

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
January 28, 2021  
via ZOOM

**The regular Board meeting was called to order by President, Rich Hilfer, at 3:01 pm**

**In Attendance:** Rich Hilfer, George Martin, Lad Burgin, Ruth Ross, Ray Graves, Fayla Schwartz and Jane Ludwig.

**Action on Minutes:**

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of Regular Board Meeting dated December 17, 2020. Passed - 6/0

**Membership Report:** Jane Ludwig

Henry & Tammy Sukert purchased 221 Ridge Dr from the Stebbins Estate  
Donald & Dawn Streett purchased 140 Huckleberry Pl from Luz Loch  
Sheri Street & Linn Hergert purchased lot 39-4 Quilcene Pl from Frank & Linda Schmeer  
Liam Carmody purchased 101 Ridge Dr from Penny Bridgman  
Hans & Sherilyn Ulland purchased 60 Maple Dr + lot from Larry & Patricia Davis

**Treasurer's Report:** George Martin

As of November 30, 2020

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**PAST COMMENTS:**

- \* While we are still positive in all cost centers, it is worth noting the year-to-date comparison for the General Cost center between 2019 and 2020 shows a decrease of 73% which can be attributed to our current pandemic situation.
- \* General expenses have exceeded budget in several categories due to unforeseen circumstances such as tree removal.
- \* expenses being charged to correct categories even though they were unbudgeted such as the new pool expenses.
- \* Again, general revenue is down because of less rental activities due to Covid 19.
- \* General revenue continues to lag because of less rental activities due to Covid 19.
- \* Assessment income is above budget due to those who pay the full year assessment in January.  
That may change when next quarter assessments become due.
- \* There was an adjustment to the Reserves of \$11.48 in December to correct a balance carryover issue from June 2019.  
The Bank of America Visa will be attached to the Community Financials Report as another bank account.

2020 BALANCE SHEET COMMENTS: None at this time.

**2020 REVENUE AND EXPENSE COMMENTS:**

Revenue is lagging due to COVID 19 while expenses are not for the most part.

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**via ZOOM**

**TREASURER'S REPORT**  
**As of November 30, 2020**

**Balance Sheet as of November 30, 20120**

Assets	2020	2019	Liabilities and Fund Balances	2020	2019
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 156,596	\$ 146,388	Accounts Payable & Other Liabilities	\$ 16,059	\$ 16,960
Operating Investment-Savings	100,011	99,334	Unearned Income General/Water/Etc.	8,586	5,249
Petty Cash	561	300	Unearned Income Reserve Assment	-	-
Reserves - General, Water & Marina	1,181,188	1,007,438	Unearned Income Marina Wait List	1,900	1,900
Routine Reserve Assessment	-	78,785	Total Current Liabilities	26,545	24,110
Total Cash & Equivalents	\$ 1,438,355	1,332,244			
Net Accounts Receivable	\$ 8,262	8,641	<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,682,131	1,804,075	Fund Balances (Combined)	2,900,270	2,899,229
Total Prepaid & Other Assets	28,507	29,768	Modified Cash Basis Income	230,440	251,390
<b>TOTAL ASSETS</b>	<b>\$ 3,157,255</b>	<b>\$ 3,174,728</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,157,255</b>	<b>\$ 3,174,728</b>

**Summary Revenue and Expense Statements for the periods ended November 30, 2020 and 2019 (Modified Cash Basis)**

	2020 Year to Date				COMPARATIVE			
	Actual	Budget	Variance	%	2020 YTD	2019 YTD	Variance	%
<b>General</b>								
General Assessment	\$ 317,608	\$ 266,213	51,396	19%	\$ 317,608	\$ 306,836	10,772	4%
Revenue - All Other Sources	20,869	20,334	535	3%	20,869	21,692	(824)	-4%
Total General Revenue	338,477	286,546	51,931		338,477	328,528	9,949	3%
Expenses:								
Salaries, Benefits, PR Tax	146,999	140,938	(6,060)	-4%	146,999	138,601	8,398	6%
Repairs & Maintenance	11,419	20,583	9,164	45%	11,419	8,286	3,133	38%
Contracted Services	83,071	43,031	(40,040)	-93%	83,071	62,994	20,077	32%
Insurance	15,386	17,500	2,114	12%	15,386	18,287	(2,901)	-16%
Pool Expense+pool utilities	21,805	22,500	-	N/A	21,805	25,218	(3,413)	-14%
Utilities	5,607	6,417	810	13%	5,607	14,206	(8,600)	-61%
Other Expenses (incl taxes)	32,420	27,225	(5,195)	-19%	32,420	31,268	1,152	4%
Total General Expenses	316,706	278,194	(39,206)		316,706	298,861	17,844	6%
<b>General Net Income</b>	<b>\$ 21,771</b>	<b>\$ 8,352</b>	<b>\$ 13,419</b>	161%	<b>\$ 21,771</b>	<b>\$ 29,667</b>	<b>(7,896)</b>	-27%
<b>Water</b>								
Revenue - Water Use Fees	\$197,808	\$ 186,083	\$11,725	6%	\$ 197,808	\$ 190,630	7,179	4%
Revenue - All Other Sources	5,518	7,242	1,724	-24%	5,518	8,105	4	-32%
Total Water Revenue	203,326	193,325	13,448		203,326	198,735	4,592	2%
Expenses:								
Salaries, Benefits, PR Tax	69,912	70,742	829	1%	69,912	67,715	2,198	3%
Repairs & Maintenance	4,136	9,900	5,764	58%	4,136	5,319	(1,184)	-22%
Contracted Services	26,071	24,600	(1,471)	-6%	26,071	15,742	10,328	66%
Insurance	10,039	10,633	594	6%	10,039	11,625	(1,586)	-14%
Utilities	11,770	10,542	(1,229)	-12%	11,770	9,524	2,246	24%
Other Expenses (incl taxes)	16,950	23,944	6,994	29%	16,950	18,205	(1,256)	-7%
Total Water Expenses	138,878	150,361	11,483		138,878	128,131	10,747	
<b>Water Net Income</b>	<b>\$ 64,448</b>	<b>\$ 42,964</b>	<b>\$ 21,484</b>	50%	<b>\$ 64,448</b>	<b>\$ 70,603</b>	<b>(6,155)</b>	-9%

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<b>Marina</b>					<b>Marina</b>				
Revenue - Moorage/Parking	\$ 63,029	\$ 65,411	\$ (2,382)	-4%	Revenue - Moorage/Parking	\$ 63,029	\$ 63,159	(131)	0%
Revenue - All Other Sources	14,192	14,450	\$ (258)	-2%	Revenue - All Other Sources	14,192	15,390	(1,197)	-8%
<b>Total Marina Revenue</b>	<b>77,221</b>	<b>79,861</b>	<b>(2,640)</b>		<b>Total Marina Revenue</b>	<b>77,221</b>	<b>78,549</b>	<b>(1,328)</b>	<b>-2%</b>
Expenses:					Expenses:				
Salaries, Benefits, PR Tax	24,919	17,693	(7,227)	-41%	Salaries, Benefits, PR Tax	24,919	19,319	5,600	29%
Repairs & Maintenance	12,801	19,714	6,913	35%	Repairs & Maintenance	12,801	13,171	(369)	-3%
Contracted Services	5,571	6,583	1,011	15%	Contracted Services	5,571	7,229	(1,657)	-23%
Insurance	7,427	6,600	(827)	-13%	Insurance	7,427	7,162	265	4%
Utilities	6,259	8,250	1,991	24%	Utilities	6,259	6,458	(199)	-3%
Other Expenses (incl taxes)	8,301	6,647	(1,655)	-25%	Other Expenses (incl taxes)	8,301	4,737	3,564	75%
<b>Total Marina Expenses</b>	<b>65,279</b>	<b>65,486</b>	<b>207</b>		<b>Total Marina Expenses</b>	<b>65,279</b>	<b>58,076</b>	<b>7,204</b>	<b>12%</b>
<b>Marina Net Income</b>	<b>\$ 11,942</b>	<b>\$ 14,375</b>	<b>\$ (2,433)</b>	<b>-17%</b>	<b>Marina Net Income</b>	<b>\$ 11,942</b>	<b>\$ 20,473</b>	<b>\$ (8,531)</b>	<b>-42%</b>
<b>Reserve Activity</b>					<b>Reserve Activity</b>				
Routine Reserve Revenue	130,198	117,520	12,677	11%	Routine Reserve Revenue	130,198	128,575	1,622	1%
Bad Debts, Recoveries, Misc.	895	-	895		Bad Debts, Recoveries, Misc.	895	(133)	1,028	-774%
Reserve Interest - all	1,186	-	1,186		Reserve Interest - all	1,186	2,203	(1,017)	-46%
<b>Net Reserve Income</b>	<b>\$ 132,278</b>	<b>\$ 117,520</b>	<b>\$ 14,758</b>		<b>Net Reserve Income</b>	<b>\$ 132,278</b>	<b>\$ 130,646</b>	<b>\$ 1,633</b>	<b>1%</b>
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 230,440</b>	<b>\$ 183,210</b>	<b>\$ 34,551</b>	<b>26%</b>	<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 230,440</b>	<b>\$ 251,390</b>	<b>\$ (20,950)</b>	<b>-8%</b>
<i>Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.</i>									

**Manager's Report: Pat Rooney**

January 2021

A new year, a new beginning! Covid - 19 caused delay of projects and activities in 2020. One project that we have accomplished is migrating to Microsoft 365. This enables us to have cloud-based computing, file sharing, and a menu of applications for staff and Trustees to use. In the future online meetings may be using Microsoft Teams program. This is being evaluated.

Each Trustee now has a newly assigned email address for Cape George business purposes. We will publish the new email addresses in the forthcoming Cape George newsletter, and they are currently posted on the Cape George website. Please use these email addresses for official business of Cape George.

**Administration**

1. The Governor has created a new plan called Healthy Washington – Roadmap to Recovery. Changes in the Roadmap allow the Board to consider opening the Fitness room and Clubhouse under certain conditions. The Fitness Committee is working on plans that will be reviewed and approved by the Board of Trustees. Like use of the pool, it will be by reservation. Hopefully both the Clubhouse and Fitness Room will open in the near future with limitations.
2. Excess Water invoices have been mailed to applicable members.
3. Marina Registration is ongoing this month.

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**Maintenance**

1. The pool will be closed starting January 26<sup>th</sup> for at least a few days while dehumidifier repairs take place.
2. The new pumps for the Highlands water system are now installed.
3. All Fire Extinguishers have recently been inspected in common areas.
4. A tree fell on Saddle Drive and was removed.
5. A Traffic Mirror will be installed across from the mailbox exit in the Village in the next few weeks.
6. The Board of Trustees has approved a contract for the mailbox kiosks at Colony and the Village to be rebuilt.

**Complaints & Reports**

1. A complaint regarding a light fixture was received.
2. A multi member complaint regarding the storage of garbage was received.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, and Marina. The reports are attached to these minutes and incorporated by reference.

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Fayla Schwartz moved and Lad Burgin seconded to approve the Family Swim Proposal as submitted by the Pool Committee and to begin as soon as volunteer monitors and the reservation calendars are in place. Passed - 6/0

**Motion 2:** Ruth Ross moved, and George Martin seconded to approve the board request to return of the piece of fitness equipment (recumbent bike) that was lent to a member and that Donnie assist the member in loading and returning the equipment. Passed - 6/0

**Motion 3:** Ruth Ross moved, and Lad Burgin seconded the board approve the resolution drafted by Pat Rooney, not to allow the loan of equipment from the fitness center to members in the community going forward. (Resolution 21-001 attached to these minutes as reference) Passed-6/0

**Motion 4:** George Martin moved, and Lad Burgin seconded, the board approve the opening of the Clubhouse for single person use, providing member access to the library, movies, and puzzles. Passed - 6/0

**Motion 5:** Ray Graves moved, and Lad Burgin seconded to ratify the proposal to rebuild the mailbox kiosk. Passed - 6/0

**Motion 6:** George Martin moved, and Lad Burgin seconded to approve the requests for six, Adjustment of Due Date letters. Passed - 6/0

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**Open Board Discussion:**

George Martin presented guidelines to open the clubhouse for the board to consider when Jefferson County moves into Phase II of the states reopening plan.

Ruth Ross presented a follow up from the Fitness Committees meeting on plans for reopening the fitness room. More planning to come.

Pat Rooney gave a follow up regarding the service done this week on the pools dehumidification system. The system has now been running correctly for 24 hours following the service call. It was advised to install an exhaust fan in the control room to remove chlorine gas which is corrosive to the equipment.

**Announcements:**

- Building Variance Hearing – February 22, 2021 @2:45 PM via Zoom
- Study Session – February 22, 2021, at 3:00 PM via Zoom
- Board Meeting – February 25, 2021 at 3:00 PM via Zoom

**Adjournment:** Lad Burgin moved, and George Martin seconded to adjourn the meeting at 3:49 pm.  
Passed - 6/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
Jane Ludwig, Secretary

\_\_\_\_\_  
Rich Hilfer, President

**ENVIRONMENTAL COMMITTEE MINUTES  
ZOOM ONLINE MEETING  
Monday, January 11, 2021, 9:15 am**

**ATTENDANCE:** Varn Brooks, Chris Buzzard, Sue Dunning, Pat Gulick, Katie Habegger, Anne Jimenez, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz, Elaine Sullivan, Gina Webber

**I. CALL TO ORDER:** Elaine called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Sue moved and Fayla seconded that the minutes from November 2020 be approved as written and the motion passed unanimously.

**III. FISCAL REPORT:** 1363.64. One Mountain print was sold in December for \$10, and one print and one Protection Island pamphlet were sold in January for \$15. *(These are not funds that belong to Cape George Colony Club, Inc.)*

**IV. OLD BUSINESS**

- A. Volunteer List:** The current list was circulated before the meeting. Elaine asked if anyone would like to volunteer. Katie Habegger volunteered to monitor the steps from Marina Drive to Victoria Loop. Pat Gulick noted that she maintains the East side of the clubhouse but could really use another person to help, which Elaine volunteered to do. Sue Dunning said she would help Bob Sullivan with maintaining the

Minutes

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entrance to the Village at Ridge Road. It was agreed that the volunteer list should be posted in the newsletter again now and around the time when those who only spend part of the year here arrive. Ruth will distribute the revised volunteer list to the committee along with the minutes.

- B. Rain Garden Sign:** Ruth reported that she had followed up with Bob Simmons on the status of the sign he is having made but has not yet heard back.

**V. NEW BUSINESS**

- A. 2021 Spring Weed Control and Erosion Control Plan:** Elaine asked about the best time to plant the new native plants to replace the poison hemlock. Fayla suggested as early in March as possible, and the group indicated that morning would be best for most people. Elaine will schedule planting times.
- B. Plantings to replace Hemlock and control erosion:** Ruth reported that she has ordered 10 each of the following from the Clallam Conservation District plant sale: Pacific ninebark, elderberry, red flowering currant, and serviceberry. She did not order oceanspray or snowberry, which were also recommended, because they were only available in bundles of 50. Ruth suggested that we ask community members to dig snowberry from their yards to transplant and Varn explained that this is easy to do in the spring, especially if you dig and replant the same day.
- C. Washington State University Volunteer Opportunities:** Marta Krissovich provided a link to a website listing volunteer environmental opportunity for the Olympic Peninsula through Washington State University. The website is <https://extension.wsu.edu/jefferson/environmental-volunteer-opportunities>
- D.** Fayla asked on behalf of Kyanne Anderson, a lead for Memorial Park, if work on the watering system is complete. Pat Rooney reported that the work is done, and the two watering systems are separated. When the water is turned back on, Steve McDevitt can hook up a timer to control the Rain Garden watering schedule.

The meeting was adjourned at 9:40 a.m.

Respectfully submitted by Ruth Ross

**Marina Committee Meeting Agenda and Minutes; 7 January 2021 (via Zoom)**

In Attendance: J Bodkin, J Hanks, M Heckinger, K Easterday, B Dunning, C Muma, M Thorwick, M Smith, P Jensen, P Serafin, L Burgin, B Schlentner, B Fellows, B Ritchie, R Anderson, G Rossow,

Called to Order 11:05 am

**Agenda items**

1) Cape George Marina Historic and Operational Archives: Discussed the creation of a digital archive of marina development, operations, and management. C Muma and B Ritchie agreed to initiate collection of materials from existing files. Operational archive could incorporate a spreadsheet of ongoing and periodic maintenance, improvements, and replacements. Members with materials are encouraged to provide to Craig and Brian. Discussed need to consider security of documents and personal information and distribution and maintenance as the archives and files are completed.

2) 2021 Waterfront Festival: reserved club house dates of August 13,14, &15 (Covid dependent). The committee discussed various issues related to a 2021 Cape George Waterfront Festival. K

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Easterday provided a synopsis of potential activities to express appreciation to the Cape George community for their support and engagement of our waterfront and facilities. A motion to provide up to 6,000\$ from the Marina Memorial Fund in support of the festival was passed by unanimous vote.

3) Site visit of marina pilings by Justin Robison; will provide plan for piling maintenance and improvement Jan 2021. Not discussed.

4) Dock conditions (4 x 6) through rot G-1. The issue of rot in structural members of the existing dock was demonstrated through photos and potential methods to evaluate the extent of the problem was discussed. Evaluation of the prevalence of the problem is needed. The discussion was halted by an interruption in power that disconnected some participants. The meeting was resumed by those that did not lose connection due to power interruption.

5) Fire extinguisher inspections 12 January 2021.

6) Channel depths declining. Not discussed but was intended to communicate that the entrance channel is showing signs of diminished depths approaching the west and south-central portion of the channel.

Round Robin comments: None

Adjourn: Meeting terminated by power interruption.

Next meeting Thursday, 4 February 2021, 11 am via Zoom

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*Cape George Colony Club*

**RESOLUTION**

21 – 001

January 28, 2021

**WHEREAS**, the Cape George Colony Club Board of Trustees has authority pursuant to Article II of the Articles of Incorporation dated January 1, 2019, and

**WHEREAS**, the Fitness Room located at the Clubhouse Building and all equipment therein are the property of Cape George Colony Club, Inc. and

**WHEREAS**, the Board of Trustees are responsible for the maintenance, and permitted use of all equipment in the Fitness room whether now or in the future, and

**THEREFORE, BE IT RESOLVED**, the Board of Trustees hereby prohibit the use of any Fitness Room Equipment outside the Fitness Room by any members, residents, guests, or employees of Cape George Colony Club for any reason is strictly prohibited.



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February 22, 2021  
via ZOOM

**At the conclusion of the Study Session of February 22, 2021, the President convened an Executive Session at 4:41 pm to discuss the liability of members to the association.**

**In Attendance:** Rich Hilfer, George Martin, Lad Burgin, Ruth Ross, Ray Graves, Fayla Schwartz and later joined by Jane Ludwig.

**Adjournment:** Lad Burgin moved and Rich Hilfer seconded to move to regular session at 5:18 pm. Passed- 6/0

**Motion 1:** Rich Hilfer moved and George Martin seconded to refer the account ending in 0039 to the association's attorney, to begin the process to shut off the water for accounts ending in 0089 and 00609 and to further investigate two other past due accounts. Passed - 6/0

**Adjournment:** Lad Burgin moved, and Rich Hilfer seconded to adjourn the meeting at 5:19 pm.  
Passed - 6/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Rich Hilfer, President

CAPE GEORGE COLONY CLUB  
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February 25, 2021  
via ZOOM

**The regular Board meeting was called to order by President, Rich Hilfer, at 3:02 pm**

**In Attendance:** Rich Hilfer, George Martin, Lad Burgin, Ruth Ross, Ray Graves, Fayla Schwartz and Jane Ludwig.

**Action on Minutes:**

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of Regular Board Meeting dated January 28, 2021.  
Passed - 6/0

**Membership Report:** Jane Ludwig

Dan & Sheana Walvatne purchased 110 Alder from the Fred Esson estate.

**Treasurer's Report:** George Martin

The October and November revised treasurer's reports were submitted to the Board of Trustees. The reports are attached to these minutes and incorporated by reference.

**As of December 31, 2020**

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included. Detailed statements are available on the Cape George website.

**COMMENTS:**

The General Cost center ended the year in the negative which can be directly attributed to COVID-19. The income was reduced, and expenses did not. In addition, contracted services were overbudget to circumstances such as weather-related tree damage and removal.

**PAST COMENTS:**

- \* The general cost center is continuing to experience an increase in expenses due to unforeseen issues with weather and tree removal this coupled with decreased revenue due to COVID-19.
- \* General Income has decreased as a result of the Board's decision to transfer monies from the General Fund to the Marina Reserves as a result of the Reserve Study suggestion.
- \* As of this month you will notice a difference in style of the Treasurer's Report. The accounting style has switched from a Corporate style to the more appropriate HOA style. As a result, reserve activities are included in the cost centers associated with those reserves and a more complete reserve activity is showing. Year to year comparisons are still shown in the Balance Sheet portion at the top.
- \* General expenses have exceeded budget in several categories due to unforeseen circumstances such as tree removal.
- \* expenses being charged to correct categories even though they were unbudgeted such as the new pool expenses.
- \* Again, general revenue is down because of less rental activities due to COVID-19.
- \* General revenue continues to lag because of less rental activities due to COVID-19.
- \* Assessment income is above budget due to those who pay the full year assessment in January. That may change when next quarter assessments become due.

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\* There was an adjustment to the Reserves of \$11.48 in December to correct a balance carryover issue from June 2019. The Bank of America Visa will be attached to the Community Financials Report as another bank account.

**2020 BALANCE SHEET COMMENTS:**

None at this time.

**2020 REVENUE AND EXPENSE COMMENTS:**

Revenue is lagging due to COVID-19 while expenses are not for the most part.

