove (#4) TOTAL	175 875	11.38 79.62
⑤ 6' Hemlock - WP cedar under lines - remove #5 TOTAL	675	61.43
TOTAL:		\$

AUTHORIZING PARTY: _____ DATE: _____

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

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



Know what's below.
Call before you dig.

CUSTOMER PLACED CONDUIT OUTLINE AND REQUIREMENTS

Trenching and Placing Conduit

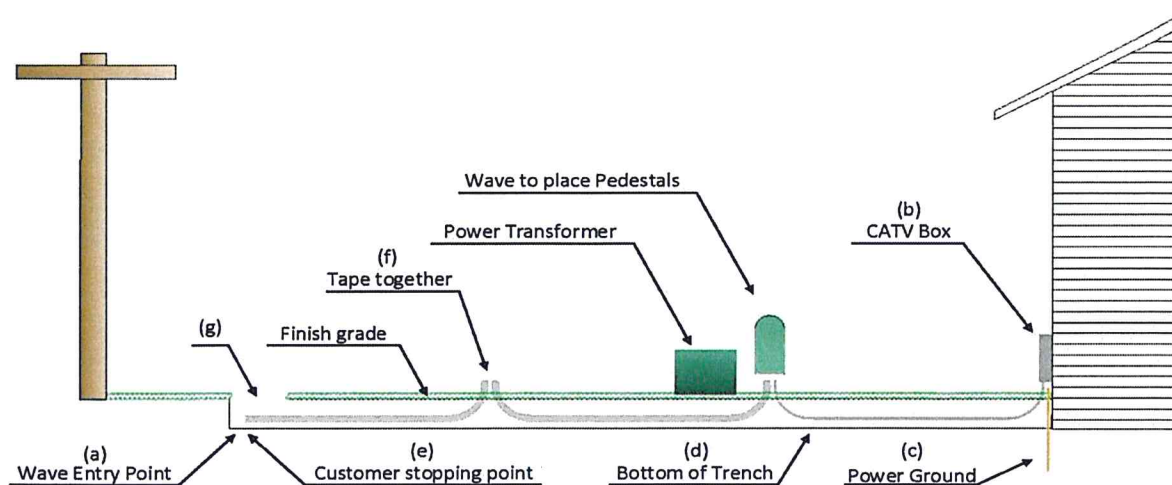
- Call for locates
- Determine route of trench, starting from Wave entry point (a) (e.g. utility pole, property line or right of way) and ending at proposed CATV box location. (b)
- Proposed CATV box needs to be between 12" and 24" from power ground (c)
- Excavate the trench on private property to a minimum depth of 24" and a minimum of 12" from existing power/gas lines. (d)
- Extend trench from proposed CATV box location to
 - Stop conduit 3' from utility pole (e)
 - Stop conduit 1' from property line or right of way (e)
- Remove all rocks and large stones from the bottom of the trench to prevent damage to the conduit.
- Push some clean fill into the trench to cushion the conduit to prevent damage when backfilling.
- Install conduit starting with bell end facing Wave entry point (a) (see 2" and 1" conduit requirements below)
- Make sure bell ends are down when sweeping conduits up at the sides of structures.
- Place pull string in conduit (use rodder, shop vac or place string through conduit as it is installed)
- When sweeping up two conduits make sure to tape both together as they come out of the trench before backfilling. (f)
- Make sure conduits are swept straight up, this will ensure Wave can set a 9" round pedestal over the conduit.
- Fill the trench halfway and compact it as required. Tamp the trench to provide compaction
- Bury warning/caution tape above the conduit during the back-fill process.
- Finish filling the trench and compact it as required.
- Tape both ends to prevent debris from entering conduit
- At utility pole, property line or right of way leave trench open 2' from end of conduit. Cover hole with plywood and cone or a visible object for safety reasons (g). Make sure to leave enough fill for Wave to bury conduit after finishing connection.
- Any and all underground utilities encountered are the responsibility of the property owner to locate, protect, and repair, if damaged.