<b>TREASURER'S REPORT</b>					
<b>As of December 31, 2020</b>					
<i>Balance Sheet as of December 31, 2020</i>					
<b>Assets</b>	<b>2020</b>	<b>2019</b>	<b>Liabilities and Fund Balances</b>	<b>2020</b>	<b>2019</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 180,647	\$ 173,380	Accounts Payable & Other Liabilities	\$ 19,429	\$ 13,071
Operating Investment-Savings	100,012	99,330	Unearned Income General/Water/Etc.	81,355	4,225
Petty Cash	561	300	Unearned Income Reserve Assmt	\$ -	
Reserves - General, Water & Marina	1,190,758	1,007,423	Unearned Income Marina Wait List	1,900	1,900
Routine Reserve Assessment	-	75,838	Total Current Liabilities	102,684	19,196
<b>Total Cash &amp; Equivalents</b>	<b>\$ 1,471,979</b>	<b>1,356,271</b>			
Net Accounts Receivable	\$ 10,729	23,261	<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,677,082	1,804,075	Fund Balances (Combined)	\$3,023,470	2,899,229
Total Prepaid & Other Assets	25,983	29,226	Modified Cash Basis Income	59,618	294,409
<b>TOTAL ASSETS</b>	<b>\$ 3,185,772</b>	<b>\$ 3,212,833</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,185,772</b>	<b>\$ 3,212,833</b>

<b>Summary Revenue and Expense Statements for the periods ended:</b>								
<b>December 31, 2020 (Modified Cash Basis)</b>								
<b>2020 Year to Date</b>								
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>	<b>Account</b>	<b>Operating</b>	<b>Reserves</b>	<b>Total</b>
<b>General</b>					01108-001 Reserve Invest - General		\$165,758.49	\$165,758.49
General Assessment	\$ 319,455	\$ 319,455	(0)	0%	01130-001 RESERVES - CDARS #9748		\$475,000.00	\$475,000.00
Revenue - All Other Sources	150,772	150,304	468	0%	01140-001 RESERVES - CDARS #9973		\$400,000.00	\$400,000.00
<b>Total General Revenue</b>	<b>470,227</b>	<b>469,759</b>	<b>468</b>		01150-001 PPB - 6mo CD		\$75,000.00	\$75,000.00
Expenses:					01160-001 PPB - 9mo CD		\$75,000.00	\$75,000.00
Salaries, Benefits, PR Tax	162,513	171,625	9,112	5%	01195-001 Due to / from Reserves -General		(\$204.25)	(\$204.25)
Repairs & Maintenance	11,976	22,800	10,824	47%	01195-003 Due to / from - Reserves - Marina		\$2,077.56	\$2,077.56
Contracted Services	86,990	51,637	(35,353)	-68%	01199-001 Due From / TO Operating - Genera	\$204.25		\$204.25
Insurance	17,291	21,000	3,709	18%	01199-003 Due From / TO Operating - Marina	(\$2,077.56)		(\$2,077.56)
Pool Expense+pool utilitie	26,084	27,000	-	N/A	<b>Reserve Cash Total</b>	<b>(\$1,873.31)</b>	<b>\$1,192,631.80</b>	<b>\$1,190,758.49</b>
Utilities	6,071	7,700	1,629	21%				
Other Expenses (incl taxes)	160,064	160,804	741	0%				
<b>Total General Expenses</b>	<b>470,989</b>	<b>462,566</b>	<b>(9,339)</b>					
<b>General Net Income</b>	<b>\$ (762)</b>	<b>\$ 7,193</b>	<b>\$ (7,955)</b>	<b>-111%</b>				

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<b>Water</b>				
Revenue - Water Use Fees	\$197,718	\$ 203,000	(\$5,282)	-3%
Revenue - All Other Sources	5,518	7,650	2,132	-28%
<b>Total Water Revenue</b>	<b>203,236</b>	<b>210,650</b>	<b>(3,150)</b>	
Expenses:				
Salaries, Benefits, PR Tax	75,850	77,173	1,323	2%
Repairs & Maintenance	4,155	10,800	6,645	62%
Contracted Services	28,112	26,836	(1,276)	-5%
Insurance	10,974	11,600	626	5%
Utilities	12,640	11,500	(1,140)	-10%
Other Expenses (incl taxes)	19,522	26,530	7,008	26%
<b>Total Water Expenses</b>	<b>151,252</b>	<b>164,439</b>	<b>13,187</b>	
<b>Water Net Income</b>	<b>\$ 51,984</b>	<b>\$ 46,211</b>	<b>\$ 5,773</b>	<b>12%</b>

<b>Marina</b>				
Revenue - Moorage/Parking	\$ 65,106	\$ 67,489	\$ (2,382)	-4%
Revenue - All Other Sources	14,216	14,550	\$ (334)	-2%
<b>Total Marina Revenue</b>	<b>79,323</b>	<b>82,039</b>	<b>(2,716)</b>	
Expenses:				
Salaries, Benefits, PR Tax	26,757	19,301	(7,456)	-39%
Repairs & Maintenance	12,801	19,870	7,069	36%
Contracted Services	6,902	7,181	279	4%
Insurance	8,105	7,200	(905)	-13%
Utilities	6,848	9,000	2,152	24%
Other Expenses (incl taxes)	9,513	9,338	(175)	-2%
<b>Total Marina Expenses</b>	<b>70,926</b>	<b>71,890</b>	<b>963</b>	
<b>Marina Net Income</b>	<b>\$ 8,396</b>	<b>\$ 10,149</b>	<b>\$ (1,753)</b>	<b>-17%</b>
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 59,618</b>	<b>\$ 698,894</b>	<b>\$ 3,059</b>	<b>-91%</b>

*Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.*

**Manager's Report:** Pat Rooney - February 2021

Our snow event for the season seems to have come and gone. Donnie did a great job on Saturday, February 13<sup>th</sup> plowing and salting our roads in key locations. Jefferson County is now in phase 2 of the Governor's recovery plan. The pool and Clubhouse are open under restrictions. These restrictions may be further modified in phase 2. The Fitness Room Committee is working on an opening plan that will be reviewed by the Trustees and given approval before opening. Stay tuned!

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BOARD OF TRUSTEES MEETING MINUTES  
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**Administration**

1. Delinquency Reminder Notices are being sent to delinquent members this month. Late fees and interest are suspended during the pandemic. If you need a payment plan, please contact our office.

**Maintenance**

1. The pool dehumidifier has been working with the assistance of two portable units. The main dehumidifier is still an ongoing issue as we work to get it operating on its own.
2. Peninsula Environmental Group will be noxious weed spraying the hillside area from the playground at the north end of the clubhouse down to the south marina parking lot on February 23<sup>rd</sup> through the 25<sup>th</sup>. It is important for people and pets to stay away from this area until February 28<sup>th</sup>. This spraying activity is subject to weather permitting that may cause delay. The community will be made aware of any changes via email and posted on bulletin boards.
3. Four leaning trees were removed on Marina Drive for safety reasons.
4. The Colony Mailbox Kiosk is scheduled for replacement starting February 26<sup>th</sup>. The Colony was selected first as the existing kiosk is in danger of imminent collapse. The Village and Highlands are budgeted in 2022.
5. A new trailer to haul the riding lawn mower around the community has been purchased.
6. The new spreader for sand and salt was used during this past snow event and it worked very well. It can be easily used by one person.
7. A water meter housing broke that served a residence on Sunset Blvd. It was quickly replaced.

**Complaints & Reports**

1. A lighting complaint was received.
2. A complaint about loss of control of pets off leash.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Marina and Water Advisory. The reports are attached to these minutes and incorporated by reference.

**Member participation:** Ray Pierson inquired about the lots which the association owns on Vancouver and Dennis. The buyer for the Vancouver lot decided against the purchase. The lot on Dennis will remain Cedar Park.

Ray Pierson also inquired about the convex traffic mirror installation at the Village mailbox intersection. All materials have been purchased and we are awaiting the completion of utilities locate for the post installation.

**New Business Action Items:**

**Motion 1:** Ray Graves moved, and Lad Burgin seconded the board approve the setback variance for 8-1 Victoria Loop.  
Passed - 6/0

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**Motion 2:** Ruth Ross moved, and George Martin seconded, that the Fitness Committee be given approval to reopen the fitness room for use on a limited basis, with no more than 4 individuals using the facility at once, one of whom will be a monitor who will ensure that the appropriate safety measures are followed. Passed - 6/0

**Motion 3:** George Martin moved, and Lad Burgin seconded that the board approve the opening of the clubhouse for community member only use with a limit of 12 persons following the Protocol for Clubhouse Use as approved by the board. Passed- 6/0

**Motion 4:** Rich Hilfer moved and George Martin seconded to approve the appointment of Steve King to the Water Advisory Committee. Passed- 6/0

**Motion 5:** Rich Hilfer moved and Fayla Schwartz seconded to approve the two Adjustment Due Date requests. Passed - 6/0

**Open Board Discussion:** The trustees discussed the report results from Jim Johannessen of Coastal Geologic Services regarding possible berm erosion. His report stated, no action is recommended at this time for the storm berm. The trustees agreed to monitor the berm condition and investigate the recommended re-nourishment of the supporting cobble.

Trustees agreed to review, in the monthly Study Sessions, the Covid-19 protocols for Clubhouse, Fitness Center and Pool usage and adjust if needed.

**Announcements:**

Study Session – March 22, 2021 at 3:00 PM via Zoom

Board Meeting – March 25, 2021 at 3:00 PM via Zoom

**Adjournment:** Rich Hilfer moved, and Ruth Ross seconded to adjourn the meeting and move to Executive session to consider a legal issue at 3:48 pm. Passed - 6/0

George Martin moved, and Lad Burgin seconded to move from Executive session to the regular meeting at 4:18 pm. Passed - 6/.0

**Motion 6:** Lad Burgin moved, and George Martin seconded to continue the work as planned on the Colony mailbox project as the Trustees have conducted further due diligence and reviewed the work performed to date. Passed - 5/0/1 abstained.

**Adjournment:** Lad Burgin moved and Rich Hilfer seconded to adjourn the meeting at 4:20pm. Passed -6/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Rich Hilfer, President

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**ENVIRONMENTAL COMMITTEE MINUTES  
ZOOM ONLINE MEETING  
Monday, February 8, 2021, 9:15 am**

**ATTENDANCE:** Lori Cameron, Patty Dunmire, Pat Gulick, Katie Habegger, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz, Elaine Sullivan, Gina Webber

**I. CALL TO ORDER:** Elaine called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Robin moved and Fayla seconded that the minutes from the January 2021 meeting be approved as written and the motion passed unanimously.

**III. FISCAL REPORT:** Balance is 1373.64, with one mountain print sold in January for \$10. Note that the funds received in December and January will not show up in our Committee account until later in February when they are deposited. (*These are not funds that belong to Cape George Colony Club, Inc.*)

**IV. OLD BUSINESS**

- A. Planting for Erosion Control.** The hemlock is scheduled to be sprayed with herbicide the week of February 22, weather permitting. The community will be notified to avoid the area for about a week after this is done. We have plants ordered to fill the areas where the hemlock was. Ruth will pick them up the end of February. We will want to wait about 2 weeks after the spraying to plant and so the plants will need to be potted to be held until mid-March when we can do the planting. Ruth will let the committee know when she has the plants and needs help with potting them. Elaine will schedule work parties in March for planting.
- B. Rain Garden Sign:** Steve McDevitt has received the sign from Bob Simmons and will mount it on a pole to be set in at the garden. He will check with Donnie about placement to be sure we avoid any underground pipes etc, and will take a picture of the proposed site for Ruth to share with the board for their approval.
- C. Rain Garden maintenance.** Steve will let the committee know what help he needs with weeding etc at the rain garden as spring comes on so that we can solicit volunteers and train them. Gina and Dow will take away the hose and fasteners that are no longer needed.

**V. NEW BUSINESS**

- A. Common areas needing attention.** The committee discussed the positive response to our request for volunteers to maintain several areas.
- B. Speed bump proposal.** Steve noted that it would be desirable to put a small raised section on Colman Drive to help channel run-off to the rain garden. The committee noted that this would also have a beneficial effect at calming traffic speeds on the hill there. The committee will follow-up about this.
- C. Eel grass beds:** Fayla discussed the importance of protecting the eel grass beds along our shoreline here. She will submit an article on this topic for the March CG Newsletter.

Gina moved and Steve seconded that the meeting be adjourned. The meeting was adjourned at 10:00 a.m.

Respectfully submitted by Ruth Ross

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**Marina Committee Meeting Agenda 4 February 2021, 11:00 am (via Zoom)**

Welcome

In Attendance: Lad Burgin, Bob Schlentner, Mike Heckinger, Tom Cawrse, Craig Muma, Pat Rooney, Dick Poole, Paul Serafin. Mark Thayer, Ben Fellow, John Hanks, Gary Rossow, Jim Bodkin

Call to Order 12:05

Agenda items

- 1) Cape George Marina Historic and Operational Archives: Progress on a structure for the archives was described by Jim
- 2) Dock inspections: Reported on the progress inspecting for rot in docks was discussed, early evidence suggests less damage than expected.
- 3) Erosion: South jetty and south parking area: Pat Rooney identified that Jim Johansen from Coastal Geologic will be coming out to evaluate erosion in the coastline berm and would be asked to look into erosion at marina.
- 4) Private property sign at marina entrance: Lad Burgin will bring the question of private property signage at the marina entrance from the water to the CG board. New marina locks and keys are being obtained and the North gate spring will be replaced.
- 5) Late marina registrations; precedents: The committee discussed ways to streamline the registration renewal process to ease the workload of office staff boat owners. Ideas included an online process, providing notice and warnings of approaching deadlines and sensitivity to unusual circumstances.
- 6) Should the marina committee support facilitation of the transfer of slip space? A sub-committee consisting of Paul Serafin, John Hanks, Ben Fellows and Gary Rossow was formed to develop ideas and policy to facilitate the transfer of slip and parking space from unused vessels to parties on waiting lists.

Round Robin comments: There has been much improvement on the issue of stray electrical current from the workshop in the marina. This should reduce anode decay.

The reserve budget includes funds for a "test sample" of potential dock replacement, in 2021. This requires a permit that has not been issued. Work will proceed as the permit is acquired.

Adjourn: 13:10

Next meeting Thursday 5 March 2021, 11 am via Zoom



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**Cape George Water Advisory Committee  
Meeting Report February 2 2021**

The meeting was held at 4 PM February 2 2021 on Zoom. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Board Liaison Richard Hilfer, Carl Berger, Stew Pugh, Thad Bickling, and Chair Marty Gilmore.

The committee met with potential new member Steve King. The committee voted unanimously to recommend to the Board that Steve be added to the Water Advisory Committee. Steve's brief bio is attached.

Highlands Booster pumps are installed and are operating in on/off service. Relays for variable frequency service should be delivered and installed this week.

Valves at the tank farm that require operation during emergency will have their paint refreshed so that they are easier to identify.

The current backflow survey is complete. Surveys for the final third of Cape George will be sent out this coming summer.

Jefferson County PUD sent us a letter describing their Water System Plan Update and asking for comments. It appears that PUDs plan has no effect on the Cape George water system.

November water use and leakage:  
547 connections, 23 leaks, one meter tamper  
98 connections < 30 gpd, includes vacant lot connections  
Average usage 88 gpd/connection

December water use and leakage:  
547 connections, 22 leaks  
106 connections < 30 gpd, includes vacant lot connections  
Average usage 87 gpd/connection

Final water use readings for 2020 have been compiled and invoices sent for over-use. One of the invoices might be contested and we are waiting for a written claim.

No meeting is scheduled in March. The next scheduled meeting will be Tuesday, April 6 at 4 PM on Zoom.

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**TREASURER'S REPORT - As of October 31, 2020**

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**COMMENTS:**

\* As of this month you will notice a difference in format of the Treasurer's Report

\*The accounting standard has switched from a Corporate to the more appropriate HOA Standard

\*As a result, reserve activities are included in the cost centers associated with the reserves

\*And a more complete reserve activity is now show. Year to year comparisons are still shown in the Balance Sheet portion at the top.

**PAST COMENTS:**

\* General expenses have exceeded budget in several categories due to unforeseen circumstances such as tree removal expenses being charge to correct categories even though they were unbudgeted such as the new pool expenses.

\* Again, general revenue is down because of less rental activities due to Covid 19.

\* General revenue continues to lag because of less rental activities due to Covid 19.

\* Assessment income is above budget due to those who pay the full year assessment in January. That may change when next quarter assessments become due.

\* There was an adjustment to the Reserves of \$11.48 in December to correct a balance carryover issue from June 2019. The Bank of America Visa will be attached to the Community Financials Report as another bank account.

**2020 BALANCE SHEET COMMENTS:**

None at this time.

**2020 REVENUE AND EXPENSE COMMENTS:**

Revenue is lagging due to COVID 19 while expenses are not for the most part.

**CAPE GEORGE COLONY CLUB**  
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**TREASURER'S REPORT**  
**As of October 31 , 2020**

<b>Balance Sheet as of October 31, 2020</b>					
<b>Assets</b>	<b>2020</b>	<b>2019</b>	<b>Liabilities and Fund Balances</b>	<b>2020</b>	<b>2019</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 281,849	\$ 173,380	Accounts Payable & Other Liabilities	\$ 14,557	\$ 13,071
Operating Investment-Savings	100,009	99,330	Unearned Income General/Water/Etc.	6,283	4,225
Petty Cash	561	300	Unearned Income Reserve Assment	\$ -	
Reserves - General, Water & Marina	1,169,159	1,007,423	Unearned Income Marina Wait List	1,900	1,900
Routine Reserve Assessment	(73,764)	75,838	Total Current Liabilities	22,740	19,196
Total Cash & Equivalents	<u>\$ 1,477,813</u>	<u>1,356,271</u>			
Net Accounts Receivable	\$ 18,692	23,261	<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,677,082	1,804,075	Fund Balances (Combined)	\$3,007,404.84	2,899,229
Total Prepaid & Other Assets	26,336	29,226	Modified Cash Basis Income	169,778	294,409
<b>TOTAL ASSETS</b>	<b><u>\$ 3,199,923</u></b>	<b><u>\$ 3,212,833</u></b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 3,199,923</u></b>	<b><u>\$ 3,212,833</u></b>

<b>Summary Revenue and Expense Statements for the period ended:</b>					<b>Reserve Activity</b>			
<b>October 31, 2020 (Modified Cash Basis)</b>								
<b>2020 Year to Date</b>								
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>	<b>Account</b>	<b>Operating</b>	<b>Reserves</b>	<b>Total</b>
<b>General</b>					01108-001 Reserve Invest - General		\$70,394.36	\$70,394.36
General Assessment	\$ 319,696	\$ 266,213	53,484	20%	01130-001 RESERVES - CDARS #9748		\$475,000.00	\$475,000.00
Revenue - All Other Sources	149,768	127,170	22,597	18%	01140-001 RESERVES - CDARS #9973		\$400,000.00	\$400,000.00
Total General Revenue	469,464	393,383	76,081		01150-001 PPB - 6mo CD		\$75,000.00	\$75,000.00
Expenses:					01160-001 PPB - 9mo CD		\$75,000.00	\$75,000.00
Salaries, Benefits, PR Tax	134,897	143,021	8,124	6%	01195-001 Due to / from Reserves -General		\$73,764.27	\$73,764.27
Repairs & Maintenance	7,493	20,583	13,091	64%	01199-001 Due From / TO Operating - Genera	(\$73,764.27)		(\$73,764.27)
Contracted Services	79,879	43,031	(36,849)	-86%	<b>Reserve Cash Total</b>	<b>(\$73,764.27)</b>	<b>\$1,169,158.63</b>	<b>\$1,095,394.36</b>
Insurance	13,504	17,500	3,996	23%				
Pool Expense+pool utilities	19,392	22,500	-	N/A				
Utilities	5,159	6,417	1,258	20%				
Other Expenses (incl taxes)	134,932	134,062	(870)	-1%				
Total General Expenses	395,255	387,113	(11,250)					
<b>General Net Income</b>	<b><u>\$ 74,209</u></b>	<b><u>\$ 6,269</u></b>	<b><u>\$ 67,939</u></b>	<b>1084%</b>				
<b>Water</b>								
Revenue - Water Use Fees	\$197,904	\$ 169,167	\$28,737	17%				
Revenue - All Other Sources	5,518	6,833	1,315	-19%				
Total Water Revenue	203,422	176,000	30,053					
Expenses:								
Salaries, Benefits, PR Tax	65,045	64,311	(734)	-1%				
Repairs & Maintenance	4,136	9,000	4,864	54%				
Contracted Services	22,713	22,363	(350)	-2%				
Insurance	9,115	22,363	13,248	59%				
Utilities	10,756	9,833	(923)	-9%				
Other Expenses (incl taxes)	16,724	21,648	4,924	23%				
Total Water Expenses	128,490	149,519	21,029					
<b>Water Net Income</b>	<b><u>\$ 74,933</u></b>	<b><u>\$ 26,481</u></b>	<b><u>\$ 48,451</u></b>	<b>183%</b>				

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<b>Marina</b>					
Revenue - Moorage/Parking	\$ 65,106	\$ 132,595	\$ (67,489)	-51%	
Revenue - All Other Sources	14,192	28,742	\$ (14,550)	-51%	
Total Marina Revenue	79,299	161,337	(82,039)		
Expenses:					
Salaries, Benefits, PR Tax	20,791	16,084	(4,707)	-29%	
Repairs & Maintenance	12,801	19,558	6,757	35%	
Contracted Services	4,725	5,984	1,260	21%	
Insurance	6,757	6,000	(757)	-13%	
Utilities	5,789	7,500	1,711	23%	
Other Expenses (incl taxes)	7,799	15,465	7,665	50%	
Total Marina Expenses	58,662	70,592	11,930		
<b>Marina Net Income</b>	<b>\$ 20,637</b>	<b>\$ 90,746</b>	<b>\$ (70,109)</b>	<b>-77%</b>	
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 169,778</b>	<b>\$ 226,379</b>	<b>\$ (48,399)</b>	<b>-25%</b>	
<i>Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.</i>					

**TREASURER'S REPORT As of November 30, 2020**

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**COMMENTS:**

\* The general cost center is continuing to experience an increase in expenses due to unforeseen issues with weather and tree removal this coupled with decreased revenue due to COVID-19

**PAST COMENTS:**

\* As of this month you will notice a difference in format of the Treasurer's Report.

The accounting standard has switched from a Corporate to the more appropriate HOA Standard.

As a result, reserve activities are included in the cost centers associated with the reserves.

And a more complete reserve activity is now showing. Year to year comparisons is still shown in the Balance Sheet portion at the top.

\* General Income has decreased as a result of the Board's decision to transfer monies from the General Fund to the Marina Reserves, as a result of the Reserve Study suggestion.

\* General expenses have exceeded budget in several categories due to unforeseen circumstances such as tree removal.

\* expenses being charged to correct categories even though they were unbudgeted such as the new pool expenses.

\* Again, general revenue is down because of less rental activities due to COVID-19.

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\* General revenue continues to lag because of less rental activities due to COVID-19.

\* Assessment income is above budget due to those who pay the full year assessment in January.

\* There was an adjustment to the Reserves of \$11.48 in December to correct a balance carryover issue from June 2019. The Bank of America Visa will be attached to the Community Financials Report as another bank account.

**2020 BALANCE SHEET COMMENTS:**

None at this time.

**2020 REVENUE AND EXPENSE COMMENTS:**

Revenue is lagging due to COVID 19 while expenses are not for the most part.

TREASURER'S REPORT					
As of November 30 , 2020					
<i>Balance Sheet as of November 30, 20120</i>					
Assets	2020	2019	Liabilities and Fund Balances	2020	2019
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 156,596	\$ 146,388	Accounts Payable & Other Liabilities	\$ 16,059	\$ 16,960
Operating Investment-Savings	100,011	99,334	Unearned Income General/Water/Etc.	8,586	5,249
Petty Cash	561	300	Unearned Income Reserve Assment	-	
Reserves - General, Water & Marina	1,181,188	1,007,438	Unearned Income Marina Wait List	1,900	1,900
Routine Reserve Assessment	-	78,785	Total Current Liabilities	26,545	24,110
<b>Total Cash &amp; Equivalents</b>	<b>\$ 1,438,355</b>	<b>1,332,244</b>			
Net Accounts Receivable	\$ 8,262	8,641	<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,682,131	1,804,075	Fund Balances (Combined)	2,900,270	2,899,229
Total Prepaid & Other Assets	28,507	29,768	Modified Cash Basis Income	230,440	251,390
<b>TOTAL ASSETS</b>	<b>\$ 3,157,255</b>	<b>\$ 3,174,728</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,157,255</b>	<b>\$ 3,174,728</b>

<i>Summary Revenue and Expense Statements for the periods ended:</i>					<i>Reserve Activity</i>			
<i>November 30, 2020 (Modified Cash Basis)</i>								
<i>2020 Year to Date</i>								
	Actual	Budget	Variance	%	Account	Operating	Reserves	Total
<b>General</b>					01108-001 Reserve Invest - General		\$156,187.60	\$156,187.60
General Assessment	\$ 319,696	\$ 292,834	26,862	9%	01130-001 RESERVES - CDARS #9748		\$475,000.00	\$475,000.00
Revenue - All Other Sources	150,112	138,737	11,375	8%	01140-001 RESERVES - CDARS #9973		\$400,000.00	\$400,000.00
<b>Total General Revenue</b>	<b>469,808</b>	<b>431,571</b>	<b>38,237</b>		01150-001 PPB - 6mo CD		\$75,000.00	\$75,000.00
Expenses:					01160-001 PPB - 9mo CD		\$75,000.00	\$75,000.00
Salaries, Benefits, PR Tax	146,999	157,323	10,324	7%	01195-001 Due to / from Reserves -General		(\$1,335.85)	(\$1,335.85)
Repairs & Maintenance	11,419	21,692	10,273	47%	01199-001 Due From / TO Operating - Genera	\$1,335.85		\$1,335.85
Contracted Services	83,071	47,334	(35,737)	-75%	<b>Reserve Cash Total</b>	<b>\$1,335.85</b>	<b>\$1,179,851.75</b>	<b>\$1,181,187.60</b>
Insurance	15,386	19,250	3,864	20%				
Pool Expense+pool utilitie	21,805	24,750	-	N/A				
Utilities	5,607	7,058	1,452	21%				
Other Expenses (incl taxes	149,045	147,433	(1,612)	-1%				
<b>Total General Expenses</b>	<b>433,331</b>	<b>424,840</b>	<b>(11,436)</b>					
<b>General Net Income</b>	<b>\$ 36,477</b>	<b>\$ 6,731</b>	<b>\$ 29,746</b>	442%				

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
February 25, 2021  
via ZOOM

<b>Water</b>					
Revenue - Water Use Fees	\$197,904	\$ 186,083	\$11,821	6%	
Revenue - All Other Sources	5,518	7,242	1,724	-24%	
<b>Total Water Revenue</b>	<b>203,422</b>	<b>193,325</b>	<b>13,544</b>		
Expenses:					
Salaries, Benefits, PR Tax	69,912	70,742	829	1%	
Repairs & Maintenance	4,136	9,900	5,764	58%	
Contracted Services	26,071	24,600	(1,471)	-6%	
Insurance	10,039	10,633	594	6%	
Utilities	11,770	10,542	(1,229)	-12%	
Other Expenses (incl taxes)	16,950	23,944	6,994	29%	
<b>Total Water Expenses</b>	<b>138,878</b>	<b>150,361</b>	<b>11,483</b>		
<b>Water Net Income</b>	<b>\$ 64,544</b>	<b>\$ 42,964</b>	<b>\$ 21,580</b>	<b>50%</b>	
<b>Marina</b>					
Revenue - Moorage/Parking	\$ 65,106	\$ 67,315	\$ (2,209)	-3%	
Revenue - All Other Sources	14,192	14,450	\$ (258)	-2%	
<b>Total Marina Revenue</b>	<b>79,299</b>	<b>81,765</b>	<b>(2,467)</b>		
Expenses:					
Salaries, Benefits, PR Tax	24,919	17,693	(7,227)	-41%	
Repairs & Maintenance	12,801	19,714	6,913	35%	
Contracted Services	5,571	6,583	1,011	15%	
Insurance	7,427	6,600	(827)	-13%	
Utilities	6,259	8,250	1,991	24%	
Other Expenses (incl taxes)	8,301	8,551	250	3%	
<b>Total Marina Expenses</b>	<b>65,279</b>	<b>67,391</b>	<b>2,112</b>		
<b>Marina Net Income</b>	<b>\$ 14,020</b>	<b>\$ 14,375</b>	<b>\$ (355)</b>	<b>-2%</b>	
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 115,041</b>	<b>\$ 642,590</b>	<b>\$ 1,803</b>	<b>-82%</b>	

*Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.*

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**March 25, 2021**  
via ZOOM

**The regular Board meeting was called to order by President, Rich Hilfer, at 3:03 pm**

**In Attendance:** Rich Hilfer, George Martin, Lad Burgin, Ruth Ross, Ray Graves, Fayla Schwartz and Jane Ludwig.

**Action on Minutes:**

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of Regular Board Meeting dated February 25, 2021 - Passed - 6/0

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of the Executive Session dated February 22, 2021. Passed - 6/0

**Membership Report:** Jane Ludwig

Bruce & Lyn Zoellick purchased lot 32-2 S Palmer from Jeff Collins

Unity Church of PT was gifted 190 Pine Dr from the McKee Estate

Manuel & Sylvia Castillo & Michael Wiley purchased 30 N Rhododendron from Janet Bittenwieser & Matthew Wiley

**Treasurer's Report:** George Martin

As of January 31, 2021

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**COMMENTS:**

With the start of a new year, we will see how Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.

**2021 BALANCE SHEET COMMENTS:**

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

<b>TREASURER'S REPORT</b>						
<b>As of January 31, 2021</b>						
<i>Balance Sheet as of January 31, 2021</i>						
<b>Assets</b>	<b>2021</b>	<b>2020</b>	<b>Liabilities and Fund Balances</b>	<b>2021</b>	<b>2020</b>	
Cash and Cash Equivalents:			Current Liabilities:			
Operations Checking	\$ 279,406	\$ 346,820	Accounts Payable & Other Liabilities	\$ 132,328	\$ 28,429	
Operating Investment-Savings	100,014	99,338	Unearned Income General/Water/Etc.	82,396	82,380	
Petty Cash	561	391	Unearned Income Reserve Assment	\$ -		
Reserves - General, Water & Marina	1,256,872	1,007,506	Unearned Income Marina Wait List	1,900	1,900	
Routine Reserve Assessment	-	83,114	Total Current Liabilities	216,624	112,709	
Total Cash & Equivalents	\$ 1,636,852	1,537,169				
Net Accounts Receivable	\$ 30,537	22,078	<b>FUND BALANCES:</b>			
Total Net Fixed Assets	1,677,082	1,804,075	Fund Balances (Combined)	\$3,091,393	3,098,658	
Total Prepaid & Other Assets	30,965	25,850	Modified Cash Basis Income	67,418	177,806	
<b>TOTAL ASSETS</b>	<b>\$ 3,375,435</b>	<b>\$ 3,389,173</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,375,435</b>	<b>\$ 3,389,173</b>	

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**March 25, 2021**  
via ZOOM

**Summary Revenue and Expense Statements for the periods ended:**  
**January 31, 2021 (Modified Cash Basis)**

2021 Year to Date					Account	Operating	Reserves	Total
Actual	Budget	Variance	%					
<b>General</b>					01108-001 Reserve Invest - General		\$15,856.75	\$15,856.75
General Assessment	\$ 26,621	\$ 26,621	(0)	0%	01109-001 Reserve Inv Bank 0082 - General		\$165,779.61	\$165,779.61
Revenue - All Other Sources	17,689	16,645	1,044	6%	01111-008 ICS Accounts- PPB Bank	\$50,235.14		\$50,235.14
Total General Revenue	44,310	43,266	1,044		01130-001 RESERVES - CDARS #9748		\$475,000.00	\$475,000.00
Expenses:					01140-001 RESERVES - CDARS #9973		\$400,000.00	\$400,000.00
Salaries, Benefits, PR Tax	13,079	14,818	1,739	12%	01150-001 PPB - 6mo CD		\$75,000.00	\$75,000.00
Repairs & Maintenance	3,263	2,121	(1,142)	-54%	01160-001 PPB - 9mo CD		\$75,000.00	\$75,000.00
Contracted Services	3,727	5,087	1,360	27%	01195-001 Due to / from Reserves -General		(\$204.25)	(\$204.25)
Insurance	1,905	2,000	95	5%	01195-003 Due to / from - Reserves - Marina		\$2,077.56	\$2,077.56
Pool Expense+pool utilitie	1,468	2,175	707	32%	01199-001 Due From / TO Operating - Genera	\$204.25		\$204.25
Utilities	554	800	246	31%	01199-003 Due From / TO Operating - Marina	(\$2,077.56)		(\$2,077.56)
Other Expenses (incl taxes	11,254	8,603	(2,651)	-31%	<b>Reserve Cash Total</b>	<b>\$48,361.83</b>	<b>\$1,208,509.67</b>	<b>\$1,256,871.50</b>
Total General Expenses	35,251	35,605	354					
<b>General Net Income</b>	<b>\$ 9,059</b>	<b>\$ 7,662</b>	<b>\$ 1,397</b>	<b>18%</b>	<b>Reserve Balances as of December 31, 2020</b>			
					<b>General</b>		<b>\$560,536.95</b>	
					<b>Water</b>		<b>\$460,355.87</b>	
					<b>Marina</b>		<b>\$171,738.98</b>	
					<b>Total</b>		<b>\$1,192,631.80</b>	
<b>Water</b>								
Revenue - Water Use Fees	\$17,024	\$ 16,917	\$107	1%				
Revenue - All Other Sources	3,335	721	(2,614)	363%				
Total Water Revenue	20,359	17,638	(2,507)					
Expenses:								
Salaries, Benefits, PR Tax	6,193	6,639	446	7%				
Repairs & Maintenance	507	900	393	44%				
Contracted Services	2,650	2,178	(472)	-22%				
Insurance	935	967	31					
Utilities	1,072	958	(114)	-12%				
Other Expenses (incl taxes	7,836	1,212	(6,623)	-546%				
Total Water Expenses	19,194	12,855	(6,339)					
<b>Water Net Income</b>	<b>\$ 1,165</b>	<b>\$ 4,783</b>	<b>\$ (3,618)</b>	<b>-76%</b>				

<b>Marina</b>				
Revenue - Moorage/Parking	\$ 54,023	\$ 5,167	\$ 48,857	946%
Revenue - All Other Sources	9,831	1,637	\$ 8,194	500%
Total Marina Revenue	63,854	6,804	57,050	
Expenses:				
Salaries, Benefits, PR Tax	1,923	1,909	(14)	-1%
Repairs & Maintenance	0	1,517	1,517	100%
Contracted Services	807	573	(234)	-41%
Insurance	678	725	47	7%
Utilities	837	667	(171)	-26%
Other Expenses (incl taxes)	2,416	425	(1,991)	-468%
Total Marina Expenses	6,660	5,816	(845)	
<b>Marina Net Income</b>	<b>\$ 57,194</b>	<b>\$ 989</b>	<b>\$ 56,205</b>	<b>5686%</b>
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 67,418</b>	<b>\$ 54,274</b>	<b>\$ 49,375</b>	<b>24%</b>

Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
March 25, 2021  
via ZOOM

**Manager's Report:** Pat Rooney

March 2021

One year ago, planned St. Patrick Day celebrations came to an abrupt halt as our State stopped all activities. I have celebrated my namesake's day for more than six decades only to have that streak end in 2020. I fully plan on attempting to make up for it this year – safely!

The pool, fitness room, and clubhouse are now open under restrictions and by reservation only. If you want to make a reservation for the pool or fitness center, you can go to the Cape George website and click the link for reservations. If you want to reserve the clubhouse you need to contact Terri at our office (360) 385 – 1177.

**Administration**

1. Our office is swapping out padlock keys for marina users. You need to stop by the office to surrender your current key to get a new key or pay \$10.00 for a key.
2. Lot mowing will take place in mid-May, the end of June, and the end of August. Notices are going to lot owners to confirm they want to be on the lot mow list for 2021. If you have a lot and want to be added contact Terri at the office. You will be invoiced for each mow.

**Maintenance**

1. The Board of Trustees has approved an extension of the Colony Mailbox kiosk to accommodate future home development.
2. The traffic calming signage Trailer is outside getting sunlight to power the signage. We hope to have it deployed by sometime next month.
3. Environmental Committee volunteers are working on replacement of the wooden steps in the ravine.
4. The new traffic mirror has been installed across from the Village mailbox exit area.
5. A new bench has been placed in the ravine to replace the one damaged in 2020.

**Complaints & Reports**

1. Another lighting complaint was received.
2. A possible encroachment on common property of the association is being investigated.
3. A complaint was received about garbage being stored outdoors.
4. A report of many broken bottles on Saddle Drive was reported.
5. Some community members have voiced some concerns about the new Colony Mailbox kiosk. The Mailbox Committee and Board of Trustees have been working with the Postal Service to remedy concerns.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, and Marina. The reports are attached to these minutes and incorporated by reference.

**Member participation:** Phyllis Ballough reported the fitness room reservations are going well. She would like to expand the schedule to include one more day and perhaps more participants now that restrictions are loosening. The trustees requested the plan in writing before approving the expansion.

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
March 25, 2021  
via ZOOM

**New Business Action Items:**

**Motion 1:** Ray Graves moved, and Lad Burgin seconded to ratify the approval vote which accepts the mailbox kiosk extension proposal. Passed - 6/0

**Motion 2:** Fayla Schwartz moved, and George Martin seconded to open Family Swim times to families of one or two fully vaccinated grandparents and their grandchildren (under age 18). Only one family at a time in the pool, registered ahead of time, following all Covid precautions, with one adult who has trained to be a pool monitor. This would not include parents of the grandchildren. Passed – 6/0

**Motion 3:** Rich Hilfer moved, and Lad Burgin seconded to approve the General Managers proposed changes to MIS04 and form MIS04b concerning complaint procedures. Passed - 6/0

**Motion 4:** George Martin moved, and Lad Burgin seconded to accept the installation of the loaned weathervane on top of the Marina Gazebo. Passed - 6/0

**Motion 5:** Ruth Ross moved, and Rich Hilfer seconded to approve the location of an educational sign at the rain garden as proposed by Steve McDevitt of the Environmental Committee. Passed - 6/0

**Motion 6:** George Martin moved, and Lad Burgin seconded to approve the appointment of Dave Baker to the Roads/Building Committee. Passed - 6/0

**Open Board Discussion:** Manager, Pat Rooney announced an upgrade to Community Financials portal and autopay programs. Changes will become effective beginning in April. Community Financials will send notice to homeowners regarding the changes.

Pat also stressed to members, even though you have received vaccinations, continue wearing your masks. Masks are still required.

Jane Ludwig asked if the Welcoming Committee needed to make a request to the board for additions made to the Welcome Packet given to newcomers by the committee members. The answer was yes.

George Martin is exploring a possible food donation box to be installed at the Village mailboxes to remedy food currently being left on the ground and attracting critters.

Fayla Schwartz requested recruitment information be published in the next newsletter. Nominations are now open to fill two expiring trustee terms this year.

**Announcements:**

Study Session – April 26, 2021 at 3:00 PM via Zoom

Board Meeting – April 29, 2021 at 3:00 PM via Zoom

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
March 25, 2021  
via ZOOM

**Adjournment:** Lad Burgin moved, and Fayla Schwartz seconded to adjourn the meeting at 3:48 pm. Passed - 6/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Rich Hilfer, President

**ENVIRONMENTAL COMMITTEE MINUTES  
ZOOM ONLINE MEETING  
Monday, March 8, 2021, 9:15 am**

**ATTENDANCE:** Varn Brooks, Lori Cameron, Patty Dunmire, Pat Gulick, Katie Habegger, Chuck Hommel, Anne Jimenez, Patrick Rooney, Ruth Ross, Kitty Rucker, Fayla Schwartz, Elaine Sullivan

**I. CALL TO ORDER:** Elaine called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Kitty moved and Patty seconded that the minutes from the February 2021 meeting be approved as written and the motion passed unanimously.

**III. FISCAL REPORT:** Balance is 1373.64, with no change from last month. *(These are not funds that belong to Cape George Colony Club, Inc.)*

**IV. OLD BUSINESS**

**A. Planting for Erosion Control and to Replace Hemlock.** The poison hemlock was sprayed March 1 and the area was roped off with pink tape and signs until it was safe for members to go into area again. Ruth picked up 30 native plants to be placed in areas where the hemlock is being removed: 10 Pacific Ninebarks, 10 Serviceberries, and 10 Red Flowering Currants. The plants are potted on Ruth's patio and ready for planting. A volunteer planting day is scheduled for 1:00 pm on March 15, with additional time scheduled on March 17 at 10 am if needed. The committee also thanked Patty and Fayla for removing young hemlock plants from locations near Sunset and Memorial Park before they could bloom.

**V. NEW BUSINESS**

**A. Guidance for Environmental Committee Leads.** The committee chairs have developed a document designed to provide guidance for new volunteers (see attached). The chairs reported that the current leads are doing a great job. The updated volunteer list will be submitted for inclusion in the April newsletter to encourage additional volunteers. Experts on plants in the community are encouraged to share information with committee volunteers.

CAPE GEORGE COLONY CLUB  
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via ZOOM

- B. March-April Work Groups: Ravine Trail.** Plan is to keep groups small, masked, and socially distanced. Dates and times are being planned to avoid conflicting with work of our new leads for the ravine, Chuck Hommel and Bernt Ericson. Planned work days are:  
***Brush Clean up: Tuesday March 30, 10-11 am (back-up March 31):*** a few helpers would be appreciated  
***Herb Robert weeding Tuesday April 6, 10-11 am (back-up April 7):*** will need expert and a few weeders
- C. Articles on experts:** A series of articles about members of the community with environmental expertise is planned. The first article featuring Fayla Schwartz appeared in the March 2021 newsletter.
- D. Eelgrass Articles.** Articles concerning the importance of eelgrass ecosystems have been placed at the clubhouse and were also included in the March 2021 newsletter. Thanks to Fayla and Steve for the articles.
- E. Trash receptacles:** Varn noted that the trash cans near the playground and doggy play area need replacing so that trash does not blow around and have to be picked up. The committee asked Pay Rooney if he could look into new cans.

*[Addendum: Steve McDevitt has a conflict so that he cannot attend our regular meetings, He notified us by email of the following:*

- 1) Steve is working on completing the waterline hook-up for the raingarden. A timer will be placed inside the water box. The water needs to be on by the end of April.*
- 2) Steve added 2 bags of river pebbles to the drainage across the entrance to the ravine path. It had been squashed by the truck when Donnie was clearing the remaining pile of wood chips and tattered plastic covers.*
- 3) Steve visited rain gardens in town and found that sign heights vary. He thinks 3 feet above ground should do it. This gives children an opportunity to read the sign and fits the overall scale. The sign needs to be buried 1.5 feet and set in cement. He will create a form from a bottomless bucket. Ruth Ross, the committee liaison with the Board of Trustees, asked Steve if he would please supply information on the proposed sign location that she can share with the board.*
- 4) Steve will send a message before the April meeting of the committee to let us know when volunteers are needed to weed and mulch the rain garden.]*

The meeting was adjourned at 10 am.  
Respectfully submitted by Ruth Ross

## GUIDANCE FOR ENVIRONMENTAL COMMITTEE LEADS

- Please plan regular maintenance.
- Pull weeds, pick up litter, and remove from the site.
- Trim, prune, and deadhead where appropriate.
- Landscape, mulch, and water where appropriate.
- Weeds and litter can be disposed of in Cape George trash receptacles. Limbs and trimmings may be mulched on site or

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
March 25, 2021  
via ZOOM

composted. If you have a large amount of material, check with the office or Donnie about a pick-up.

- If uncertain about weeds or appropriate maintenance or, if you need additional help on a task, please ask one of the co-chairs for help and advice.
- Please work safely and report any issues beyond what you can safely remedy yourself.
- Please follow Covid guidelines.

### **Marina Committee Meeting Agenda 4 March 2021 (via Zoom)**

Welcome

In Attendance: P. Serafin, M. Hinojos, G. McMichael, J. Hanks, B. Schlenter, D. Poole, T. Cawrse, P. Happel, G. Mika, M. Thayer, S. Kropf, M. Thorwick, R. Anderson, B. Tilley, B. Fellows, P. Rooney, J. Bodkin

Call to Order: 11:05 am

Agenda items

Old Business

- 1) Erosion report: Coastal Geologic, need 3 x 12 x 12' timbers to reinforce existing retaining wall, redistribute existing drift logs? Need to relocate kayak raft adjacent to erosion.
- 2) Property signage, tabled for L. Burgin
- 3) Vessel transfer policy sub-group: Draft recommendations made and will be forwarded to the marina committee in April.

Objectives: Maximize boating opportunities of all Cape George members

Provide informal consulting process with owners

Provide safety and use requirements for vessels and parking

New Business

- 1) Channel entrance; shoaling hazard. Evaluated at zero tide on 5 March. Traditional and currently marked channel entrance is a hazard to navigation and should be avoided. The present channel lies approximately 10' south of the eastern most red (southern) channel marker) and lies at a depth of about 2-3' below the zero tidal elevation. Mariners should exercise caution.

Our south mooring ball was lost the night of 23 February a during high wind event.

We need to mark mooring balls as private, members only, and arrange for a replacement this spring.

- 2) Erosion in south parking lot and south jetty, report on file from Coastal Geologic.
- 3) Marina keys ready for exchange, March 15, no later than 1 April, at office 9 am-2 pm.
- 4) Clubhouse opening for meetings (12 or fewer/with masks)? We will continue remote monthly meeting as attendance often exceeds 12 members.

Minutes

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March 25, 2021  
via ZOOM

3) Marina pilings maintenance by Justin Robison, HDPE wear guard proposal. On file.

4) Dock replacement options: Restoration/rebuild, need cost estimate Ben Fellows linear dock estimate, 1166 ft. rough estimate.

Round Robin comments:

R. Andersen: Will draft letter to marina members regarding volunteering for their marina.

Mark Thayer: Reported vandalism on docks and unauthorized visitors. Reminder to keep gates locked!

Adjourn: 12:15

Next meeting Thursday 8 April 2021, 11 am

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**April 29, 2021**  
**via ZOOM**

**The regular Board meeting was called to order by President, Rich Hilfer, at 3:01 pm**

**In Attendance:** Rich Hilfer, George Martin, Lad Burgin, Ruth Ross, Fayla Schwartz and Jane Ludwig.

**Action on Minutes:**

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of Regular Board Meeting dated March 25, 2021 and the minutes of the Executive Session dated March 22, 2021. Passed - 5/0

**Membership Report:** Jane Ludwig

Brian & Beth Etscheid purchased 40 Fir Pl from the Deloris Carlson Trust

Donna Curley purchased 38 Fir Pl from Eileen Branscome Estate

Jane Adams purchased 311 Ridge Dr from John & Jackie Lane

Venkata & Lakshmi Paluri purchased 210 Dennis Blvd from Kurt & Todd Maegerle

Patricia Yochum purchased lot 1-5 Saddle Dr from Don & Janice Needham

**Treasurer's Report:** George Martin

As of February 28, 2021

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**COMMENTS:**

As expected, income is down due to covid issues while expenses continue as expected.

**PAST COMENTS:**

With the start of a new year we will see how the Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.