2" Conduit Requirements

- 2" pvc schedule 40
- 2" pvc schedule 40 Minimum 36" radius 90 degree bends
- 2" pvc schedule 40 45 or 22 degree bends
- Sweep up every 350' or if bends exceed 270 degrees
- Total bends cannot exceed 270 degree. (e.g. 3 - 90 degree sweeps or 2 - 45s & 2 - 90s)
- If applicable from Wave entry point sweep conduit up to right side of transformer 1.5' away
- If transformer is within 250' from proposed CATV box location sweep 2" conduit up and finish path with 1" pvc.

1" conduit or Wave provided 3/4" c/c Requirements

- 1" pvc schedule 40
- 1" pvc schedule 40 Minimum 24" radius 90 degree bends
- 1" pvc schedule 40 45 or 22 degree bends
- Do not exceed 250'
- Total bends cannot exceed 360 degree.





Business Solutions Powered by **wave**

ORDER FORM

This Order Form (this "Order Form") is entered into as of the date of last signature below (the "Effective Date"), by and between ASTOUND BUSINESS SOLUTIONS, LLC, a Delaware limited liability company, acting on behalf of itself and as agent for its Affiliates (collectively, "Astound"), and the customer specified below ("Customer"). This Service Order Agreement is made pursuant to and will be governed by Astound's "Small Business Services Subscriber Agreement" which is posted on Astound's website at <http://www.astound.com/business/wave-smb-subscriber-agreement> (the "SBSSA"). The SBSSA is incorporated into this Order Form by this reference. All capitalized terms used but not defined in this Order Form shall have the meanings given to them in the SBSSA. By signing this Order Form, Customer agrees that Customer has read, accepts and agrees to comply with the SBSSA. NOTE: Affiliates of Astound Business Solutions, LLC include, but are not limited to, Wave Business Solutions, LLC (aka Wave Business).

CUSTOMER		DBA	CUSTOMER CONTACT NAME	CUSTOMER CONTACT INFO
CAPE GEORGE COLONY			Marnie W. Levy	Office: 360-385-2208 Mobile: Email: manager@capegeorge.org
CUSTOMER BILLING ADDRESS		ALTERNATIVE CUSTOMER CONTACT		
61 Cape George Drive, Port Townsend, WA 98368		ALTERNATIVE CUSTOMER CONTACT INFO		
CUSTOMER ACCOUNT NUMBER		SERVICE ORDER REFERENCE NUMBER		
0 -		OP358203		
		ACCOUNT SALES REP		
		Gary B. Schrier - 000107		

INITIAL SERVICE TERM	SEGMENT
24 months	SMB

Astound shall provide to Customer the services set forth below (each, a "Service"), at the location(s) set forth below (each, a "Service Site"), in exchange for the one-time, non-recurring installation charge ("NRC"), and the monthly recurring service charges ("MRC") set forth below:

PRODUCT LINE ITEM	Z-LOC ADDRESS (PRIMARY)	Z-LOC DEMARC	A-LOC ADDRESS	A-LOC DEMARC	UNITS	MRC / UNIT	TOTAL MRC	NRC / UNIT	TOTAL NRC
Additional Unlimited line (Includes Feat Pack)	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$24.95	\$24.95	\$0.00	\$0.00
Business HSI 1 Gb	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$229.95	\$229.95	\$79.95	\$79.95
Business Local Unlimited	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$19.95	\$19.95	\$0.00	\$0.00

Business Modem w/ Router and Wi-Fi (Integrated Data and Router Equipment)	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$11.95	\$11.95	\$0.00	\$0.00
Coax Installation	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$0.00	\$0.00	\$9,784.27	\$9,784.27
Coax Installation	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$0.00	\$0.00	\$99.95	\$99.95
Enhanced Business WiFi - Additional Eero Beacon	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		5	\$5.00	\$25.00	\$0.00	\$0.00
Enhanced Whole Business WiFi - Eero Base + 1 Eero Beacon	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$19.95	\$19.95	\$0.00	\$0.00
Unlimited Phone (Includes Feat Pack)	312 Marina Dr , Port Townsend, WA 98368, USA	Cust Prem	N/A		1	\$29.95	\$29.95	\$0.00	\$0.00
NOTE: If the Demarcation Point listed above for a Service Site is the MPOE, then Customer is responsible for providing any necessary demarc extension / additional inside wiring to reach the Customer's premises/suite.						TOTALS	\$361.70		\$9,964.17

Note: The charges listed above do not include applicable taxes, fees and surcharges.