**2021 BALANCE SHEET COMMENTS:**

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

<b>TREASURER'S REPORT</b>						
<b>As of February 28 , 2021</b>						
<i>Balance Sheet as of February 28, 2021</i>						
<b>Assets</b>	<b>2021</b>	<b>2020</b>	<b>Liabilities and Fund Balances</b>	<b>2021</b>	<b>2020</b>	
Cash and Cash Equivalents:			Current Liabilities:			
Operations Checking	\$ 275,427	\$ 326,403	Accounts Payable & Other Liabilities	\$ 82,663	\$ 25,086	
Operating Investment-Savings	100,015	99,338	Unearned Income General/Water/Etc.	90,039	88,929	
Petty Cash	561	391	Unearned Income Reserve Assment	-	-	
Reserves - General, Water & Marina	1,264,251	1,007,522	Unearned Income Marina Wait List	1,900	1,900	
Routine Reserve Assessment	-	85,484	Total Current Liabilities	174,602	115,915	
Total Cash & Equivalents	\$ 1,640,254	1,519,139				
			<b>FUND BALANCES:</b>			
Net Accounts Receivable	\$ 20,029	4,308	Equity Total	5,654	-	
Total Net Fixed Assets	1,677,082	1,809,934	Fund Balances (Combined)	3,098,769.29	3,131,217	
Total Prepaid & Other Assets	18,721	22,793	Net Income	77,060	109,042	
<b>TOTAL ASSETS</b>	<b>\$ 3,356,086</b>	<b>\$ 3,356,173</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,356,086</b>	<b>\$ 3,356,173</b>	

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**April 29, 2021**  
**via ZOOM**

<b>Summary Revenue and Expense Statements for the periods ended:</b>					<b>Rerserve Activity</b>			
<b>February 28, 2021</b>					<b>Account</b>	<b>Operating</b>	<b>Reserves</b>	<b>Total</b>
<b>2021 Year to Date</b>								
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>				
<b>General</b>					01109-001 Reserve Inv Bank 0082 - General		\$189,012.19	\$189,012.19
General Assessment	\$ 53,242	\$ 53,243	(0)	0%	01111-008 ICS Accounts- PPB Bank	\$50,238.99		\$50,238.99
Revenue - All Other Sources	36,177	33,290	2,887	9%	01130-001 RESERVES - CDARS #9748		\$475,000.00	\$475,000.00
Total General Revenue	89,420	86,533	2,887		01140-001 RESERVES - CDARS #9973		\$400,000.00	\$400,000.00
Expenses:					01150-001 PPB - 6mo CD		\$75,000.00	\$75,000.00
Salaries, Benefits, PR Tax	25,440	29,636	4,196	14%	01160-001 PPB - 9mo CD		\$75,000.00	\$75,000.00
Repairs & Maintenance	9,832	4,242	(5,591)	-132%	01195-001 Due to / from Reserves -General		(\$204.25)	(\$204.25)
Contracted Services	6,695	10,175	3,480	34%	01195-003 Due to / from - Reserves - Marina		\$2,077.56	\$2,077.56
Insurance	3,810	4,000	190	5%	01199-001 Due From / TO Operating - General	\$204.25		\$204.25
Pool Expense+pool utilitie	10,749	4,350	(6,399)	-147%	01199-003 Due From / TO Operating - Marina	(\$2,077.56)		(\$2,077.56)
Utilities	1,134	1,600	466	29%	<b>Reserve Cash Total</b>	<b>\$48,365.68</b>	<b>\$1,215,885.50</b>	<b>\$1,264,251.18</b>
Other Expenses (incl taxes)	13,867	21,207	7,340	35%				
Total General Expenses	71,528	75,209	3,681					
<b>General Net Income</b>	<b>\$ 17,892</b>	<b>\$ 11,323</b>	<b>\$ 6,568</b>	<b>58%</b>	<b>Reserve Balances as of December 31, 2020</b>			
					<b>General</b>		<b>\$560,536.95</b>	
					<b>Water</b>		<b>\$460,355.87</b>	
					<b>Marina</b>		<b>\$171,738.98</b>	
					<b>Total</b>		<b>\$1,192,631.80</b>	
<b>Water</b>								
Revenue - Water Use Fees	\$34,048	\$ 33,833	\$215	1%				
Revenue - All Other Sources	3,335	1,442	(1,893)	131%				
Total Water Revenue	37,383	35,275	(1,679)					
Expenses:								
Salaries, Benefits, PR Tax	12,770	13,279	509	4%				
Repairs & Maintenance	507	1,800	1,293	72%				
Contracted Services	4,688	4,356	(332)	-8%				
Insurance	1,871	1,933	63					
Utilities	2,014	1,917	(97)	-5%				
Other Expenses (incl taxes)	15,399	3,325	(12,074)	-363%				
Total Water Expenses	37,248	26,610	(10,639)					
<b>Water Net Income</b>	<b>\$ 135</b>	<b>\$ 8,665</b>	<b>\$ (8,531)</b>	<b>-98%</b>				
<b>Marina</b>								
Revenue - Moorage/Parking *	\$ 61,986	\$ 10,333	\$ 51,652	500%				*Note: This is paid at the first of the year.
Revenue - All Other Sources	12,033	2,775	\$ 9,258	334%				
Total Marina Revenue	74,019	13,108	60,910					
Expenses:								
Salaries, Benefits, PR Tax	5,542	3,818	(1,724)	-45%				
Repairs & Maintenance	0	3,033	3,033	100%				
Contracted Services	1,178	1,146	(31)	-3%				
Insurance	1,355	1,450	95	7%				
Utilities	1,906	1,333	(573)	-43%				
Other Expenses (incl taxes)	5,004	850	(4,154)	-489%				
Total Marina Expenses	14,985	11,631	(3,353)					
<b>Marina Net Income</b>	<b>\$ 59,034</b>	<b>\$ 1,477</b>	<b>\$ 57,557</b>	<b>3896%</b>				
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 77,060</b>	<b>\$ 113,449</b>	<b>\$ 47,246</b>	<b>-32%</b>				

Note - Interest income has been properly categorized in Reserve Activity as is the standard Cape George practice.



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**BOARD OF TRUSTEES MEETING MINUTES**  
**April 29, 2021**  
**via ZOOM**

**TREASURER'S REPORT**  
**As of March 31, 2021**

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**COMMENTS:**

As expected, income is down due to covid issues while expenses continue as expected.

**PAST COMMENTS:**

With the start of a new year we will see how the Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.

**2021 BALANCE SHEET COMMENTS :**

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

**As of March 31, 2021**

<b>Balance Sheet as of March 31, 2021 (with comparison to previous year)</b>					
<b>Assets</b>	<b>2021</b>	<b>2020</b>	<b>Liabilities and Fund Balances</b>	<b>2021</b>	<b>2020</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 261,301	\$ 268,291	Accounts Payable & Other Liabilities	\$ 185,524	\$ 15,343
Operating Investment-Savings	100,019	79,349	Unearned Income General/Water/Etc.	825	103,518
Petty Cash	561	561	Unearned Income Reserve Assment	-	-
Reserves - General, Water & Marina	1,288,628	1,110,834	Unearned Income Marina Wait List	1,900	1,900
	-	-	Total Current Liabilities	188,249	120,761
<b>Total Cash &amp; Equivalents</b>	<b>\$ 1,650,508</b>	<b>1,459,034</b>			
			<b>FUND BALANCES:</b>		
Net Accounts Receivable	\$ 11,208	2,576	Equity Total	5,654	-
Total Net Fixed Assets	1,677,082	1,845,146	Fund Balances (Combined)	3,096,412.41	3,131,229
Total Prepaid & Other Assets	15,803	19,735	Net Income	64,284	74,501
<b>TOTAL ASSETS</b>	<b>\$ 3,354,600</b>	<b>\$ 3,326,491</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,354,600</b>	<b>\$ 3,326,491</b>

**Summary Revenue and Expense Statements for the periods ended:**  
**March 31, 2021**

	2021 Year to Date				Reserve Activity	Operating	Reserves	Total
	Actual	Budget	Variance	%				
<b>General</b>								
General Assessment	\$ 79,864	\$ 79,864	-	0%	01109-001 Reserve Inv Bank 0082 - General		\$213,386.85	\$213,386.85
Revenue - All Other Sources	53,200	49,935	3,265	7%	01111-008 ICS Accounts- PPB Bank	\$50,241.38		\$50,241.38
<b>Total General Revenue</b>	<b>133,064</b>	<b>129,799</b>	<b>3,265</b>		01130-001 RESERVES - CDARS #9748		\$475,000.00	\$475,000.00
Expenses:					01140-001 RESERVES - CDARS #9973		\$400,000.00	\$400,000.00
Salaries, Benefits, PR Tax	45,349	44,454	(895)	-2%	01150-001 PPB - 6mo CD		\$75,000.00	\$75,000.00
Repairs & Maintenance	10,966	6,362	(4,604)	-72%	01160-001 PPB - 9mo CD		\$75,000.00	\$75,000.00
Contracted Services	14,703	15,262	559	4%	01195-001 Due to / from Reserves -General		(\$26,935.79)	(\$26,935.79)
Insurance	5,716	6,000	284	5%	01195-003 Due to / from - Reserves - Marina		\$2,077.56	\$2,077.56
Pool Expense+pool utilities	13,461	6,525	(6,936)	-106%	01199-001 Due From / TO Operating - Genera	\$26,935.79		\$26,935.79
Utilities	1,678	2,400	722	30%	01199-003 Due From / TO Operating - Marina	(\$2,077.56)		(\$2,077.56)
Other Expenses (incl taxes)	32,549	31,810	(739)	-2%	<b>Reserve Cash Total</b>	<b>\$75,099.61</b>	<b>\$1,213,528.62</b>	<b>\$1,288,628.23</b>
<b>Total General Expenses</b>	<b>124,421</b>	<b>112,814</b>	<b>(11,607)</b>					
<b>General Net Income</b>	<b>\$ 8,643</b>	<b>\$ 16,985</b>	<b>\$ (8,342)</b>	<b>-49%</b>				

<b>Reserve Balances as of December 31, 2020</b>	
<b>General</b>	<b>\$560,536.95</b>
<b>Water</b>	<b>\$460,355.87</b>
<b>Marina</b>	<b>\$171,738.98</b>
<b>Total</b>	<b>\$1,192,631.80</b>

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<b>Marina</b>					
Revenue - Moorage/Parking *	\$ 63,136	\$ 15,500	\$ 47,636	307%	*Note: This is paid at the first of the year.
Revenue - All Other Sources	12,605	3,912	\$ 8,693	222%	
<b>Total Marina Revenue</b>	<b>75,741</b>	<b>19,412</b>	<b>56,328</b>		
<b>Expenses:</b>					
Salaries, Benefits, PR Tax	7,523	5,727	(1,796)	-31%	
Repairs & Maintenance	0	4,550	4,550	100%	
Contracted Services	1,538	1,720	182	11%	
Insurance	2,033	2,175	142	7%	
Utilities	2,941	2,000	(941)	-47%	
Other Expenses (incl taxes)	7,693	1,350	(6,343)	-470%	
<b>Total Marina Expenses</b>	<b>21,729</b>	<b>17,522</b>	<b>(4,207)</b>		
<b>Marina Net Income</b>	<b>\$ 54,012</b>	<b>\$ 1,891</b>	<b>\$ 52,121</b>	2757%	
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 64,284</b>	<b>\$ 29,824</b>	<b>\$ 25,118</b>	116%	

**Manager's Report: Pat Rooney - April 2021**

We have been blessed with excellent weather! Members are out and about. It is still challenging with Covid Restrictions. While many of us have received vaccinations, keeping social distancing and use of masks remain a part of our daily routines. The Board of Trustees have expanded use of common facilities. They continue to evaluate usage monthly to reach the right balance of required restrictions and use.

As a reminder to members, our office is open Monday through Friday from 9 AM to 2 PM. We answer phone calls during the same time-period. While we are at the office earlier and later than the posted times, we set aside that time to get office work done. You are welcome to leave a message outside of office hours. We will return your call within 24 hours except weekends and holidays.

Another reminder is to check your property for noxious weeds such as Poison Hemlock and Scotch Broom. Members are required by regulation to keep their property free of noxious weeds.

As the temperature has increased so has reports of speeding. 20 is plenty!

There has been an increase in vehicles parked in the clubhouse/marina area that do not have Cape George Stickers or guest passes. If you want to get the vehicle posted with a violation notice you can contact our office during business hours or contact any of the Trustees.

**Administration**

1. A letter to all Colony community members was sent regarding mailboxes. The USPS was going to re-align boxes to match their addressing route however a significant number of members did not unlock their mailbox as requested. A 2<sup>nd</sup> letter will go to Colony members. The Postmaster has asked Cape George Colony Club to collect a spare key to every mailbox. *This will not involve Village or Highlands members.*

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2. Our office will be changing the existing cable modem/router. When this occurs, we will be off-line while we work with our internet provider, mail stamp machine provider, and copier system service to get re-connected. We will notify members of the day we will be making the change which may interrupt some services.

**Maintenance**

1. An internal valve with a built-in sensor has been replaced in the pool dehumidifier system. This seems to have remedied our problem with the system shutting down due to high pressure. Many thanks to member Mike Thorwick who worked with the manufacturer and a local HVAC provider to diagnose and make the necessary repairs.
2. We are in the process of programming the traffic calming signage. Interestingly the interface device is a TV remote. As soon as we have it programmed, we will commence deployment in the community.
3. The wooden step replacement for steps from Marine View Drive in the ravine is about half finished.
4. We have ordered a new bench for the entrance to the trail to the ravine from Maine View Drive in the Village
5. A new plastic garbage can with attached lid has been installed in the garbage enclosure north of the clubhouse. This should help keep garbage in the can instead blowing over the grounds.

**Complaints & Reports**

1. A hedge complaint has been received. It will be investigated.
2. Another alleged lighting violation will be investigated.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Marina, Pool and Water. The reports are attached to these minutes and incorporated by reference.

**Member participation:** Linda Schwartz asked for an update on the Colony mailbox project. Since we had a poor response to our first attempt at the mailbox address realignment the Postmaster has asked us to collect keys for the individual locking mailboxes in the Colony. We are currently waiting on the Postmaster to approve the letter going out to the community on the next steps before we can reschedule the box address realignment.

Ray Pierson offered a "thank you" for the work being done on the ravine steps and the replacement of the bench.

**New Business Action Items:**

**Motion 1:** Fayla Schwartz moved, and George Martin seconded to ratify the vote which accepts family swim times on Tuesdays, Thursdays, and Saturdays to include vaccinated grandparents, their grandchildren and the children's parents residing with the children. Monitors and other Covid-19 protocols apply. Pass - 5/0

**Motion 2:** George Martin moved, and Lad Burgin seconded to ratify the vote to change clubhouse use to 12 persons, association members and non-member guests as requested by the Fabric Arts Group. Passed - 5/0

**Motion 3:** Rich Hilfer moved, and Ruth Ross seconded to ratify the acceptance of the asphalt contract with Lakeside Industries for community road repair. Passed - 5/0

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**Motion 4:** George Martin moved, and Lad Burgin seconded to ratify the vote to accept the All-Weather Roofing contract; to provide all services, materials, and equipment to roof a specific area of the Clubhouse and the Office in its entirety. Passed - 5/0

**Motion 5:** Fayla Schwartz moved, and George Martin seconded the following:

Part A: to expand adult lap swim times on Monday, Wednesday, Friday, and Sunday to start at 6 am and continue until 8 pm. One hour swim times will be interspersed with half hour pool cleaning times. Monitors will be present at all sessions and Covid-19 protocols apply.

Part B: to add "Fun in the Pool for 10" pool sessions on Tuesdays and Thursdays from 11:30 -1:00. No lap swimming: adult CG members may use pool for exercise, etc. Monitors and other Covid-19 protocols apply. Passed - 5/0

**Motion 6:** George Martin moved, and Lad Burgin seconded to approve a limit of 50 persons (members and non-members of the Association) for use of the Clubhouse with limited use of the kitchen, no sharing of food and utensils, no food preparation but allowing prepared food to be brought in (families using the clubhouse could share meals as a family) and clean up after kitchen use with disinfectants. In addition, 50 persons (members and non-members of the Association) may use the outside area picnic area North of the Clubhouse. The afore mentioned following Healthy Washington: Roadmap to Recovery Phase 3. <https://coronavirus.wa.gov/what-you-need-know/safe-start/whats-open> Passed - 5/0

**Motion 7:** Ruth Ross moved, and George Martin seconded to approve the requests from the Cape George Social Club and the Cape George Marina Committee to hold the Granny's Attic Sale from June 7-13 and the Marina Sale from June 14-20 at the Cape George Clubhouse. The Board stipulates that the committees conduct the sales in accordance with the community's gathering limits of 50 people indoors and 50 people outdoors for the Cape George Clubhouse and with the Washington State and Jefferson County COVID 19 policies regarding masking, distancing, and occupancy limits in place at the time of the sales. Weather permitting, the committees are encouraged to use outside space as much as possible to increase ventilation and allow more space between shoppers. Passed - 5/0

**Motion 8:** Lad Burgin moved, and Rich Hilfer seconded to approve the 2021 Waterfront Festival subject to the Guidelines in force for outdoor entertainment events at the time of the festival. Passed - 5/0

**Open Board Discussion:**

Jane Ludwig asked if there was a published schedule for easement weed cutting. Pat's response was there is no formal schedule but a weekly rotation between the divisions. The rotation is every 2-3 weeks depending how fast things are growing.

George Martin has installed a food pantry at the Village mailbox station for those who want to donate or pick up food. The pantry box was necessary to keep critters out of the donations.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
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**Announcements:**

Study Session – May 24, 2021 at 3:00 PM via Zoom

Board Meeting – May 27, 2021 at 3:00 PM via Zoom

**Adjournment:** Lad Burgin moved, and George Martin seconded to adjourn the meeting at 3:50 pm.

Passed - 5/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Rich Hilfer, President

**ENVIRONMENTAL COMMITTEE MINUTES  
ZOOM ONLINE MEETING  
Monday, April 12, 2021, 9:15 am**

**ATTENDANCE:** Varn Brooks, Chris Buzzard, Patty Dunmire, Pat Gulick, Katie Habegger, Anne Jimenez, Patrick Rooney, Ruth Ross, Kitty Rucker, Fayla Schwartz, Bob Sullivan, Elaine Sullivan, Gina Webber

**I. CALL TO ORDER:** Elaine called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Fayla moved and Patty seconded that the minutes from the March 2021 meeting be approved as written and the motion passed unanimously.

**III. FISCAL REPORT:** Balance is 1373.64, with no change from last month. (*These are not funds that belong to Cape George Colony Club, Inc.*)

**IV. OLD BUSINESS**

- A. Planting for Erosion Control and to Replace Hemlock.** Ruth reported that Peninsula Environmental is going to do some touch up spraying and will again be putting up markers and tape to let the community know. The week after the spraying volunteers will be needed to tag the native plants (Pacific ninebarks and serviceberries) that were previously put in so that Donnie does not mow them and to plant flowering currants along the road by the marina. A date will be decided once the additional spraying is complete.
- B. Update on Ravine Work Group.** Volunteers meet each Monday at 10 am to work on the ravine trail installing new steps, with 14 steps installed to date (one third of the steps are now completed). People interested in helping out with this project should contact Chuck Hommel at [chommel60@gmail.com](mailto:chommel60@gmail.com). This is heavy work.

**V. NEW BUSINESS**

- A. Culvert Near Rain Garden.** Pat Rooney reported that a deeper drainage culvert with a drain will be installed by the rain garden to improve drainage and allow for better access to the ravine trail.
- B. Fayla's Book of Cape George Flowers:** Fayla is continuing to work on her book of photos and information on the flowers of Cape George. She hopes to have it ready to print by sometime in June. She is researching quotes for printing costs, with the most recent quote being \$10.75 a copy for a 25-page

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spiral bound book. Members of the committee indicated that they thought people would be happy to pay \$20 for the guide. More price quotes will be sought before the next meeting. Gina Webber will work with Fayla to develop an article for the newsletter letting people know about the planned flower book and asking them to contact Terri in the office by phone or Ruth Ross by email (ross@ls.net) to let us know if they would be interested in purchasing a copy so we can get an idea of how many copies to print.

- C. Scotch Broom Removal Near Marina:** A workday to pull Scotch Broom on the slope near the clubhouse and marina will be scheduled soon.

The meeting was adjourned at 9:55 am.

Respectfully submitted by Ruth Ross

### **Marina Committee Meeting Agenda and Minutes: 1 April 2021 (via Zoom)**

Welcome

In Attendance: P. Serafin, G. McMichael, J. Hanks, B. Schlenter, D. Poole, T. Cawrse, P. Happel, M. Thayer, S. Kropf, M. Thorwick, B. Ritchie, S. Blair, G. Rossow, J. Bodkin

Call to Order: 11:04

Agenda items

Old Business

- 1) Vessel transfer policy sub-group: Draft recommendations made and distributed to committee 31 March. This topic initiated lively discussion regarding the approaches to managing vessel use in the Cape George Marine community. The Marina Committee was encouraged to submit comments and suggested revisions to the Vessel Usage Sub-Group through Paul Serafin.

New Business

- 1) Channel entrance; shoaling hazard. Traditional and currently marked channel entrance is a hazard to navigation and should be avoided. The present channel will be marked with navigational markers on 2 April. Mariners should exercise caution.
- 2) Volunteer letter sent out to all CG boat owners. Numerous positive responses from potential volunteers.

Discussion, G. McMichael, M. Thorwick, S. Blair and J. Bodkin agreed to provide introduction and guidance to new volunteers. M. Thayer agreed to post the list of Marina projects available to volunteers.

- 3) Vessel Safety Inspections to be scheduled. Mike Thorwick agreed to contact USGS to identify date.
- 4) Marina Sale, Dick Poole and John Hanks identified potential dates of 18-20 June for sale.
- 5) Marina Festival: Final decisions to be made by June on holding Festival this year.
- 6) Dredging dates: Tentatively scheduled for the low tide series 23-25 June.

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Round Robin comments:

The topic of considering a paid harbormaster in Cape George was raised. Various opinions were expressed both pro and con. This topic will be further developed in future Committee deliberations.

Non-Such 22 in CG Marina going up for sale later this year.

Adjourn: 12:15

Next meeting Thursday 6 May 2021, 11 am

CAPE GEORGE POOL COMMITTEE MEETING NOTES  
CG Clubhouse - April 9, 2021

**ATTENDEES:** Rocky D'Acquisto, Lauren Gallo, Fayla Schwartz,  
Norma Lupkes, Penny Jensen, Barb Maynard,  
Mary Hilfer, Marta Krissovich, Robin Scherting

The current Pool Committee Treasury amount is \$ \_\_\_\_\_ (*These funds are not a part of Cape George Colony Club Homeowner's Association*).

This is the first meeting of the Committee since Covid 19 shut down the pool and the "reopening" using all the criteria from Public Health and the state/county. [? how many] Volunteer trained monitors have taken swimmer temperatures, sanitized and cleaned throughout the scaled-down opening for lap swimming and family swim. Users currently have to make appointments in hourly sessions. The dressing rooms are closed and all surface cleaning of the pool area has been done by the monitors. There were 276 users during the month of March and only open for 5 days a week (???)

As the county is now in Phase 3 the committee is recommending the need for more flexibility. Opening for 7 days a week and adding more slots on the schedule sheet. Documents are being developed by Laura Gallo with proposals for self monitoring which will be presented to the Board at the next meeting. Rocky will do measurements on the pool size to determine how many can be in the pool at one time.

No information was available on the de-humidification system. There was some concern shared about the water temperature not being consistently warm enough.

Respectfully submitted, Norma J. Lupkes

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**Cape George Water Advisory Committee  
Meeting Report April 6 2021**

The meeting was held at 4 PM April 6 2021 on Zoom. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Board Liaison Richard Hilfer, Carl Berger, Stew Pugh, Steve King, and Chair Marty Gilmore.

Highlands Booster pumps are installed and operating in variable frequency service. A few minor tasks remain to finish installation. Jose will obtain an estimate for pressure tanks to help stabilize pressure and reduce frequency of pump operation.

Squirrels are entering the generator building because there is a gap due to a missing threshold at the bottom of the door to the building. They have removed some insulation. Patrick will ensure that a squirrel-proof threshold is installed.

Valves at the tank farm that require operation during emergency will have their paint refreshed so that they are easier to identify. Marty will talk to the Emergency Preparedness Committee to schedule a joint meeting. The current Water Advisory Committee has had almost complete turnover and is unfamiliar with the emergency operations plans for the water system. Also, several changes to water system controls and operation have been made and might affect the emergency plan.

Power recently failed at the tank farm due to a tree taking down a power line. This event highlighted some system operation issues that could be improved. Patrick/Jose will explore several options:

- cost of converting the generator to auto-start
- transfer switch to allow automatic power supply from the generator
- batteries on pump controls so they don't default to factory settings

The mandatory annual water efficiency study has new rules this year, and we now must log our well depths monthly and report them as part of the water efficiency report. This requires Cape George to obtain a sounder for well logging. Patrick/Jose will obtain a cost for a well sounder.

Steve King asked for a tank farm tour; he will coordinate the time with Stewart.

February water use and leakage:

547 connections, 26 leaks, one meter tamper; same location as previous  
117 connections < 30 gpd, includes vacant lot connections  
Average usage 83 gpd/connection

March water use and leakage:

547 connections, 18 leaks, one meter tamper; same location as previous  
112 connections < 30 gpd, includes vacant lot connections  
Average usage 86 gpd/connection

The next scheduled meeting will be Tuesday, May 4, at 4 PM on Zoom.



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

May 27, 2021  
via ZOOM

**The regular Board meeting was called to order by President, Rich Hilfer, at 3:03 pm**

Welcome. The nominations for the trustee elections are now closed, we have three submissions. Pat Gulick, Rich Hilfer and George Martin. Also, stop by the new ravine steps and take a look.

**In Attendance:** Rich Hilfer, George Martin, Lad Burgin, Ruth Ross, Fayla Schwartz, Jane Ludwig and Ray Graves.

**Action on Minutes:**

Jane Ludwig moved, and Fayla Schwartz seconded to approve the minutes of Regular Board Meeting dated April 29, 2021 and the minutes of the Executive Session dated April 26, 2021 - Passed - 6/0

**Membership Report:** Jane Ludwig

David & Kay Strayer purchased 120 Huckleberry from Jerry & Kathy Weatherman

Ralph & Cheryl Dawes purchased lot 46-3 Ridge Dr from Heather Garvie

Pamela Bouchard, Steve Gimber & Bart & Constance Mooyman-Beck purchase lot 1-2 Sunset from Marc & Jean Lenke

Point Source Solutions, LLC purchased 141 Alder from Rick Kelly & Barbara Sharpe

Nancy Farrelly purchased 510 Sunset from Donna Frandsen

**Treasurer's Report:** George Martin

**As of April 30, 2021**

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**COMMENTS:**

As expected, income is down due to covid issues while expenses continue as expected.

**PAST COMENTS:**

With the start of a new year, we will see how the Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.

**2021 BALANCE SHEET COMMENTS:**

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

<b>Reserve Balances as of December 31, 2020</b>	
<b>General</b>	<b>\$560,536.95</b>
<b>Water</b>	<b>\$460,355.87</b>
<b>Marina</b>	<b>\$171,738.98</b>
<b>Total</b>	<b>\$1,192,631.80</b>

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<b>TREASURER'S REPORT</b>					
<b>As of April 30 , 2021</b>					
<b>Balance Sheet as of April 30, 2021 (with comparison to previous year)</b>					
<b>Assets</b>	<b>2021</b>	<b>2020</b>	<b>Liabilities and Fund Balances</b>	<b>2021</b>	<b>2020</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 267,202	\$ 371,737	Accounts Payable & Other Liabilities	\$ 205,371	\$ 14,592
Operating Investment-Savings	100,019	79,350	Unearned Income General/Water/Etc.	825	60,160
Petty Cash	561	561	Unearned Income Reserve Assment	-	-
Reserves - General, Water & Marina	1,305,975	1,074,652	Unearned Income Marina Wait List	1,900	1,900
	-	-	Total Current Liabilities	208,096	76,652
<b>Total Cash &amp; Equivalents</b>	<b>\$ 1,673,757</b>	<b>1,526,300</b>			
Net Accounts Receivable	\$ 21,701	17,027	<b>FUND BALANCES:</b>		
Total Net Fixed Assets	1,677,339	1,845,146	Equity Total	5,654	-
Total Prepaid & Other Assets	12,276	16,603	Fund Balances (Combined)	3,110,039.87	3,165,154
			Net Income	61,282	163,270
<b>TOTAL ASSETS</b>	<b>\$ 3,385,072</b>	<b>\$ 3,405,076</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,385,072</b>	<b>\$ 3,405,076</b>

<b>Summary Revenue and Expense Statements for the periods ended:</b>					<b>Reserve Activity</b>			
<b>April 30, 2021</b>					<b>Account</b>	<b>Operating</b>	<b>Reserves</b>	<b>Total</b>
<b>2021 Year to Date</b>								
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>				
<b>General</b>								
General Assessment	\$ 106,485	\$ 106,485	(0)	0%	01109-001 Reserve Inv Bank 0082 - General		\$230,733.53	\$230,733.53
Revenue - All Other Sources	70,218	70,247	(29)	0%	01111-008 ICS Accounts- PPB Bank	\$50,241.38		\$50,241.38
Total General Revenue	176,703	176,732	(29)		01130-001 RESERVES - CDARS #9748		\$475,000.00	\$475,000.00
Expenses:					01140-001 RESERVES - CDARS #9973		\$400,000.00	\$400,000.00
Salaries, Benefits, PR Tax	59,269	59,272	4	0%	01150-001 PPB - 6mo CD		\$75,000.00	\$75,000.00
Repairs & Maintenance	14,450	8,483	(5,966)	-70%	01160-001 PPB - 9mo CD		\$75,000.00	\$75,000.00
Contracted Services	19,397	20,350	952	5%	01195-001 Due to / from Reserves -General		(\$30,655.01)	(\$30,655.01)
Insurance	7,621	8,000	379	5%	01195-003 Due to / from - Reserves - Marina		\$2,077.56	\$2,077.56
Pool Expense+pool utilitie	16,659	8,700	(7,959)	-91%	01199-001 Due From / TO Operating - General	\$30,655.01		\$30,655.01
Utilities	2,167	3,200	1,033	32%	01199-003 Due From / TO Operating - Marina	(\$2,077.56)		(\$2,077.56)
Other Expenses (incl taxes)	41,647	42,413	766	2%	<b>Reserve Cash Total</b>	<b>\$78,818.83</b>	<b>\$1,227,156.08</b>	<b>\$1,305,974.91</b>
Total General Expenses	161,210	150,419	(10,791)					
<b>General Net Income</b>	<b>\$ 15,493</b>	<b>\$ 26,313</b>	<b>\$ (10,820)</b>	<b>-41%</b>				
<b>Water</b>								
Revenue - Water Use Fees	\$68,664	\$ 67,667	\$997	1%				
Revenue - All Other Sources	3,335	2,883	(452)	16%				
Total Water Revenue	71,999	70,550	546					
Expenses:								
Salaries, Benefits, PR Tax	25,533	26,557	1,025	4%				
Repairs & Maintenance	507	3,600	3,093	86%				
Contracted Services	8,853	8,712	(141)	-2%				
Insurance	3,741	3,867	126					
Utilities	3,134	3,833	699	18%				
Other Expenses (incl taxes)	29,200	8,250	(20,950)	-254%				
Total Water Expenses	70,967	54,819	(16,148)					
<b>Water Net Income</b>	<b>\$ 1,032</b>	<b>\$ 15,731</b>	<b>\$ (14,699)</b>	<b>-93%</b>				

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<b>Marina</b>					
Revenue - Moorage/Parking	\$ 63,136	\$ 20,667	\$ 42,469	205%	*Note: This is paid at the first of the year.
Revenue - All Other Sources	12,819	4,950	\$ 7,869	159%	
<b>Total Marina Revenue</b>	<b>75,955</b>	<b>25,617</b>	<b>50,338</b>		
Expenses:					
Salaries, Benefits, PR Tax	9,532	7,636	(1,896)	-25%	
Repairs & Maintenance	340	6,067	5,726	94%	
Contracted Services	3,880	2,293	(1,588)	-69%	
Insurance	3,469	2,900	(569)	-20%	
Utilities	3,847	2,667	(1,181)	-44%	
Other Expenses (incl taxes)	10,128	1,775	(8,353)	-471%	
<b>Total Marina Expenses</b>	<b>31,198</b>	<b>23,337</b>	<b>(7,860)</b>		
<b>Marina Net Income</b>	<b>\$ 44,757</b>	<b>\$ 2,279</b>	<b>\$ 42,478</b>	1864%	
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 61,282</b>	<b>\$ 44,323</b>	<b>\$ 16,959</b>	38%	

**Manager's Report:** Pat Rooney

May 2021

With the exception of Spring 2020, it is a time of renewal. Everything is growing and many people are doing projects and planning activities. Right now, we are focused on common area landscape work. It is keeping our Maintenance team busy. Our goal is to be caught up by Memorial Day weekend.

The Governor has set a tentative date of June 30, 2021 when many of the State mandates will end. The Board of Trustees will review and determine when Cape George will fully open and go back to normal. Or at least our new normal.

The Traffic Calming System is working well. We will be moving the device on its trailer to different locations that have had reports of speeding. This reminder should help members to go 20 miles per hour in Cape George.

**Administration**

1. Thank you to the many Colony members that have provided a mailbox key for the Postal Service. If you have not turned in a key, please do so promptly. *This will not involve Village or Highlands members.*
2. Our office modem/router swap out was very successful with minimal downtime.
3. Our delinquencies remain low. If you do need a payment plan, contact our office for assistance.
4. The Board of Trustees has authorized the annual Grannies Attic and Marina Committee Sales. The Board also authorized the Waterfront Festival. Stay tuned.

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**Maintenance**

1. Lot mows for members that have signed up for the service took place the week of May 17<sup>th</sup>.
2. The wooden step replacement for steps from Marine View Drive in the ravine is almost finished.
3. Asphalt work in front of the Colony mailboxes is scheduled to take place sometime in June.
4. A new roof for the clubhouse is also scheduled for June.
5. The pool Dehumidifier is working very well.
6. Two new windows between the pool and fitness room have been ordered. The existing windows are fogged.

**Complaints & Reports**

1. A problem with an occupant of a residence and lot in the Village is causing multiple violations. The Board is consulting with the association corporate attorney.
2. A dog barking complain was received.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Marina, and Water. The reports are attached to these minutes and incorporated by reference.

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Ruth Ross moved, and Lad Burgin seconded to approve Stephen McDevitt as the new chairperson of the Cape George Environmental Committee effective immediately. Passed - 6/0

**Motion 2:** Ruth Ross moved, and Lad Burgin seconded to approve Mardella Rowland as the new chairperson of the Fitness Room Committee effective immediately. Passed - 6/0

**Motion 3:** Ruth Ross moved, and George Martin seconded to thank the outgoing chairs of the Fitness Room and Environmental Committees, Phyllis Ballough, Patricia Dunmire, and Elaine Sullivan for their service and thank the new chairs for volunteering to take over leadership of these committees. The Board would like to give special acknowledgment to Phyllis Ballough for her many years of service for the Fitness Room. Passed -6/0

**Motion 4:** George Martin moved, and Lad Burgin seconded to approve the 50-person limit on outdoor gatherings in all Cape George Common Areas, consistent with already approved Clubhouse picnic area limits approved 04/29/21, until Covid restrictions are removed by the Governor's office and Jefferson County. Passed - 6/0

**Motion 5:** George Martin moved, and Rich Hilfer seconded to approve the request of the owner of 280 Ridge to waive the water assessment, as there is not structure and no water usage, to commence July 1, 2021. Passed - 6/0

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**Motion 6:** Lad Burgin moved, and George Martin seconded to approve moving the July 29th Board meeting to July 28th. Passed - 6/0

**Motion 7:** Jane Ludwig moved, and Lad Burgin seconded to approve the document titled "Rationale and Proposed Changes to the Cape George Colony Building & Property Regulations Relating to Hedges" be accepted for publication in the June 2021 Cape George Newsletter for community review and comment. Passed - 6/0

**Motion 8:** Lad Burgin moved, and George Martin seconded to deny a members request for a reduction in the clubhouse rental fee due to Covid restrictions. Passed - 5/1

**Motion 9:** Lad Burgin moved, and George Martin seconded to approve the renewal of the business insurance at the presented quote, limited to a possible 20% increase without a second board approval. Passed - 6/0

**Open Board Discussion:**

**Announcements:**

Meet the Candidates - June 21, 2021 at 2:00 PM via Zoom

Study Session – June 21, 2021, at 3:00 PM via Zoom

Board Meeting – June 24, 2021 at 3:00 PM via Zoom

**Adjournment:** Lad Burgin moved, and George Martin seconded to adjourn the meeting at 3:43 pm.  
Passed - 6/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Rich Hilfer, President

**ENVIRONMENTAL COMMITTEE MINUTES HYBRID MEETING  
(IN PERSON AND ONLINE) Monday, May 10, 2021, 11:30 am**

**ATTENDANCE:** Varn Brooks, Chris Buzzard, Lori Cameron, Patty Dunmire, Pat Gulick, Katie Habegger, Anne Jimenez, Marta Krissovich, Steve McDevitt, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz, Bob Sullivan, Elaine Sullivan, Gina Webber

**I. CALL TO ORDER:** Kitty Rucker called the meeting to order at 11:35 am.

**II. APPROVAL OF MINUTES:** Elaine moved and Varn seconded that the minutes from the April 2021 meeting be approved as written and the motion passed unanimously.

**III. FISCAL REPORT:** Balance is 1373.64, with no change from last month. *(These are not funds that belong to*

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*Cape George Colony Club, Inc.)*

**IV. OLD BUSINESS**

**A. Hemlock Removal and Native Plantings.** Ruth reported that Peninsula Environmental had done some additional touch up spraying in April. Committee volunteers subsequently planted flowering currants along the road by the marina and tagged the ninebark and serviceberries that had been planted earlier so they would not be mowed.

**B. Rain Garden Sign:** Steve displayed the sign and explained plans for having it placed at the rain garden. Varn offered to work with Steve to make a frame for the sign.

**C. Rain Garden Weeding and Maintenance.** Steve discussed his watering schedule for the rain garden and the need for volunteers to help weed the garden. A schedule will be established for this.

**D. Update on Ravine Work Group.** Patty gave an update on the new steps being installed in the ravine. The volunteers meet each Monday at 10 am to work on the steps, and they are hoping to complete the job in the next few weeks. People interested in helping out with this project should contact Chuck Hommel at [chommel60@gmail.com](mailto:chommel60@gmail.com). This is heavy work.

**E. Cape George Flower Book:** Fayla reported that the completed book is only 20 pages, which will reduce printing costs. Ruth proofread the book and had no edits to suggest. Fayla is obtaining printing estimates to bring to the committee. Ruth reported that she has had 4 responses and that Terri has heard from 4 members from the newsletter article asking people to notify us if they want to order copies. Members attending the meeting also indicated interest in purchasing copies.

**V. NEW BUSINESS**

**A. Co-Chairs Step Down.** The committee thanked Patty Dunmire and Elaine Sullivan for their excellent service as co-chairs over the last 17 months. Cake was served to celebrate.

**B. Election of New Committee Chair.** Patty Dunmire moved and Elaine Sullivan seconded that the committee elect Steve McDevitt as the next chair of the committee. The motion passed unanimously. Ruth, the committee's liaison to the Board of Trustees, indicated that she will make a motion at the May Board meeting to have Steve approved as the new chair.

**C. Change in Meeting Time.** To enable Steve to chair the meetings, a change in the regular meeting time is needed. The group discussed this and it was decided to move the meeting to the second Tuesday of the month at 9:15 am.

**D. Plans for Summer Work Parties and Projects.** Steve thanked the committee for electing him and discussed his ideas for future programs and projects. He also brought a box of useful reference books that he will make available to committee members as a resource. The first work party was planned to pull scotch broom from several locations in the neighborhood. Volunteers will meet at the office on Thursday May 13 at 10 am.

**E. Intertidal Survey** Ruth announced that the Port Townsend Marine Science Center (PTMSC) will once again be conducting the annual survey on the Cape George Beach, with the date set for Friday June 25 at 8 am. Because of COVID- 19 restrictions, only a small group will be able to participate, and it will be restricted to those who have previously been trained and participated.

**F. Beach Walk.** Ruth contacted Gabriele Sanchez, the volunteer coordinator, at PTMSC, who confirmed that they can again provide a guide for the walk. They suggested two low tide dates: Saturday, July 10 (10:57 AM -1.94 L) or Sunday, July 11 (11:36 AM -2.00 L). The committee agreed that they preferred the Sunday date, with the group meeting outside the clubhouse at 10 am to start the walk. *[Addendum: Ruth contacted Gabriele and Carolyn Woods, the education coordinator, to let them know the date we prefer. Carolyn asked if we could have people RSVP a few weeks in advance so they can plan on the number of staff/volunteers who will be needed.]*

**G. Preservation of prairie section in Cape George.** Fayla informed the committee that Pamela Bouchard and Steve Gimber, along with their neighbors the Mooyman-Becks across the street, have purchased the empty lot next to their

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residence (parcel 938100301) to maintain its native prairie plant population and ground bird nesting site. They are requesting that they be allowed to limit mowing or mow high on the back half of the lot during the periods when the native plants are seeding. This lot contains what little is left of the native prairie that covered much of Cape George Colony at one time. Pat Rooney confirmed that this is not something that needs board approval, since it is just an adjustment in mowing times and anyway the new owners are planning to mow the lot themselves. Fayla offered to draft a letter to the Board supporting this endeavor and the variation in mowing plans. Steve moved and Patty seconded that Fayla should write this letter and the motion was unanimously approved.

**H. List of experts in the community who are willing to consult.** Kitty suggested that the committee assemble a list of experts on environmental issues (plants, wildlife, sea life, and marine mammals) who are willing to consult with members of the community. Elaine noted that they have started a series in the newsletter profiling community experts. The committee agreed this would be a good resource and several committee members, including Varn Brooks and Steve McDevitt, indicated that they would be willing to help in this way.

The meeting was adjourned at 12:30 pm  
Respectfully submitted by Ruth Ross

### **Marina Committee Meeting Agenda and Minutes: 6 May 2021 (via Zoom)**

Welcome 11 am

Participants: Lad Burgin, Mike Thorwick, Mike Smith, Mike Hinojos, Greg Mika, Paul Serafin, Ben Fellows, Kris Easterday, Richard VanDeMark, Gary Rosso, Ross Anderson, Jim Bodkin

Agenda items

Continued Business

- 1) Channel entrance: shoaling hazard, channel entrance remains shallow (+1.5' at zero tide) and a hazard to navigation. The present channel was marked with navigational markers on 2 April 2021. Mariners should exercise caution.
- 2) Dredging dates: Scheduled for the low tide series 23-25 June.
- 3) Vessel transfer policy sub-group: Draft recommendations made and distributed to committee 31 March. This topic initiated lively discussion regarding the approaches to managing vessel use in the Cape George Marine community. Paul Serafin provided a final version of the proposed changes to policy and will submit to Cape George Manager.
- 4) Waterfront Festival 13-15 August 2021 Kris Easterday provided an overview of the range of activities planned for the 3 day Waterfront Festival. Gary Rosso will manage the regatta on Sunday 15 August. Volunteers are needed to host the open boat event on Saturday 14 August, one for each side of the marina basin. Additional volunteers will be requested as needed.

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- 5) Marina Sale 18-20 June; update

New Business

- 1) South Jetty erosion control: Richard Vandemark presented a proposal to repair the erosion on the terminus of the south jetty and will shop for the suitable geo-textile materials to accomplish the repairs, with 3-4 yards of 2-4" crushed rock and cable to anchor the repairs. The committee approved purchase of the needed materials. Repairs will be coordinated with suction dredge work scheduled to commence after June 10.
- 2) Ordered trial Wear Guard strips for pilings with excessive wear, May 27-28 (Thurs/Fri) mid-day tides suitable for install, a couple of volunteers are needed.
- 3) Cape George Boat club proposal: The committee approved submitting the proposal to the Cape George Board to explore interest from the community for additional opportunities to engage in boating and marina activities. The initial plan will be to offer members introduction and instruction in the use of kayaks.

Round Robin comments:

The committee agreed to allow Ross Anderson to use the launch ramp to haul out the sailboat Westerly, during minus tides in late May.

Meeting adjourned 12:15

Next meeting Tuesday 1 June, 11 am, in person.

**Cape George Water Advisory Committee  
Meeting Report May 4, 2021**

The meeting was held at 4 PM May 4, 2021 on Zoom. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Board Liaison Richard Hilfer, Stew Pugh, Steve King (part of meeting), and Chair Marty Gilmore.

The Committee recommends that Cape George purchase a sonic water level meter for well logging. New reporting requirements require that the wells be logged every month, so we need our own meter rather than continuously borrowing a meter. The Water System operating budget will cover the cost of the unit recommended by the water manager.

Highlands Booster pumps are installed and operating in variable frequency service. A few minor tasks remain to finish installation.

The threshold for the door to the generator room will be installed this week.



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Several items have been identified for inclusion in the next Reserve study update. Budget numbers for these items are needed by August:

- ✓ Pressure tanks for the Highlands Booster pump system to reduce frequency of pump operation. This addition will be considered for 2022.
- ✓ Additional backup supplies for water line repair, to be considered for 2022.
- ✓ Transfer switch to allow auto-start of the backup generator in case of power failure at the tank farm.
- ✓ New propane-powered emergency generator

Valves at the tank farm that require operation during emergency need their paint and labeling refreshed so that they are easier to identify. The Water Committee will review the existing maps and P&IDs and will review the emergency plan that has been prepared by the Emergency Preparedness Committee. Stewart will send the CAD file of the tank farm piping to Jose.

Meters for the April usage will be read this coming Thursday. Meters failed at two locations and were replaced.

The next scheduled meeting will be Tuesday, June 1, at 4 PM on Zoom.