NOTES

Welcome to Astound Broadband. This is a twenty-four-month service agreement. The Service rates, however, are fixed for thirty-six months. Services include, Internet, Wi-Fi throughout the Clubhouse, pool and fitness areas, and the Workshop building, and telephone lines (Astound "ports" your numbers from your outgoing service provider (do not call them prior to Services installation). Services will be scheduled for installation once construction of our cable facilities is completed (scheduling TBA). The Customer will participate in the construction with a copy of \$9,784.27, and by providing a specified trench between the power pole at the base of the hillside, Gov't Lot 4, and western edge of Lots 1 and 3, Sunset Blvd. (adjacent transformer), and the Clubhouse, terminating at the electric meter. Astound will supply the conduit and connectors and pull its cable end-to-end once the Customer has buried the conduit run. Astound, or its designated contractor, and the Customer will have an onsite meeting with its contractor to review this general scope of work and Astound's specified requirements for the trench (see also Wave "Customer Trench" spec. sheet).

Thank you very much for your business!

Important Notice Regarding E911 Service. The telephone Services provided hereunder are provided by Astound's Internet Protocol voice network (aka "VoIP"). Federal Communications Commission rules require that providers of VoIP phone services remind customers of these important E911 facts: (i) Astound needs a correct service site address in order to deliver accurate location information to E911; (ii) If you move your VoIP phone equipment to a different physical address, you must call Astound immediately to update the location information, otherwise E911 will not have your correct location information on file; (iii) VoIP services operate using the standard electrical power provided to the service site, so unless you have arranged for a back-up power supply, the Services will be unavailable during a power outage; (iv) You may not be able to make E911 calls if there is a power outage, network outage or other technical problems, or if your phone service is terminated or suspended. **By signing below Customer indicates that Customer has read and understands this notice regarding E911 service.**

The submission of this Order Form to Customer by Astound does not constitute an offer. Instead, this Order Form will become effective only when both parties have signed it. The date this Order Form is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the Effective Date of this Order Form.

Authorized Customer Signature
Marnie W. Levy

Printed Name
General Manager

Title

Date Signed

Authorized Astound Signature

Printed Name

Title

Date Signed



**CUSTOMER LETTER OF AGENCY
LOCAL NUMBER PORTABILITY & LOCAL / LONG DISTANCE
SERVICE PROVIDER**

COMPANY NAME	DBA	CONTACT NAME	CONTACT NUMBER
CAPE GEORGE COLONY	DBA: Legal Entity:	Marnie W. Levy	Office: 360-385-2208 Mobile:
BILLING ADDRESS			
61 Cape George Drive, Port Townsend, WA 98368			
SERVICE ADDRESS			
312 Marina Dr, Port Townsend, WA 98368, USA			
BILLING ACCT # (IF MULT. ACCTS, PLS USE SEPARATE FORMS)	TAX ID	PIN # (IF ANY)	ACTIVE ACCESS LINE FREEZE (Y/N)
360-385-3670 134B			

NAME OF INDIVIDUAL AUTHORIZED TO ACT FOR CUSTOMER (If different from customer named on the bill)	TITLE	BUSINESS PHONE #
Marnie Levy	G.M.	360-385-2208

Only one telephone company may be designated as my preferred carrier for each type of service for each telephone number.

_____ By initialing here and signing below, I am authorizing Astound Business Solutions, LLC and/or its affiliates (collectively, "Astound") to become my new telephone service provider in place of my current provider for local telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local telephone service provider to work with Astound to make the change happen.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for local toll telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local toll telephone service provider to work with Astound to make the change. I also prohibit any additional changes to my local toll service without my prior written authorization.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for long distance telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current long distance telephone service provider to work with Astound to make this change happen. I also prohibit any additional changes to my long distance service without my prior written authorization.

I understand that Astound will not charge me if I decide to switch providers again in the future. If I later wish to return to my current service provider for local exchange service, local toll service and/or long distance service, I may be required to pay a reconnection charge to those companies. I also understand that Astound may have different local calling areas, rates and charges than my current service provider for local exchange service, local toll service and/or long distance service, and that by signing below I indicate that I understand those differences (if any) and am willing to be billed accordingly.