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June 24, 2021  
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The regular Board meeting was called to order by President, Rich Hilfer, at 3:02 pm

**In Attendance:** Rich Hilfer, George Martin, Lad Burgin, Ruth Ross, Fayla Schwartz, Ray Graves and Jane Ludwig.

**Action on Minutes:**

Jane Ludwig moved, and Lad Burgin seconded to approve the minutes of Regular Board Meeting dated May 27, 2021 and of the Executive Session dated May 24, 2021. Passed - 6/0

**Membership Report:** Jane Ludwig

Gordon & Susanna Bair purchased 91 E Rhododendron Dr from Phil & Katie Habegger

Evan Pate purchased 30 Dennis Blvd from Donna Curley

Michael Volkmann & Jamie Pauley purchased 83 Ridge Dr from Jonathan & Monica Bennett

**Treasurer's Report:** George Martin

As of May 31, 2021

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**COMMENTS:**

This report is a summary of the report provided by Community Financials. It consolidates the several pages provided into a single sheet. In the process, financial data is confirmed.

**PAST COMENTS:**

As expected, income is down due to covid issues while expenses continue as expected.

With the start of a new year, we will see how the Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.

**2021 BALANCE SHEET COMMENTS:**

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

<b>Reserve Balances as of December 31, 2020</b>	
<b>General</b>	<b>\$560,536.95</b>
<b>Water</b>	<b>\$460,355.87</b>
<b>Marina</b>	<b>\$171,738.98</b>
<b>Total</b>	<b>\$1,192,631.80</b>

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**TREASURER'S REPORT**  
**As of May 31, 2021**

<b>Balance Sheet as of May 31, 2021 (with comparison to previous year)</b>					
<b>Assets</b>	<b>2021</b>	<b>2020</b>	<b>Liabilities and Fund Balances</b>	<b>2021</b>	<b>2020</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 249,544	\$ 343,201	Accounts Payable & Other Liabilities	\$ 79,770	\$ 15,117
Operating Investment-Savings	100,020	79,352	Unearned Income General/Water/Etc.	70,222	62,176
Petty Cash	561	561	Unearned Income Reserve Assment	-	-
Reserves - General, Water & Marina	1,274,116	1,077,260	Unearned Income Marina Wait List	900	1,900
	-	-	Total Current Liabilities	150,892	79,193
<b>Total Cash &amp; Equivalents</b>	<b>\$ 1,624,241</b>	<b>1,500,374</b>			
			<b>FUND BALANCES:</b>		
Net Accounts Receivable	\$ 16,477	7,267	Equity Total	5,654	-
Total Net Fixed Assets	1,677,339	1,845,168	Fund Balances (Combined)	3,108,834.14	3,165,162
Total Prepaid & Other Assets	8,750	15,720	Net Income	61,426	124,173
<b>TOTAL ASSETS</b>	<b>\$ 3,326,806</b>	<b>\$ 3,368,528</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,326,806</b>	<b>\$ 3,368,528</b>

<b>Summary Revenue and Expense Statements for the periods ended:</b>					<b>Rerserve Activity</b>			
<b>May, 2021</b>								
	<b>2021 Year to Date</b>				Account	Operating	Reserves	Total
	Actual	Budget	Variance	%				
<b>General</b>					<b>Reserve Cash</b>			
General Assessment	\$ 133,106	\$ 133,106	(0)	0%	01109-001 Reserve Inv Bank 0082 - General		197077.96	\$197,077.96
Revenue - All Other Sources	90,831	90,559	272	0%	01111-008 ICS Accounts- PPB Bank	50243.05		\$50,243.05
<b>Total General Revenue</b>	<b>223,937</b>	<b>223,665</b>	<b>272</b>		01130-001 RESERVES - CDARS #9748		\$475,000.00	\$475,000.00
Expenses:					01140-001 RESERVES - CDARS #9973		\$400,000.00	\$400,000.00
Salaries, Benefits, PR Tax	73,671	74,091	419	1%	01150-001 PPB - 6mo CD # 1015 Exp 08/11/21		\$75,668.69	\$75,668.69
Repairs & Maintenance	16,730	10,604	(6,126)	-58%	01160-001 PPB - 9mo CD #1023 Exp 08-11-21		\$76,126.14	\$76,126.14
Contracted Services	25,780	25,437	(343)	-1%	01195-003 Due to / from - Reserves - Marina		\$2,077.56	\$2,077.56
Insurance	9,526	10,000	474	5%	01199-003 Due From / TO Operating - Marina	(\$2,077.56)		(\$2,077.56)
Pool Expense+pool utilitie	20,257	10,875	(9,382)	-86%	<b>Reserve Cash Total</b>	<b>\$48,165.49</b>	<b>1225950.35</b>	<b>\$1,274,115.84</b>
Utilities	2,556	4,000	1,444	36%				
Other Expenses (incl taxes)	33,279	34,729	1,450	4%				
<b>Total General Expenses</b>	<b>181,799</b>	<b>169,736</b>	<b>(12,063)</b>					
<b>General Net Income</b>	<b>\$ 42,138</b>	<b>\$ 53,929</b>	<b>\$ (11,791)</b>	<b>-22%</b>				
<b>Water</b>								
Revenue - Water Use Fees	\$85,688	\$ 84,583	\$1,105	1%				
Revenue - All Other Sources	4,435	3,604	(831)	23%				
<b>Total Water Revenue</b>	<b>90,123</b>	<b>88,188</b>	<b>274</b>					
Expenses:								
Salaries, Benefits, PR Tax	32,374	33,197	823	2%				
Repairs & Maintenance	507	4,500	3,993	89%				
Contracted Services	10,763	10,890	127	1%				
Insurance	4,676	4,833	157					
Utilities	3,971	4,792	820	17%				
Other Expenses (incl taxes)	20,944	21,355	411	2%				
<b>Total Water Expenses</b>	<b>73,235</b>	<b>79,567</b>	<b>6,331</b>					
<b>Water Net Income</b>	<b>\$ 16,888</b>	<b>\$ 8,621</b>	<b>\$ 8,267</b>	<b>96%</b>				

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<b>Marina</b>					
Revenue - Moorage/Parking *	\$ 64,136	\$ 25,833	\$ 38,302	148%	*Note: This is paid at the first of the year.
Revenue - All Other Sources	12,962	5,987	\$ 6,975	116%	
<b>Total Marina Revenue</b>	<b>77,098</b>	<b>31,821</b>	<b>45,277</b>		
<b>Expenses:</b>					
Salaries, Benefits, PR Tax	11,652	9,545	(2,107)	-22%	
Repairs & Maintenance	684	7,583	6,899	91%	
Contracted Services	4,355	2,866	(1,489)	-52%	
Insurance	4,155	3,625	(530)	-15%	
Utilities	4,559	3,333	(1,226)	-37%	
Other Expenses (incl taxes)	49,292	49,770	478	1%	
<b>Total Marina Expenses</b>	<b>74,698</b>	<b>76,723</b>	<b>2,026</b>		
<b>Marina Net Income</b>	<b>\$ 2,400</b>	<b>\$ (44,902)</b>	<b>\$ 47,302</b>	<b>-105%</b>	
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 61,426</b>	<b>\$ 17,647</b>	<b>\$ 43,778</b>	<b>248%</b>	

**Manager's Report: - June 2021**

We are anxiously awaiting the Governor's lifting of proclamations related to Covid 19. It is tentatively schedule for July 1, 2021. Once we know what the changes are and what the rules will be, there are two other steps before any implementation will take place. First, it is very likely the Governor will grant each County the right to modify any regulations or end of any regulation. After Jefferson County reviews the new rules and makes final decisions on Covid regulations, then the Board of Trustees can review their policies and make changes. It will take several days at minimum to get through the review process and make changes. Cape George has been the most progressive community of the four large HOA communities on the Quimper Peninsula in terms of opening amenities.

Administration

1. The USPS informs us they have not completed the re-alignment of the mailboxes. They intend to continue working on them during June.
2. As a reminder, the 3rd quarter assessment payment is due on July 1, 2021.
3. The traffic Calming Device Trailer just completed a couple of weeks on Sunset Blvd. It is now located on Dennis Blvd.
4. The Hedge Ad Hoc Committee has submitted their proposal to the community for comment and feedback.
5. The Marina Committee is taking a survey that will go out this month.
6. The office is closed Monday, July 5th in observance of Independence Day.
7. Note: The General Manager will be on vacation commencing July 6th through July 15th.

Maintenance

1. The next lot mowing by the brush cutter will take place before July 4th.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

June 24, 2021

via ZOOM

2. The wooden step replacement for steps from Marine View Drive in the ravine is now finished. A great job was done by the volunteers!
3. Delineators (flexible tubes) have been ordered to be installed in front of the mailbox kiosk to assist drivers from getting too close.
4. The new roof for the clubhouse commences on June 22nd and should be done before July 2nd. The office roof will be done also.
5. Right of way mowing and trimming continues to be an ongoing challenge due to fast growth. With only two employees, it is taking longer to get through the cycle. Your patience is appreciated.
6. The Workshop Committee is working on rebuilding the bench that would be at the top of the ravine.

Complaints & Reports

1. A complaint regarding noxious weeds growing on a lot.
2. A complaint about a possible encroachment.
3. A hedge related matter was resolved between members.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Fitness, Water, and Workshop. The reports are attached to these minutes and incorporated by reference.

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Lad Burgin moved, and George Martin seconded to approve the letter drafted to Jefferson County Commissioners regarding the homeless encampment. After some discussion Jane Ludwig moved and Ruth Ross seconded to table the current motion on the floor. Passed - 6/0

**Motion 2:** Ruth Ross moved, and Ray Graves seconded to approve the estimated expenditure of \$1761.34 to Port Townsend Strait Floors for the purchase and installation of new blinds at the fitness room. Passed - 6/0

**Motion 3:** Jane Ludwig moved, and George Martin seconded to install 4 additional parking signs indicating "Members Only – Parking Permit Required". 3 in the Clubhouse/Marina area and 1 in the Memorial Park area. Passed - 6/0

**Motion 4:** George Martin moved, Lad Burgin seconded to approve additional spending of up to \$600 for the completion of the repairs to the workshop exterior wall previously authorized but halted due to Covid-19 and the resulting spike in material costs. Passed - 6/0

**Motion 5:** Fayla Schwartz moved, and Ruth Ross seconded to approve the reopening of the pool changing rooms when Jefferson County Dept of Health allows and after installation of the new door. Passed – 6/0

**Open Board Discussion:** Fayla Schwartz brought up a request to reopen the pool showers / changing rooms. After some discussion motion #5 was added to the agenda.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
June 24, 2021  
via ZOOM

**Announcements:**

- Annual Meeting – Saturday, July 17, 2021 – 2:00 PM via Zoom
- Special meeting of the Board immediately following annual meeting – July 17, 2021 via Zoom.
- Study Session – Monday, July 26, 2021 - 3:00 PM via Zoom
- Board Meeting – Wednesday, July 28, 2021 – 3:00 PM via Zoom (moved up one day)

**Adjournment:** Lad Burgin moved, and George Martin seconded to adjourn the meeting at 3:54 pm. Passed - 6/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Rich Hilfer, President

**ENVIRONMENTAL COMMITTEE MINUTES**  
**Tuesday, June 8, 9:15 am**

**ATTENDANCE:** Chris Buzzard, Patty Dunmire, Sue Dunning, Pat Gulick, Marta Krissovich, Steve McDevitt, Patrick Rooney, Ruth Ross, , Fayla Schwartz, Gina Webber

**I. CALL TO ORDER:** Steve McDevitt called the meeting to order at 9:20 am.

**II. APPROVAL OF MINUTES:** Gina Webber moved and Pat Gulick seconded that the minutes from the May 2021 meeting be approved as written and the motion passed unanimously.

**III. FISCAL REPORT:** Previous balance was 1363.64. \$21.99 was spent for the cake to celebrate the previous co-chairs and \$490.95 was spent for the first printing of the flower booklets. Current balance \$860.70. *(These are not funds that belong to Cape George Colony Club, Inc.)*

**IV. OLD BUSINESS**

- A.** Hemlock Removal: An area of hemlock is growing in the village partly on common area and partly on a private lot and the owner has not been able to find anyone to remove it. Pat Rooney notified us that Peninsula Environmental can add removal of the hemlock in these areas to their contract and remove the hemlock when they come in August. The homeowner will reimburse the community for her share of the work.
- B.** Rain Garden Sign: Steve notified the committee that he and Varn are working on getting the sign ready to put up and he plans to have it installed by June 24 which is the 1-year anniversary of the opening of the rain garden.

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

June 24, 2021

via ZOOM

- C. Rain Garden Weeding and Maintenance: Steve will be contacting the committee as volunteers are needed. He reported that the plants are doing very well and that he will continue with the regular watering this summer. He does need more wood chips to mulch around the garden and will collect some from the pile in front of Ruth Ross's house.
- D. Update on Ravine Work/Steps: Patty reported that the steps are completed. The committee expressed great appreciation for the volunteers who took on this huge project. Pat Rooney reported that the bench for the top of the ravine trail at Marina Place is being rebuilt and will be re-installed soon.
- E. Scotch Broom Removal Work Party in May: Steve reported that the scotch broom removal in May was successful. However, the volunteers could not safely remove the broom from the steep slope by the playground. This task will be completed by Peninsula Environmental when they come to remove hemlock seed heads in August.
- F. Cape George Native Plant Booklet: Ruth reported that preorders have been received for the entire first printing of 50 copies, making this a very successful fundraiser. Copies were distributed before and after the meeting and will subsequently be available in the office for those who preordered. Given the enthusiastic response, a second printing is being ordered. The committee expressed great appreciation to Fayla for creating this valuable resource.
- G. Cape George Intertidal Survey: The annual PTMSC intertidal survey of the Cape George beach will take place Friday June 25 starting at 8 am. Members who have previously been trained and participated will be involved. Ruth will handle the parking passes for those from PTMSC.
- H. Beach Walk : The annual beach walk is scheduled for Sunday, July 11, with everyone to meet outside the clubhouse at 10:30 am. Ruth will coordinate with the education department at PTMSC concerning the number of docents who will be needed to lead the walk.

**V. NEW BUSINESS**

- A. Update From the New Chair: Plans for the Future: Steve McDevitt reported on his ideas for the environmental committee going forward. He hopes that we can begin to offer educational programs and films in the clubhouse again as things open up. Some ideas for presentations are asking Varn to again give his talk on the animals of the area and a talk concerning the Shoreline Protection program. Possible films would be My Octopus Teacher, Chasing Ice, and Truffle Hunters. Steve would also like to arrange an activity involving local nature artists. He has also reached out to the Beckett Point environmental committee about possible shared initiatives. The volunteers who have taken the lead in terms of weeding and maintenance in the different common areas will continue their activities as usual over the summer.

**Fitness Center (FC) Committee Meeting**

**June 16, 2021 @ 1 pm**

**Outside CG Clubhouse**

Participants: Phyllis Ballough, Mardella Rowland, Pat Rooney (proxy for Ruth Ross, our Board Liaison), Robin Scherting, Tom Ramsey, Bob Carter, Bill Sery, Mike Hinojos, Dick Hoffman, Linda Mollino

Welcome

Agenda Items:

- 1) Phyllis thanked all the volunteers, especially Robin, for helping to create the FC from a vacant room

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

June 24, 2021

via ZOOM

to the gem it is today. She introduced Mardella as the new chairperson of the FC approved by the Board per their minutes.

- 2) Mardella spoke to her intention of promoting the FC's mission for the health and rehab of our community now and upon full opening as guided by the Board of Trustees.
- 3) Cape George Manager, Pat Rooney, briefed us on the big question of WHEN the FC might return to post-pandemic opening and the challenges of such. We remain in a "holding pattern" until WA State releases specific details which flow to Jefferson County (Dr. Locke), and then to the Board for guidance and specific decisions. The current lockbox with key for monitors will remain in place until the Board knows more. A "quick special meeting" might be called to resolve this, so fobs may be activated again; however, IF vaccination proof is required, it may require another solution.
- 4) Discussion and questions followed concerning the current on-line instructions (and posted on bulletin boards) sign up of members and monitors are not effective due to the rigamarole of Covid procedures. Trained monitors are not signing up. Residents want to schedule their workouts within their own life schedule variants. At this time, monitors and members can sign up at the link on the capegeorge.org website. Mardella is willing to train you within 10 minutes. Email her at [mardellasue@gmail.com](mailto:mardellasue@gmail.com) if you are interested.
- 5) It was requested that Donny/maintenance trim/hedge the sea grass or native grasses above and beyond the pathway in front of the FC. It was also requested that Donny return the stored Water Cooler by mid-July, and the office contact Olympic Springs to deliver water after the re-opening. As well, the local bid for replacement/warranty of 12-year-old blinds for 5 windows is currently under purview of the Board. If approved, the blinds will be paid from structural general funds.
- 6) A suggestion was made to create a quality sign inside the FC door concerning "Gym Etiquette" as to cleaning your machine after use, SOP, etc. Phyllis and Mardella will work on this and submit it to the Board.

Tom Ramsey motioned to reconvene after FC full opening after Board has approved. All agreed.

Trained two more monitors.

Adjourned @ 1:55

Respectfully submitted, Mardella

Rowland

**Cape George Water Advisory Committee  
Meeting Report June1, 2021**

The meeting was held at 4 PM June 1 2021 on Zoom. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Board Liaison Richard Hilfer, Thad Bickling, Carl Berger, Stew Pugh, Steve King (part of meeting), and Chair Marty Gilmore.

The Water Advisory Committee annual report for the period July 2020 through May 2021 has been prepared and submitted.



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

June 24, 2021

via ZOOM

Cape George purchased a sonic water level meter for well logging. New reporting requirements mean that the wells must be logged every month so we now need our own meter.

The threshold for the door to the generator room was installed.

One possible item for inclusion in the reserve study is auto-start for the generator in case of power failure. During committee discussion several considerations came to light. For example, auto-start may be a good idea during routine power failure but could be a bad idea following an earthquake that damaged the wells since we would want to inspect wells before restarting and pumping from them. Most of the Cape George community water is gravity-fed, not pumped, so water pressure is maintained during power failure except in the Highlands.

Telemetry will be considered as an option to generator auto-start in case of power failure or other emergency. This option would allow failure information to be signaled quickly to the system managers and emergency management volunteers, allowing responses that are more tailored to the specific emergency. Jose will contact Mission Communications to obtain information on telemetry options.

The Water Advisory Committee and the Emergency Preparedness Committee will jointly review and update the emergency plans for the water system.

Other items have been identified for possible inclusion in the next Reserve study update. Budget numbers for these items are needed by August:

- ✓ Pressure tanks for the Highlands Booster pump system to reduce frequency of pump operation. This addition will be considered for 2022.
- ✓ Additional backup supplies for water line repair, to be considered for 2022.
- ✓ New propane-powered emergency generator

Valves at the tank farm that require operation during emergency need their paint and labeling refreshed so that they are easier to identify. The Water Advisory Committee and Emergency Preparedness Committee will jointly review the existing maps and P&IDs to determine whether additional identification is required for critical items.

April usage and leaks are as follows, May will be read after this June 1 meeting:

547 connections

24 leak alarms, no unexpected large leaks

2 replaced meters.

71 connections < 30 gpd

April average usage 117.3 gpd; last April it was 110 gpd.

March average was 87 gpd, last March 83 gpd

The next scheduled meeting will be Tuesday, July 6, at 4 PM. If allowed, the July meeting will be in person.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
June 24, 2021  
via ZOOM

Workshop committee meeting minutes, June 1, 2021

In attendance: Mike Lapointe, George Martin, Paul Happel, Tom Cawrse, Mike Thorwick, Chuck Hommel, Bill Dunning, Brian Etscheid, Nick Muzik, Dick Poole, Bob Schlentner, Sam Melton, Carl Schwersinske, John Hanks, Kris Easterday

Meeting started approximately 11:30 AM.

The committee discussed whether to combine the Salmon BBQ with the Waterfront Festival in 2021, as had already been announced in the newsletter, or to maintain it as a separate event as had been voted in a 2019 meeting following the last Salmon BBQ. More than one attendee said that since the expectation had already been set via public announcement that it would be combined, it was preferable to meet that expectation rather than change it now. A vote was 8 to 2 in favor of the combined event for 2021.

The height of the masonry grill used for the Salmon BBQ came up. The group agreed that it was too high for most grill helpers and should be lowered by removing the top layer of blocks.

The deteriorating lighting situation in the workshop is in the process of being remedied by LED tube upgrades, as recommended by some members with electrical expertise.

The repairs to the south wall of the workshop which were started in 2019 need to be completed. Carl Schwersinske reports that it may require additional funds due to the recent sharp rise in lumber prices.

The workshop roof requires shoring up. Carl Schwersinske and Cheryl Mantlik will hopefully confer and come up with a plan that the volunteers can implement to stave off problems.

The bench from the ravine trail is behind the workshop and will be repaired and cleaned up for reinstallation.

The appearance and cleanliness of the workshop building was disparaged, and a desire expressed for improvement. Now that mornings are warm and dry enough to start painting at 9 AM, some efforts are already underway.

We have duplicate tools that clutter up the shop. John Hanks and Dick Poole expressed a willingness to cull some tools and equipment.

Meeting adjourned approximately 12 noon.

Mike Lapointe

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES

July 17, 2021

Immediately following the Annual Membership Meeting via ZOOM

**The meeting was called to order by Vice President, Ray Graves, at 2:24 pm, following the Annual Membership Meeting.**

Welcome

The purpose of the meeting is to elect new board officers, approve the board calendar and assign committee liaisons.

**In Attendance:** Ray Graves, George Martin, Pat Gulick, Jane Ludwig, Ruth Ross and Fayla Schwartz

Completed FIN10 Conflict of Interest Policy and Trustee Code of Conduct Forms shall be signed and returned to the office prior to the boards next meeting.

**Motion 1:** Jane Ludwig moved, and Fayla Schwartz seconded to postpone the election of officers until all trustees can be present. Passed – 5/0

A tentative date of Tuesday, July 20<sup>th</sup> at 4 pm via Zoom has been set for the next meeting.

**Motion 2:** Jane Ludwig moved, and George Martin seconded to postpone the approval of the board calendar until the next Board Meeting. Passed - 5/0

**Motion 3:** George Martin moved, and Ruth Ross seconded to approve the blackout dates for the Clubhouse. Passed – 5/0

**Motion 4:** George Martin moved, and Ruth Ross seconded to postpone the new committee liaisons assignments until all trustees can be present. Passed - 5/0

**Motion 5:** George Martin moved, and Ruth Ross seconded to approve the list of Banking Signatories with the addition of the newly elected officers and the General Manager. Passed – 5/0

**Announcements:** Ruth Ross will host the Zoom meeting tentatively scheduled for next Tuesday at 4 pm. The Board meeting scheduled for Thursday, July 29th at 3:30 will be an in-person meeting.

Welcome to the Board, Pat Gulick.

**Adjournment:** Pat Gulick moved, and George Martin seconded to adjourn the Special Board Meeting at 2:52pm. Passed - 5/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Ray Graves, Vice President

Minutes

CAPE GEORGE COLONY CLUB  
EMERGENCY MEETING OF TRUSTEES MINUTES  
July 20, 2021

**The meeting was called to order by Vice President, Ray Graves, at 4:08 pm via Zoom.**

Welcome

The purpose of the meeting is to elect new board officers, approve the board calendar and assign committee liaisons.

**In Attendance:** Ray Graves, George Martin, Pat Gulick, Jane Ludwig, Ruth Ross, Fayla Schwartz and Lad Burgin.

Jane Ludwig and George Martin have requested to remain in their current roles as Secretary and Treasurer for this term.

With acclamation the Trustees approved unanimously.

**Motion 2:** George Martin moved, and Ray Graves seconded to approve Lad Burgin as President. Passed - 6/0

**Motion 3:** George Martin moved, and Fayla Schwartz seconded to approve Ray Graves continuing as Vice President for this term. Passed – 6/0

**Motion 4:** Ruth Ross moved, and Pat Gulick seconded to approve the board / committee liaisons as stated. Passed - 6/0

**Motion 5:** Fayla Schwartz moved, and Ray Graves seconded to approve the revised 2021-2022 Board Calendar. Beginning in August, Study Session meetings will resume in person at the clubhouse at 3 pm and Board Meetings will continue to be remote on Zoom at 3 pm. Passed – 6/0

**Adjournment:** Ray Graves moved, and Pat Gulick seconded to adjourn the Emergency Board Meeting at 4:59 pm. Passed - 6/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
Jane Ludwig, Secretary

\_\_\_\_\_  
Lad Burgin, President

CAPE GEORGE COLONY CLUB  
STUDY SESSION MEETING MINUTES  
July 26th, 2021  
via ZOOM

**The Study Session was called to order by President, Lad Burgin, at 3:05 pm**

**In Attendance:** Lad Burgin, George Martin, Pat Gulick, Ruth Ross, Ray Graves, Fayla Schwartz and Jane Ludwig.

**Action on Minutes:**

Jane Ludwig moved, and George Martin seconded to approve the minutes of the Special Board of Trustees Meeting dated July 17, 2021 and the Emergency Meeting dated July 20, 2021. Passed - 6/0

**Announcements:**

Board Meeting – Thursday, July 29, 2021 – 3:00 PM via Zoom

Study Session – August 23, 2021 @ 3:00 PM at Clubhouse

Board Meeting - August 26, 2021 – via Zoom

**Adjournment:** Ray Graves moved, and Ruth Ross seconded to adjourn the meeting at 4:53 pm.

Passed - 6/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
Jane Ludwig, Secretary

\_\_\_\_\_  
Lad Burgin, President

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES

July 17, 2021

Immediately following the Annual Membership Meeting via ZOOM

**The meeting was called to order by Vice President, Ray Graves, at 2:24 pm, following the Annual Membership Meeting.**

Welcome

The purpose of the meeting is to elect new board officers, approve the board calendar and assign committee liaisons.

**In Attendance:** Ray Graves, George Martin, Pat Gulick, Jane Ludwig, Ruth Ross and Fayla Schwartz

Completed FIN10 Conflict of Interest Policy and Trustee Code of Conduct Forms shall be signed and returned to the office prior to the boards next meeting.

**Motion 1:** Jane Ludwig moved, and Fayla Schwartz seconded to postpone the election of officers until all trustees can be present. Passed – 5/0

A tentative date of Tuesday, July 20<sup>th</sup> at 4 pm via Zoom has been set for the next meeting.

**Motion 2:** Jane Ludwig moved, and George Martin seconded to postpone the approval of the board calendar until the next Board Meeting. Passed - 5/0

**Motion 3:** George Martin moved, and Ruth Ross seconded to approve the blackout dates for the Clubhouse. Passed – 5/0

**Motion 4:** George Martin moved, and Ruth Ross seconded to postpone the new committee liaisons assignments until all trustees can be present. Passed - 5/0

**Motion 5:** George Martin moved, and Ruth Ross seconded to approve the list of Banking Signatories with the addition of the newly elected officers and the General Manager. Passed – 5/0

**Announcements:** Ruth Ross will host the Zoom meeting tentatively scheduled for next Tuesday at 4 pm. The Board meeting scheduled for Thursday, July 29th at 3:30 will be an in-person meeting.

Welcome to the Board, Pat Gulick.

**Adjournment:** Pat Gulick moved, and George Martin seconded to adjourn the Special Board Meeting at 2:52pm. Passed - 5/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Ray Graves, Vice President

CAPE GEORGE COLONY CLUB  
EMERGENCY MEETING OF TRUSTEES MINUTES  
July 20, 2021

**The meeting was called to order by Vice President, Ray Graves, at 4:08 pm via Zoom.**

Welcome

The purpose of the meeting is to elect new board officers, approve the board calendar and assign committee liaisons.

**In Attendance:** Ray Graves, George Martin, Pat Gulick, Jane Ludwig, Ruth Ross, Fayla Schwartz and Lad Burgin.

Jane Ludwig and George Martin have requested to remain in their current roles as Secretary and Treasurer for this term.

With acclamation the Trustees approved unanimously.

**Motion 2:** George Martin moved, and Ray Graves seconded to approve Lad Burgin as President. Passed - 6/0

**Motion 3:** George Martin moved, and Fayla Schwartz seconded to approve Ray Graves continuing as Vice President for this term. Passed – 6/0

**Motion 4:** Ruth Ross moved, and Pat Gulick seconded to approve the board / committee liaisons as stated. Passed - 6/0

**Motion 5:** Fayla Schwartz moved, and Ray Graves seconded to approve the revised 2021-2022 Board Calendar. Beginning in August, Study Session meetings will resume in person at the clubhouse at 3 pm and Board Meetings will continue to be remote on Zoom at 3 pm. Passed – 6/0

**Adjournment:** Ray Graves moved, and Pat Gulick seconded to adjourn the Emergency Board Meeting at 4:59 pm. Passed - 6/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
Jane Ludwig, Secretary

\_\_\_\_\_  
Lad Burgin, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
July 29, 2021  
via ZOOM

**The regular Board meeting was called to order by President, Lad Burgin, at 3:03 pm**

**In Attendance:** Lad Burgin, George Martin, Jane Ludwig, Ruth Ross, Fayla Schwartz, Ray Graves and Pat Gulick.

**Action on Minutes:**

Jane Ludwig moved, and Ray Graves seconded to approve the minutes of the Executive Session dated– 6/21/2021, Board Meeting dated – 6/24/2021, Special Meeting dated – 7/2/2021 and of the Study Session dated – July 26, 2021

Passed - 6/0

Jane Ludwig announced the results of the July 8th trustee elections.

There were 515 eligible ballots received, George Martin received 212.5, Rich Hilfer received 129, and Pat Gulick received 173.5 votes. Twelve votes were not counted because the envelope was unsigned or trusts and LLCs not properly identified.

**Membership Report:** Jane Ludwig

Adrielle Tobias purchased 201 Pine Dr from Suzanne Dunn

Jeff Evans purchased 70 Cole Ave from Gordon & Susanna Bair

Jay & Mayme Hubert purchased 113 Vancouver Dr from Judith Temple & Carl Schwersinske

Richard & Kathy Nelson were gifted lot 4-4 Cape George Dr by co/owner Neil D'Acquisto

Peter & Linda Niles purchased 291 N Palmer Dr from the Maryl Weir Estate

Albert Moseley IV & Stephanie Miller purchased 112 Colman Dr from Mike Takata

Glori Zeltzer purchased 81 Maple Dr from Stephen Suarez

James Quinn III purchased lot 79-3 Ridge Dr from Gordon Wainwright

**Treasurer's Report:** George Martin

TREASURER'S REPORT

As of June 30, 2021

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

COMMENTS:

This report is a summary of the Report Provided by Community Financials and now includes reserve totals.

PAST COMENTS:

As expected, income is down due to covid issues while expenses continue as expected.

With the start of a new year, we will see how the Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.



CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
July 29, 2021  
via ZOOM

This report is a summary of the Report Provided by Community Financials. It consolidates the several pages provided into a single sheet. In the process, financial data is confirmed.

2021 BALANCE SHEET COMMENTS:

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

2021 REVENUE AND EXPENSE COMMENTS:

<b>Reserve Balances as of December 31, 2020</b>	
<b>General</b>	<b>\$560,536.95</b>
<b>Water</b>	<b>\$460,355.87</b>
<b>Marina</b>	<b>\$171,738.98</b>
<b>Total</b>	<b>\$1,192,631.80</b>

<b>TREASURER'S REPORT</b>						
<b>As of June 30, 2021</b>						
<i>Balance Sheet as of June 30, 2021 (with comparison to previous year)</i>						
<b>Assets</b>	<b>2021</b>	<b>2020</b>	<b>Liabilities and Fund Balances</b>		<b>2021</b>	<b>2020</b>
Cash and Cash Equivalents:			Current Liabilities:			
Operations Checking	\$ 246,462	\$ 297,279	Accounts Payable & Other Liabilities		\$ 51,241	\$ 16,776
Operating Investment-Savings	100,022	100,002	Unearned Income General/Water/Etc.		139,095	74,264
Petty Cash	561	561	Unearned Income Reserve Assment		-	-
Reserves - General, Water & Marina	1,259,168	1,078,199	Unearned Income Marina Wait List		900	1,900
			Total Current Liabilities		191,237	92,940
Total Cash & Equivalents	\$ 1,606,213	1,476,041	<b>FUND BALANCES:</b>			
Net Accounts Receivable	\$ 13,215	3,397	Equity Total		13,164	-
Total Net Fixed Assets	1,677,339	1,847,251	Fund Balances (Combined)		3,048,328.78	3,165,167
Total Prepaid & Other Assets	5,189	9,378	Net Income		49,225	77,960
<b>TOTAL ASSETS</b>	<b>\$ 3,301,955</b>	<b>\$ 3,336,067</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$ 3,301,955</b>	<b>\$ 3,336,067</b>

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
 July 29, 2021  
 via ZOOM

<b>June , 2021</b>							
<b>2021 Year to Date</b>							
	Actual	Budget	Variance	%			
<b>General</b>							
General Assessment	\$ 159,809	\$ 159,728	81	0%			
Revenue - All Other Sources	106,819	107,204	(385)	0%			
<b>Total General Revenue</b>	<b>266,627</b>	<b>266,931</b>	<b>(304)</b>				
Expenses:							
Salaries, Benefits, PR Tax	88,207	88,909	702	1%			
Repairs & Maintenance	27,691	12,725	(14,966)	-118%			
Contracted Services	33,745	30,524	(3,220)	-11%			
Insurance	11,431	12,000	569	5%			
Pool Expense+pool utilities	21,886	13,050	(8,836)	-68%			
Utilities	2,882	4,800	1,918	40%			
Other Expenses (incl taxes)	39,766	41,675	1,910	5%			
<b>Total General Expenses</b>	<b>225,608</b>	<b>203,683</b>	<b>(21,924)</b>				
<b>General Net Income</b>	<b>\$ 41,019</b>	<b>\$ 63,248</b>	<b>\$ (22,229)</b>	-35%			
<b>Water</b>							
Revenue - Water Use Fees	\$102,712	\$ 101,500	\$1,212	1%			
Revenue - All Other Sources	4,435	4,325	(110)	3%			
<b>Total Water Revenue</b>	<b>107,147</b>	<b>105,825</b>	<b>1,102</b>				
Expenses:							
Salaries, Benefits, PR Tax	39,039	39,836	797	2%			
Repairs & Maintenance	507	5,400	4,893	91%			
Contracted Services	13,116	13,068	(48)	0%			
Insurance	5,612	5,800	188				
Utilities	4,972	5,750	778	14%			
Other Expenses (incl taxes)	24,419	27,446	3,027	11%			
<b>Total Water Expenses</b>	<b>87,665</b>	<b>97,300</b>	<b>9,635</b>				
<b>Water Net Income</b>	<b>\$ 19,482</b>	<b>\$ 8,525</b>	<b>\$ 10,957</b>	129%			

	As Of 12/31/2020	As Of 6/30/2021
<b>Reserve Balances</b>		
<b>General</b>	\$560,536.95	
Income / Expenses		(\$101,377.32)
Interest		\$843.78
<b>Balance</b>		<b>\$460,003.41</b>
<b>Water</b>	\$460,355.87	
Income / Expenses		\$13,731.09
Interest		\$506.27
<b>Balance</b>		<b>\$474,593.23</b>
<b>Marina</b>	\$171,738.98	
Income / Expenses		\$57,084.29
Interest		\$2,025.08
<b>Balance</b>		<b>\$230,848.35</b>
<b>Total:</b>	<b>\$1,192,631.80</b>	<b>\$1,165,444.99</b>

<b>Marina</b>					
Revenue - Moorage/Parking *	\$ 64,136	\$ 31,000	\$ 33,136	107%	*Note: This is paid at the first of the year.
Revenue - All Other Sources	13,141	7,025	\$ 6,116	87%	
<b>Total Marina Revenue</b>	<b>77,277</b>	<b>38,025</b>	<b>39,252</b>		
Expenses:					
Salaries, Benefits, PR Tax	13,734	11,454	(2,280)	-20%	
Repairs & Maintenance	1,267	9,100	7,833	86%	
Contracted Services	4,902	3,439	(1,463)	-43%	
Insurance	4,841	4,350	(491)	-11%	
Utilities	5,002	4,000	(1,002)	-25%	
Other Expenses (incl taxes)	58,806	59,784	978	2%	
<b>Total Marina Expenses</b>	<b>88,553</b>	<b>92,128</b>	<b>3,575</b>		
<b>Marina Net Income</b>	<b>\$ (11,276)</b>	<b>\$ (54,103)</b>	<b>\$ 42,826</b>	-79%	
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 49,225</b>	<b>\$ 17,670</b>	<b>\$ 31,555</b>	179%	

**CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES**

July 29, 2021  
via ZOOM

**Manager's Report: July 2021**

Now that we have reached a new normal regarding use of masks and social distancing, there are fun events taking place in July and August. Band on the Beach is happening on July 27<sup>th</sup>, the Waterfront Festival and Salmon BBQ take place in August. The pool, Clubhouse, and Fitness rooms are open. We are working on the changing rooms at the pool and hope to have them open in the beginning of August.

I wanted to take this opportunity to thank Rich Hilfer for his service to the community and working with the General Manager for the past year.

**Administration**

1. The Postal Carriers inform us they have not completed the re-alignment of mailboxes. Cape George does not have your mailbox key. We have been told the carriers will place your key in your mailbox when they are done.
2. The Traffic calming device has been located on Ridge Drive and is next scheduled to be at the Colony entrance on Cape George Drive next.
3. The newest member of the Board of Trustees is Patricia Gulick. Lad Burgin has been elected the new President of the Board of Trustees.
4. The Marina Committee sponsored donation sale was a big success. Proceeds will help the committee continue supporting Marina Maintenance and operations.
5. Tickets for the Salmon BBQ are on sale at the office.

**Maintenance**

1. The bench at the top of the ravine at the end of Marine View Place in the Village has been fixed and installed.
2. Delineators (yellow flexible tubes) have been installed in front of the mailbox kiosk to assist drivers from getting too close.
3. The Clubhouse and office have new roofs.
4. The south exterior of the Workshop at the Marina is being repaired.
5. There is new signage reminding visitors that parking is by permit at the Clubhouse, beach, & Memorial Park area.
6. New doors have been installed at the pool changing rooms.
7. The 2nd lot mow was completed just prior to Independence Day

**Complaints & Reports**

1. More complaints regarding noxious weeds growing on lots.
2. A complaint about garbage.
3. A complaint about dog barking.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

July 29, 2021  
via ZOOM

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Marina x 2. The reports are attached to these minutes and incorporated by reference.

**Member participation:** none

**New Business Action Items:**

**Motion 1:** Ray Graves moved, and George Martin seconded to authorize the exploration of adding a 2nd sports court. Lad Burgin approved the formation of a new sports court ad hoc committee, with Jane Ludwig as the trustee liaison. Passed - 6/0

**Motion 2:** Ruth Ross moved, and Pat Gulick seconded to approve Patty Dunmire as chairperson of the Sports Court Ad-Hoc committee. Passed - 6/0

**Motion 3:** George Martin moved, and Fayla Schwartz seconded to approve the reinstatement of Interest and Late Fees as of July 25, 2021 per the Governor's Proclamation 20-51-12. No Interest or Late Fees will be retroactive of the July 25, 2021 date. Passed – 6/0

**Motion 4:** Jane Ludwig moved, and Ruth Ross seconded to have the General Manager explore utilizing the Hughes Network for establishing high speed internet capabilities at the Cape George Clubhouse. Passed - 6/0

**Open Board Discussion:** Lad Burgin brought up the possibility of joining WUCIOA now that it has been in place for a while and some of the challenges a have been worked out. He will forward information to the trustees for further discussion.

**Announcements:**

Variance Hearing - August 23, 2021 at 2:45 pm at the clubhouse

Study Session – August 23, 2021 at 3:00 at the clubhouse

Board Meeting – August 26, 2021 at 3:00 PM via Zoom

**Adjournment:** Ray Graves moved, and George Martin seconded to adjourn the meeting at 3:42 pm.

Passed - 6/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Lad Burgin, President

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

July 29, 2021  
via ZOOM

Marina Committee Meeting Agenda: 1 June 2021

Welcome 11 am Hosted by Mark Thayer, Harbormaster

Agenda items

Continued Business

- 1) Channel entrance remain shallow (+1.5' at zero tide) and a hazard to navigation. Dredging dates: Scheduled for the low tide series 23-25 June.
- 2) Vessel transfer policy sub-group: The sub-committee has submitted the questionnaire on potential policy changes to the Cape George office for distribution to all marina users.
- 3) Waterfront Festival 13-15 August 2021 Volunteer opportunities still available! Contact Kris Easterday at [kris@easterdaypromotions.com](mailto:kris@easterdaypromotions.com)
- 4) Marina Sale 18-20 June; Volunteers needed, Contact John Hanks [johnthanks@wavecable.com](mailto:johnthanks@wavecable.com)
- 5) Cape George Boat club proposal: The proposal was submitted to the Cape George Board on 27 May to explore interest from the community for additional opportunities to engage in boating and marina activities. The initial plan will be to offer members introduction and instruction in the use of kayaks. Jim and Ross are drafting the training and use requirements to meet Cape George Insurance needs.

New Business

- 1) Dredge Team volunteer openings available, contact Gary Rossow.
- 2) Reorganizing south boat parking area to accommodate several additional boat/trailer slips

Round Robin comments:

Meeting adjourned 11:30 am

Next meeting Tuesday 6 July, 11 am, in person.

Marina Committee Meeting Agenda: 29 June 2021 (July Meeting)

Welcome 11 am Marina Gazebo

Attendees: Brian Etscheid, Stanley Kropf, Ben Fellows, Mike Hinojos, Dick Poole, Alan Brookfield, Dill Dunning, Mike Lapointe, Lad Burgin, Bob Spall, Sam Melton, Carl Schwersinske, Nick Muzik, Cassie Reeves, Ross Anderson, Geoff McMichael, Dow Webber, Gary Rossow, Will Peoples, Tom Cawrse, Colleen Brady, Paul Serafin, Mark Thayer, Jim Bodkin

Minutes

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

July 29, 2021  
via ZOOM

Agenda items

Continued Business

- 1) Channel entrance dredged (excavated) 23, 24 and 25 June to a depth of approximately -3.5' at zero tidal elevation. The width of the channel is narrower than in recent years post dredging and temporary channel markers were placed at the channel margins on 28 June. Exercise caution when transiting the channel.
- 2) Vessel transfer policy sub-group: The sub-committee has submitted the questionnaire on potential policy changes to all Marina Committee members. Please respond to make your views known.
- 3) Waterfront Festival 13-15 August 2021 Volunteer opportunities still available! Contact Kris Easterday at [kris@easterdaypromotions.com](mailto:kris@easterdaypromotions.com) Jim Bodkin, Cassie Reeves and Nick Muzik volunteered to help with the Open Boat Tour 9-11 an Sat. 14 Aug. Craig Muma will coordinate the Boat Parade 12-1 pm 14 Aug and Gary Rosso will organize the regatta on Sunday 15 August.
- 4) Marina Sale 18-20 June was a big success, many thanks to Dick, John and Mike and all the contributors and volunteers. As much of the non-sold goods as possible were recycled or repurposed, thanks to Mile Lapointe
- 5) Basin dredging; Tuesdays and Wednesdays 9-12 am tide dependent. Volunteers are welcome to contribute, contact Gary Rossow or Ben Fellows

New Business

- 1) Reorganizing south boat parking area to accommodate several additional boat/trailer slips. No new discission
- 2) Four new members were welcomed to the committee; Colleen Brady, Will Peoples, Alan Brookfield, and Brian Etscheid.

Round Robin comments:

Mike Lapointe: Would like assistance in painting the workshop exterior

Lad Burgin: Insurance Issues related to making kayaks available to Cape George residents are being considered by the CG Board of Trustees

Ross Anderson: A Westerly 26' sailboat is available for purchase, contact Ross.

Meeting adjourned 11:36

Next meeting Tuesday 3 August, 11 am, in person.

CAPE GEORGE COLONY CLUB  
EXECUTIVE SESSION BOARD OF TRUSTEES MEETING MINUTES  
Aug. 23, 2021  
Via ZOOM

It was moved by Fayla Schwartz and seconded by Pat Gulick to move to Executive Session at 4:33 pm to discuss a possible violation of CG Building Regulations. Passed 6/0.

**In Attendance:** Lad Burgin, Ray Graves, Jane Ludwig, Ruth Ross, Fayla Schwartz and Pat Gulick.

**Adjournment:** Ray Graves moved and Fayla Schwartz seconded to move to regular session at 6:05 pm. Passed 6/0.

**Outcome of Executive Session:**

- The President and the General Manager will request the Roads and Building Committee to review and clarify Building Regulations and Processes for permitting.
- The President and the General Manager will request the Roads and Building Committee to work with the Members involved to verify the height of the structure at property in question.
- The President will prepare a letter to the Members involved.

**Adjournment:** Ray Graves moved and Pat Gulick seconded to adjourn the meeting at 6:14 pm. Passed 6/0.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
August 26, 2021  
via ZOOM

**At the conclusion of the Variance Hearing of August 23, 2021**, Ray Graves moved, and George Martin seconded to approve the variance requested for relief of the building height restriction at 23 Magnolia, in the Highlands.

Passed- 6/0.

**The regular Board meeting was called to order by President, Lad Burgin, at 3:00 pm**

**In Attendance:** Lad Burgin, George Martin, Jane Ludwig, Ruth Ross, Fayla Schwartz, Ray Graves and Pat Gulick.

**Action on Minutes:**

Jane Ludwig moved, and Ray Graves seconded to approve the minutes of the Special Board Meeting dated 7/7/2021, the Emergency Board Meeting dated 7/20/201 and the Regular Board Meeting dated 7/29/2021. Passed - 6/0

**Membership Report:** Jane Ludwig

Duane Coon & Holly Daniels purchased 131 Alder Dr from the Konizeski Estate

Mark Hudson purchased 41 Quinault Loop from Colleen Johnson

Jacqueline Mathews purchased 71 Quinault Loop from Olia Kerzhner

**Treasurer's Report:** George Martin

As of July 31, 2021

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**COMMENTS:**

This report is a summary of the Report Provided by Community Financials and now includes reserve totals.

**PAST COMENTS:**

As expected, income is down due to covid issues while expenses continue as expected.

With the start of a new year, we will see how the Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.

This report is a summary of the Report Provided by Community Financials. It consolidates the several pages provided into a single sheet in the process, financial data is confirmed.