_____ By initialing here and signing below, I hereby state all information contained herein is accurate and authorize Astound to perform all actions detailed below.

TELEPHONE NUMBER(S) (800 TNs go on separate 800 LOA)	CURRENT PROVIDER	Telephone number will: * Port (P) * Disconnect (D) * Stay active with current provider (A)	CURRENT HUNT SEQUENCE (IF ANY)	DIRECTORY LISTING APPEARANCE [specify preferred listing(s)]
360-385-3670	CenturyLink	P	N/A	Cape George Colony Clubhouse

Initial here _____ if the address Astound will service will be different than the address billed by current provider (above section)

Initial here _____ if you are attaching a list of additional telephone numbers



Business Solutions Powered by **RCN** | **GRANDE** | **wave**

I certify that I have read and understand this Letter of Agency. I further certify that I am at least eighteen years of age, and that I am authorized to change telephone companies for services to the telephone numbers listed above.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

PRINT NAME: **Marnie W. Levy** _____

DATE: _____

Customer Letter of Agency (LOA) is only valid for 60 days from signed LOA date.

In Process



**CUSTOMER LETTER OF AGENCY
LOCAL NUMBER PORTABILITY & LOCAL / LONG DISTANCE
SERVICE PROVIDER**

COMPANY NAME	DBA	CONTACT NAME	CONTACT NUMBER
CAPE GEORGE COLONY	DBA: Legal Entity:	Marnie W. Levy	Office: 360-385-2208 Mobile:
BILLING ADDRESS			
61 Cape George Drive, Port Townsend, WA 98368			
SERVICE ADDRESS			
312 Marina Dr, Port Townsend, WA 98368, USA			
BILLING ACCT # (IF MULT. ACCTS, PLS USE SEPARATE FORMS)	TAX ID	PIN # (IF ANY)	ACTIVE ACCESS LINE FREEZE (Y/N)
360-385-3619 111B			

NAME OF INDIVIDUAL AUTHORIZED TO ACT FOR CUSTOMER (If different from customer named on the bill)	TITLE	BUSINESS PHONE #
Marnie Levy	G.M.	360-385-2208

Only one telephone company may be designated as my preferred carrier for each type of service for each telephone number.

_____ By initialing here and signing below, I am authorizing Astound Business Solutions, LLC and/or its affiliates (collectively, "Astound") to become my new telephone service provider in place of my current provider for local telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local telephone service provider to work with Astound to make the change happen.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for local toll telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local toll telephone service provider to work with Astound to make the change. I also prohibit any additional changes to my local toll service without my prior written authorization.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for long distance telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current long distance telephone service provider to work with Astound to make this change happen. I also prohibit any additional changes to my long distance service without my prior written authorization.

I understand that Astound will not charge me if I decide to switch providers again in the future. If I later wish to return to my current service provider for local exchange service, local toll service and/or long distance service, I may be required to pay a reconnection charge to those companies. I also understand that Astound may have different local calling areas, rates and charges than my current service provider for local exchange service, local toll service and/or long distance service, and that by signing below I indicate that I understand those differences (if any) and am willing to be billed accordingly.

_____ By initialing here and signing below, I hereby state all information contained herein is accurate and authorize Astound to perform all actions detailed below.

TELEPHONE NUMBER(S) (800 TNs go on separate 800 LOA)	CURRENT PROVIDER	Telephone number will: * Port (P) * Disconnect (D) * Stay active with current provider (A)	CURRENT HUNT SEQUENCE (IF ANY)	DIRECTORY LISTING APPEARANCE [specify preferred listing(s)]
360-385-3619	CenturyLink	P	N/A	Cape George Colony, Fitness Ctr

Initial here _____ if the address Astound will service will be different than the address billed by current provider (above section)

Initial here _____ if you are attaching a list of additional telephone numbers



Business Solutions Powered by **RCN** | **GRANDE** | **wave**

I certify that I have read and understand this Letter of Agency. I further certify that I am at least eighteen years of age, and that I am authorized to change telephone companies for services to the telephone numbers listed above.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

PRINT NAME: **Marnie W. Levy** _____

DATE: _____

Customer Letter of Agency (LOA) is only valid for 60 days from signed LOA date.

In Process



**CUSTOMER LETTER OF AGENCY
LOCAL NUMBER PORTABILITY & LOCAL / LONG DISTANCE
SERVICE PROVIDER**

COMPANY NAME	DBA	CONTACT NAME	CONTACT NUMBER
CAPE GEORGE COLONY	DBA: Legal Entity:	Marnie W. Levy	Office: 360-385-2208 Mobile:
BILLING ADDRESS			
61 Cape George Drive, Port Townsend, WA 98368			
SERVICE ADDRESS			
312 Marina Dr, Port Townsend, WA 98368, USA			
BILLING ACCT # (IF MULT. ACCTS, PLS USE SEPARATE FORMS)	TAX ID	PIN # (IF ANY)	ACTIVE ACCESS LINE FREEZE (Y/N)
3322561633			

NAME OF INDIVIDUAL AUTHORIZED TO ACT FOR CUSTOMER (If different from customer named on the bill)	TITLE	BUSINESS PHONE #
Marnie Levy	G.M.	360-385-2208

Only one telephone company may be designated as my preferred carrier for each type of service for each telephone number.

_____ By initialing here and signing below, I am authorizing Astound Business Solutions, LLC and/or its affiliates (collectively, "Astound") to become my new telephone service provider in place of my current provider for local telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local telephone service provider to work with Astound to make the change happen.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for local toll telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current local toll telephone service provider to work with Astound to make the change. I also prohibit any additional changes to my local toll service without my prior written authorization.

_____ By initialing here and signing below, I am authorizing Astound to become my new telephone service provider in place of my current provider for long distance telephone service. I authorize Astound to act as my agent to make this change happen, and direct my current long distance telephone service provider to work with Astound to make this change happen. I also prohibit any additional changes to my long distance service without my prior written authorization.

I understand that Astound will not charge me if I decide to switch providers again in the future. If I later wish to return to my current service provider for local exchange service, local toll service and/or long distance service, I may be required to pay a reconnection charge to those companies. I also understand that Astound may have different local calling areas, rates and charges than my current service provider for local exchange service, local toll service and/or long distance service, and that by signing below I indicate that I understand those differences (if any) and am willing to be billed accordingly.

_____ By initialing here and signing below, I hereby state all information contained herein is accurate and authorize Astound to perform all actions detailed below.

TELEPHONE NUMBER(S) (800 TNs go on separate 800 LOA)	CURRENT PROVIDER	Telephone number will: * Port (P) * Disconnect (D) * Stay active with current provider (A)	CURRENT HUNT SEQUENCE (IF ANY)	DIRECTORY LISTING APPEARANCE [specify preferred listing(s)]
360-379-2603	Lumen	P	N/A	Unlisted

Initial here _____ if the address Astound will service will be different than the address billed by current provider (above section)

Initial here _____ if you are attaching a list of additional telephone numbers



Business Solutions Powered by **RCN** | **GRANDE** | **wave**

I certify that I have read and understand this Letter of Agency. I further certify that I am at least eighteen years of age, and that I am authorized to change telephone companies for services to the telephone numbers listed above.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

Marnie W. Levy

PRINT NAME: _____

DATE: _____

Customer Letter of Agency (LOA) is only valid for 60 days from signed LOA date.

In Process

Certificate Of Completion

Envelope Id: EBAC10AA3ED64E7F999D27A2EA271C76	Status: Sent
Subject: OP358203 - CAPE GEORG - Internet/Phone - SMB Standard Contract - Astound by Wave.docx	
Source Envelope:	
Document Pages: 9	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Gary B. Schrier
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 Carlson Circle
	San Marcos, TX 78666
	gary.schrier@astound.com
	IP Address: 34.226.12.182

Record Tracking

Status: Original 4/19/2023 7:00:04 PM	Holder: Gary B. Schrier gary.schrier@astound.com	Location: DocuSign
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Signer Events

Marnie W. Levy
manager@capegeorge.org
General Manager
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 4/20/2023 2:52:10 PM
ID: 4d75260d-8b8d-45c0-86e3-3a07f6d517a2
Company Name: Grande Communications

Gary B. Schrier
gary.schrier@astound.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signature

Timestamp

Sent: 4/19/2023 7:05:33 PM
Viewed: 4/20/2023 2:52:10 PM

IN PROCESS

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	4/19/2023 7:05:33 PM
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Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Astound Business (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.30 per-page fee. You may request delivery of such paper copies from us by emailing your request to legalnotices@rcn.net. Your email must clearly identify the documents you are requesting, and include the name of your company, your full name, the mailing address to which you would like the documents sent, your telephone number, and your email address.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Company

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request to legalnotices@rcn.net.

To advise Company of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at legalnotices@rcn.net and in the body of such request you must state your previous email address and your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Company

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to legalnotices@rcn.net and in the body of such request you must clearly identify the documents you are requesting, and state the name of your company, your email address, your full name, your mailing address, and your telephone number.

To withdraw your consent with Company

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to legalnotices@rcn.net and in the body of such request you must state the name of your company, your email address, your full name, your mailing address, and your telephone number.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify us as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by us during the course of your relationship with us.

RULES AND REGULATIONS – PERSONNEL

CGCC JOB DESCRIPTION

ASSISTANT MAINTENANCE POSITION

Regular Non-Exempt Part-Time Employee

MINIMUM STANDARDS:

- High School Graduate or equivalent
- Valid Washington State Drivers License
- Able to qualify for Cape George insurance to drive our vehicles.
- Able to follow General Manager and Maintenance Supervisor instructions and proper procedures for maintenance of the pool.
- Ability & willingness to do hard physical labor including lifting, shoveling and construction in inclement weather.
- Able to follow directions and learn processes and procedures as described below.
- Apprentice with the Maintenance Supervisor
- Following a reasonable training period, have the ability work independently and to organize workload in an efficient manner.

PURPOSE: Under the general supervision of the General Manager and Maintenance Supervisor, help accomplish repair and maintenance of Cape George buildings, grounds, and equipment and assist the Maintenance Supervisor and Water Operator in the operation of Cape George water system.

DUTIES TO INCLUDE, BUT NOT LIMITED TO, ASSISTING AND LEARNING THE PROCESSES TO BE ABLE TO WORK UNDER DIRECTION OF THE GENERAL MANAGER, WATER OPERATOR AND MAINTENANCE SUPERVISOR INDEPENDANTLY TO:

1. Maintain a friendly, professional, courteous, efficient manner when dealing with Members.
2. Grade, gravel, spray, cold patch, clear overgrowth and sand all roads as required.
3. Operate and maintain all the Club's equipment.
4. Maintain the Club's buildings by painting, making minor electrical and lighting repairs, and other minor structural repairs as required.
5. Maintain the Club's equipment and vehicles by making sure that they are put away properly, handled correctly and in good repair.
6. Mow the parks and other common areas.
7. Clean and make minor repairs to all ditches and shoulders throughout the Colony, Huckleberry, Village and Highlands.
8. Plow all Cape George roads as directed by the General Manager and/or Maintenance Supervisor in the event of significant snowfall.

RULES AND REGULATIONS – PERSONNEL

9. Test the pool water for pH-Chlorine; check all pool equipment and clean the pool area as directed by the General Manager and/or Maintenance Supervisor.
10. Vacuum the pool as directed by the General Manager and/or Maintenance Supervisor.
11. Back flush pool filter as directed by the General Manager and/or Maintenance Supervisor.
12. Make daily rounds of active wells, pumps, and reservoirs to determine all is normal, under the direction of the Water Manager.
13. Make log entries as to run time and amounts pumped, under the direction of the Water Manager.
14. Take daily readings of Manganese and Iron in water system as directed by the Water Manager.
15. Read water meters monthly as directed by the Water Manager.
16. Weed around reservoirs and maintain a clearance around all fenced well reservoirs.
17. Assist in the installation of water taps and repair of water mains.
18. Other duties as assigned by the General Manager and/or Maintenance Supervisor.

March 2023 Draft of Assistant Maintenance Job Description.

General Manager

Date