**2021 BALANCE SHEET COMMENTS:**

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

<b>Reserve Balances as of December 31, 2020</b>	
<b>General</b>	<b>\$560,536.95</b>
<b>Water</b>	<b>\$460,355.87</b>
<b>Marina</b>	<b>\$171,738.98</b>
<b>Total</b>	<b>\$1,192,631.80</b>



**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**August 26, 2021**  
**via ZOOM**

**TREASURER'S REPORT**  
**As of July 31, 2021**

<b>Balance Sheet as of June 30, 2021 (with comparison to previous year)</b>					
<b>Assets</b>	<b>2021</b>	<b>2020</b>	<b>Liabilities and Fund Balances</b>	<b>2021</b>	<b>2020</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 212,234	\$ 313,842	Accounts Payable & Other Liabilities	\$ 5,886	\$ 21,914
Operating Investment-Savings	100,024	100,004	Unearned Income General/Water/Etc.	45,069	34,287
Petty Cash	561	561	Deferred Income General/Water/Marina/Reserves	119,037.68	-
Reserves - General, Water & Marina	1,229,482	1,080,926	Unearned Income Marina Wait List	900	1,900
	-	-	Total Current Liabilities	170,893	58,102
Total Cash & Equivalents	\$ 1,542,301	1,495,333			
			<b>FUND BALANCES:</b>		
Net Accounts Receivable	\$ 31,498	16,504	Equity Total	13,164	-
Total Net Fixed Assets	1,677,339	1,851,498	Fund Balances (Combined)	3,064,198.80	3,197,744
Total Prepaid & Other Assets	40,787	50,382	Net Income	43,669	157,872
<b>TOTAL ASSETS</b>	<b>\$ 3,291,924</b>	<b>\$ 3,413,718</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,291,924</b>	<b>\$ 3,413,718</b>

**Summary Revenue and Expense Statements for the periods ended:**  
**July 31, 2021**

	<b>2021 Year to Date</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>
<b>General</b>				
General Assessment	\$ 186,430	\$ 186,349	81	0%
Revenue - All Other Sources	127,040	123,849	3,191	3%
Total General Revenue	313,470	310,198	3,272	
<b>Expenses:</b>				
Salaries, Benefits, PR Tax	103,425	103,727	302	0%
Repairs & Maintenance	28,668	14,846	(13,822)	-93%
Contracted Services	34,141	35,612	1,471	4%
Insurance	14,645	14,000	(645)	-5%
Pool Expense+pool utilitie	23,570	15,225	(8,345)	-55%
Utilities	3,177	5,600	2,423	43%
Other Expenses (incl taxes	45,348	48,621	3,272	7%
Total General Expenses	252,974	237,630	(15,343)	
<b>General Net Income</b>	<b>\$ 60,496</b>	<b>\$ 72,567</b>	<b>\$ (12,071)</b>	<b>-17%</b>
<b>Water</b>				
Revenue - Water Use Fees	\$119,832	\$ 118,417	\$1,415	1%
Revenue - All Other Sources	4,435	5,046	611	-12%
Total Water Revenue	124,267	123,463	2,026	
<b>Expenses:</b>				
Salaries, Benefits, PR Tax	45,527	46,475	949	2%
Repairs & Maintenance	507	6,300	5,793	92%
Contracted Services	15,178	15,246	68	0%
Insurance	7,162	6,767	(395)	
Utilities	5,906	6,708	802	12%
Other Expenses (incl taxes	27,844	31,037	3,193	10%
Total Water Expenses	102,124	112,533	10,409	
<b>Water Net Income</b>	<b>\$ 22,143</b>	<b>\$ 10,929</b>	<b>\$ 11,214</b>	<b>103%</b>

	<b>As Of</b>	<b>As Of</b>
	<b>12/31/2020</b>	<b>7/31/2021</b>
<b>Reserve Balances</b>		
<b>General</b>	<b>\$560,536.95</b>	
Income / Expenses		(\$97,413.13)
Interest		\$847.10
<b>Balance</b>		<b>\$463,970.92</b>
<b>Water</b>	<b>\$460,355.87</b>	
Income / Expenses		\$16,109.60
Interest		\$508.26
<b>Balance</b>		<b>\$476,973.73</b>
<b>Marina</b>	<b>\$171,738.98</b>	
Income / Expenses		\$66,598.34
Interest		\$2,033.04
<b>Balance</b>		<b>\$240,370.36</b>
<b>Total:</b>	<b>\$1,192,631.80</b>	<b>\$1,181,315.01</b>

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**August 26, 2021**  
 via ZOOM

<b>Marina</b>					
Revenue - Moorage/Parking	\$ 64,136	\$ 36,167	\$ 27,969	77%	*Note: This is paid at the first of the year.
Revenue - All Other Sources	13,753	8,062	\$ 5,691	71%	
<b>Total Marina Revenue</b>	<b>77,889</b>	<b>44,229</b>	<b>33,659</b>		
<b>Expenses:</b>					
Salaries, Benefits, PR Tax	15,767	13,363	(2,404)	-18%	
Repairs & Maintenance	15,373	10,617	(4,756)	-45%	
Contracted Services	5,561	4,013	(1,549)	-39%	
Insurance	6,078	5,075	(1,003)	-20%	
Utilities	5,409	4,667	(742)	-16%	
Other Expenses (incl taxes)	68,670	69,723	1,053	2%	
<b>Total Marina Expenses</b>	<b>116,858</b>	<b>107,457</b>	<b>(9,401)</b>		
<b>Marina Net Income</b>	<b>\$ (38,970)</b>	<b>\$ (63,228)</b>	<b>\$ 24,259</b>	<b>-38%</b>	
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 43,669</b>	<b>\$ 20,268</b>	<b>\$ 23,401</b>	<b>115%</b>	

**Manager's Report: August 2021**

Wow, we have a lot of activity going on! I am writing this report just prior to the commencement of the Waterfront Festival and Salmon Bake that has been planned and hosted between the Social Club, Workshop Committee, and Marina Committee. This year the salmon will be cooked using propane since charcoal cannot be used due to fire safety restrictions during the drought. Many thanks to all of the volunteers who are making it happen!

All tickets have been sold out! Tents are up, the Environmental Committee will have a table and I hear a big fish is coming for a visit. These fun activities will be outdoors. There is no mask use mandate outdoors however you may choose to wear one for protection. Enjoy the weekend!

**Administration**

1. Our office continues to be asked about the return of mailbox keys. Cape George collected Colony mailbox keys at the request of the Postmaster and turned them over to the Postmaster. The carriers indicate they will return the keys in the mailbox they go to when their re-configuration is done. Cape George does not have your mailbox key.
2. The Traffic Calming Device (trailer) has been located at the main entrance on Cape George Drive. The next location will be on Vancouver Drive for a while before being moved to Saddle Drive in the Highlands.
3. Terri has been on vacation. Thanks to George Martin, Karen Bednarski, Fayla Schwartz, and Cassie Reeves for filling in while Terri is on a well-deserved vacation.
4. On September 2<sup>nd</sup>, the Board will visit critical areas such as the Tank Farm and Pool Equipment Room to get a better understanding of these operations.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
August 26, 2021  
via ZOOM

**Maintenance**

1. The pool changing rooms are now open. We are planning on painting the new doors and door jambs sometime after Labor Day.
2. A new in the wall type air conditioning unit was installed at the tank Farm #6 Pumphouse to make sure the controller box stays cool during very hot weather.
3. New bird wire has been installed on the Clubhouse and Workshop to keep birds from landing on the roofs causing an unsightly appearance.
4. The final lot mowing will take place during the last full week in August.

**Complaints & Reports**

1. We continue to get reports about dog barking and lots with noxious weeds. Owners have been notified.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Marina and Water. The reports are attached to these minutes and incorporated by reference.

**Member participation:** Margaret Desannoy asked a couple of procedure questions regarding Executive Sessions and publishing of Board Minutes.

**New Business Action Items:**

**Motion 1:** George Martin moved, and Fayla Schwartz seconded to approve the following committee chairs for a two-year term commencing August 2021. Passed - 6/0

Buildings and Roads – To Be Determined  
Emergency Preparedness – Thad Bickling  
Elections – Joyce Skoien  
Environmental – Steve McDevitt  
Fitness – Mardella Rowland  
Harbormaster – Mark Thayer  
Marina – Jim Bodkin  
Pool – Penny Jensen  
Water – Marty Gilmore  
Workshop – Mike Lapointe

**Motion 2:** Lad Burgin moved, and Ruth Ross seconded to invite our Corporate Attorney to a discussion on the Washington Uniform Common Interest Ownership Act, (WUCIOA). Passed- 6/0

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
August 26, 2021  
via ZOOM

**Open Board Discussion:** Pat Gulick reported the results of her conversation with Thad Bickling of the Emergency Preparedness Committee regarding member notification during an emergency. The phone tree system is virtually non-existent; however, neighborhood volunteers are in place to respond in a natural disaster situation. Community emergencies should be handled by the office.

General Manager, Pat Rooney advised the trustees he has accepted a donation from a member for pet agility equipment, valued under \$600.

**Motion 3:** Fayla Schwartz moved, and Pat Gulick seconded to adjourn the meeting and move to Executive Session to discuss a possible violation of CG Building Regulations at 3:45. Passed - 4/2

**In Attendance:** Lad Burgin, Ray Graves, Pat Gulick, Jane Ludwig, George Martin, Ruth Ross, Fayla Schwartz and Patrick Rooney.

**Motion 4:** George Martin moved, and Ray Graves seconded to move to regular session at 4:35 pm. Passed- 6/0

**Motion 5:** Jane Ludwig moved, and Ray Graves seconded that the Board of Trustees refer the current permit issue back to the Building Committee to advise the Board on two points:

- Determine if permit, as drawn, accurately described the work performed.
- If permit drawing does not accurately describe the work performed, propose a recommendation to the Board for remedy.

Passed- 6/0

**Motion 6:** Ray Graves moved, and George Martin seconded that the Building Committee be asked to reach out to the member involved for their input. Passed- 6/0

**Announcements:**

Study Session – September 20, 2021 at 3:00 PM via Zoom

Board Meeting – September 23, 2021 at 3:00 PM via Zoom

**Adjournment:** George Martin moved, and Ray Graves seconded to adjourn the meeting at 6:14 pm. Passed- 6/0.

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Lad Burgin, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
August 26, 2021  
via ZOOM

Marina Committee minutes, Aug 3, 2021

Harbormaster Mark Thayer convened the meeting at 11 am. Chair Jim Bodkin was out of town. About 20 members were present.

Mark reported that the channel entrance depth is about minus-2 feet, having filled in partially since the dredging in July.

Kris Easterday reported that everything is in place for the Waterfront Festival, scheduled for Aug 13-15. However, volunteers are needed in several areas, including for the salmon barbecue.

Gary Rossow reported that the Cape George Regatta will take place on Aug 15. There are 22 sailboats in the marina, but only 4 or 5 have signed up for the race.

Mark asked boatowners to clear crab pots and other things off the docks before the festival, and to be careful to keep the gates closed to prevent children from wandering onto the docks.

Steve McDevitt, the CG environment chair, briefed the committee on a number of issues, including water quality testing in the marina and stranding of harbor seal pups.

The meeting adjourned at 11:35 am.

Next meeting Tuesday 7 September, 11 am.

**Cape George Water Advisory Committee  
Meeting Report August 6, 2021**

The meeting was held at 4 PM August 6, 2021, in the Clubhouse. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Carl Berger, Stew Pugh, and Chair Marty Gilmore.

The Committee prepared and submitted a supplement to the annual report. The supplement described the chronology and the community responses to the water emergency that occurred at the end of June. The water emergency supplement also included several recommendations. The supplement was discussed during the Cape George Annual Meeting on July 17.

The committee reviewed several options for cooling or venting pump houses to reduce the likelihood of pump shutdown due to high temperature. PUD has decided to use temporary A/C units on high-temperature days, so Cape George will test a similar response. A new air conditioning unit is now installed in Pump House 6. During cold weather, the A/C unit will be removed and the opening sealed. This modification will be tested before any additional changes are made.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
August 26, 2021  
via ZOOM

Labeling of lines, valves, and switches needs to be upgraded. Carl and Marty will prepare a recommended list of labels.

Settings for the pump start on low level and for the low water level alarm need to be tested by temporarily raising the transducer. Stewart and Carl will develop a method for testing. This might require participation from Electric America, the company that installed the transducer and panel.

Every alarm from the alarm auto-dialer needs to be recorded when it occurs, and the record needs accurate time and date stamps. The autodialer will be re-set and tested as part of the level transducer test.

Cape George information on the State Office of Drinking Water website is out of date. Patrick will follow up and ensure that accurate information is posted.

The 2020 Water Use Efficiency Report is due to the Office of Drinking Water. Patrick and Jose will prepare and submit the report.

A new requirement from the State is to log wells every month. Jose will post the well log depths in the pump houses. Past readings from the beginning of 2021 plus the current August readings will be posted beginning this month.

The Water Advisory Committee and the Emergency Preparedness Committee will jointly review and update the emergency plans for the water system.

The next scheduled meeting will be Tuesday, September 7, at 4 PM.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES TRAINING MEETING MINUTES  
September 2, 2021  
via ZOOM

**The Board of Trustees training meeting was called to order by President, Lad Burgin, at 2:00 pm**

**In Attendance:** Lad Burgin, Ray Graves, Pat Gulick, George Martin, Jane Ludwig, Ruth Ross, Fayla Schwartz and Patrick Rooney.

The board of Trustees training session began with tours of the following physical plant facilities:

Tank Farm – Water Manager

Workshop – General Manager

Pool Equipment Rooms – General Manager & Mike Thorwick

The Zoom portion of the meeting began at 3:32 pm. Patrick Rooney gave an overview of board member responsibilities using “The Board Member Toolkit” by the Community Associations Institute as a guideline.

**Announcements:**

Bylaw Review Meeting – September 29, 2021 at 9:00 AM via Zoom

**The Board of Trustees training meeting was adjourned by President, Lad Burgin, at 4:24 pm.**

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Lad Burgin, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
September 23, 2021  
via ZOOM

**The regular Board meeting was called to order by President, Lad Burgin, at 3:02 pm**

**In Attendance:** Lad Burgin, George Martin, Jane Ludwig, Ruth Ross, Fayla Schwartz, and Pat Gulick.

**Action on Minutes:**

Jane Ludwig moved, and Pat Gulick seconded to approve the minutes of the Regular Board Meeting dated 8/26/2021 and of the Special Board Meeting dated 9/2/2021. Passed - 5/0

**Membership Report:** Jane Ludwig

Lindsay Kosin & Ammon Smithson purchased 11-5 Bridle Way from Ernest Sauerland  
Mary Pinto purchased 110 Spruce Dr from Joel Finlay  
Stephen Sklar & Emily Macek purchased 31 Magnolia Ave from Paul & Ihunnaya Fredrick  
Toni Davison & Susanne Feller purchased 370 Victoria Loop from Dan & Linda Sutton  
Terry Tilton purchased lot 30-3 S Rhododendron from Colleen Johnson

**Treasurer's Report:** George Martin

TREASURER'S REPORT As of August 31, 2021

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

**COMMENTS:**

This report is a summary of the Report Provided by Community Financials and now includes reserve totals.

**PAST COMENTS:**

As expected, income is down due to covid issues while expenses continue as expected.

With the start of a new year, we will see how the Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.

This report is a summary of the Report Provided by Community Financials. It consolidates the several pages provided into a single sheet in the process, financial data is confirmed.

**2021 BALANCE SHEET COMMENTS:**

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

<b>2021 REVENUE AND EXPENSE COMMENTS:</b>	
<b>Reserve Balances as of December 31, 2020</b>	
<b>General</b>	<b>\$560,536.95</b>
<b>Water</b>	<b>\$460,355.87</b>
<b>Marina</b>	<b>\$171,738.98</b>
<b>Total</b>	<b>\$1,192,631.80</b>



**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**September 23, 2021**  
via ZOOM

**TREASURER'S REPORT**  
**As of August 31, 2021**

<b>Balance Sheet as of August 31, 2021 (with comparison to previous year)</b>					
<b>Assets</b>	<b>2021</b>	<b>2020</b>	<b>Liabilities and Fund Balances</b>	<b>2021</b>	<b>2020</b>
Cash and Cash Equivalents:			Current Liabilities:		
Operations Checking	\$ 167,301	\$ 280,741	Accounts Payable & Other Liabilities	\$ 7,129	\$ 26,165
Operating Investment-Savings	100,025	100,006	Unearned Income General/Water/Etc.	49,316	36,811
Petty Cash	561	561	Deferred Income General/Water/Marina/Reserves	59,535.34	-
Reserves - General, Water & Marina	1,247,666	1,083,270	Unearned Income Marina Wait List	900	1,900
	-	-	Total Current Liabilities	116,880	64,876
<b>Total Cash &amp; Equivalents</b>	<b>\$ 1,515,553</b>	<b>1,464,577</b>			
			<b>FUND BALANCES:</b>		
Net Accounts Receivable	\$ 23,640	7,051	Equity Total	13,164	-
Total Net Fixed Assets	1,677,339	1,854,182	Fund Balances (Combined)	3,082,381.48	3,197,751
Total Prepaid & Other Assets	37,543	43,207	Net Income	41,650	106,390
<b>TOTAL ASSETS</b>	<b>\$ 3,254,075</b>	<b>\$ 3,369,017</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,254,075</b>	<b>\$ 3,369,017</b>

**Summary Revenue and Expense Statements for the periods ended:**  
**August 31, 2021**

	2021 Year to Date			
	Actual	Budget	Variance	%
<b>General</b>				
General Assessment	\$ 213,051	\$ 212,970	81	0%
Revenue - All Other Sources	143,495	144,161	(666)	0%
Total General Revenue	356,546	357,131	(585)	
Expenses:				
Salaries, Benefits, PR Tax	118,227	118,545	317	0%
Repairs & Maintenance	31,995	16,967	(15,028)	-89%
Contracted Services	36,931	40,699	3,768	9%
Insurance	16,612	16,000	(612)	-4%
Pool Expense+pool utilities	25,744	17,400	(8,344)	-48%
Utilities	3,480	6,400	2,920	46%
Other Expenses (incl taxes)	55,389	55,567	177	0%
Total General Expenses	288,378	271,578	(16,800)	
<b>General Net Income</b>	<b>\$ 68,168</b>	<b>\$ 85,553</b>	<b>\$ (17,385)</b>	<b>-20%</b>
<b>Water</b>				
Revenue - Water Use Fees	\$136,856	\$ 135,333	\$1,523	1%
Revenue - All Other Sources	4,435	5,767	1,332	-23%
Total Water Revenue	141,291	141,100	2,854	
Expenses:				
Salaries, Benefits, PR Tax	52,247	53,115	867	2%
Repairs & Maintenance	1,223	7,200	5,977	83%
Contracted Services	17,275	17,424	149	1%
Insurance	8,113	7,733	(379)	
Utilities	7,271	7,667	395	5%
Other Expenses (incl taxes)	35,389	34,628	(761)	-2%
Total Water Expenses	121,517	127,767	6,249	
<b>Water Net Income</b>	<b>\$ 19,774</b>	<b>\$ 13,333</b>	<b>\$ 6,440</b>	<b>48%</b>

	As Of 12/31/2020	As Of 8/31/2021
<b>Reserve Balances</b>		
<b>General</b>	<b>\$560,536.95</b>	
Income / Expenses		(\$89,960.46)
Interest		\$1,428.58
<b>Balance</b>		<b>\$472,005.07</b>
<b>Water</b>	<b>\$460,355.87</b>	
Income / Expenses		\$22,230.31
Interest		\$857.15
<b>Balance</b>		<b>\$483,443.33</b>
<b>Marina</b>	<b>\$171,738.98</b>	
Income / Expenses		\$68,881.71
Interest		\$3,428.60
<b>Balance</b>		<b>\$244,049.29</b>
<b>Total:</b>	<b>\$1,192,631.80</b>	<b>\$1,199,497.69</b>

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**September 23, 2021**  
via ZOOM

<b>Marina</b>					
Revenue - Moorage/Parking *	\$ 64,136	\$ 41,333	\$ 22,802	55%	*Note: This is paid at the first of the year.
Revenue - All Other Sources	13,948	9,100	\$ 4,848	53%	
<b>Total Marina Revenue</b>	<b>78,084</b>	<b>50,433</b>	<b>27,650</b>		
<b>Expenses:</b>					
Salaries, Benefits, PR Tax	17,866	15,272	(2,594)	-17%	
Repairs & Maintenance	16,682	12,133	(4,549)	-37%	
Contracted Services	5,950	4,586	(1,364)	-30%	
Insurance	6,854	5,800	(1,054)	-18%	
Utilities	5,784	5,333	(451)	-8%	
Other Expenses (incl taxes)	71,238	79,662	8,424	11%	
<b>Total Marina Expenses</b>	<b>124,374</b>	<b>122,787</b>	<b>(1,587)</b>		
<b>Marina Net Income</b>	<b>\$ (46,291)</b>	<b>\$ (72,354)</b>	<b>\$ 26,063</b>	<b>-36%</b>	
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 41,650</b>	<b>\$ 26,533</b>	<b>\$ 15,118</b>	<b>57%</b>	

**Manager's Report: September 2021**

As I write this report the weather meteorologists advise us that Friday September 17th and Saturday September 18th, will bring a lot of rain, wind, and maybe lightening. Mother nature is letting us know the summer party is about over. It is time to start preparing for winter weather. We have enough road salt and will be checking the plow and spreader for good operation, so we are ready when the snow comes in winter.

**Administration**

1. The office has received 305 forms from members agreeing to receive notices from Cape George electronically. This will help us reduce postage and mailing costs. 305 forms are just a little under half of the community. We encourage you to mail in the form sent to you so we can hopefully reach 75%.
2. Account statements have been mailed to members for the 4th quarter payment.
3. The Trustees recently visited the Water Tank Farm and its operation. They also visited the workshop near the barn and a visit to the indoor pool equipment room. The Trustees gained a better understanding of the equipment and how these systems work.
4. Backflow Testing Notices have been mailed to members with Backflow water devices for required annual inspection and testing.
5. We have been informed by the postal carriers as of September 15th they do have some keys and they have not completed movement of mailboxes. Members and residents looking for keys should address their concerns with the postal carriers or Port Townsend Postmaster. Cape George office does not have any mailbox keys.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
September 23, 2021  
via ZOOM

Maintenance

1. The Clubhouse Air Conditioner heat pump has been fixed.
2. The Traffic Calming Device has been moved to Vancouver Drive. The next location is the Highlands.
3. Marina Basin dredging is still taking place this fall by volunteers.
4. A contractor recently did more removal of noxious weeds.

Complaints & Reports

1. Complaints filed have been in regard to pet issues between neighbors.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Marina and Water. The reports are attached to these minutes and incorporated by reference.

**Member participation:** Diane Tamblyn expressed her support of Neil D'Acquisto's concerns regarding the location of a second sports court.

**New Business Action Items:**

At the Study Session on Sept. 20, 2021 two motions were made regarding emergency jetty work and ratified at this Board Meeting.

**Motion 1:** Lad Burgin moved, and George Martin seconded to authorize the expenditure of marina reserve funds to a maximum of \$57,709.00 to repair the North Marina Jetty as specified in the Marina Committee Proposal to be completed as soon as possible. Passed - 5/0

**Motion 2:** Lad Burgin moved, and George Martin seconded that we authorize the General Manager to contract with Whitworth Excavation to perform the authorized repair of the Marina North Jetty. Passed - 5/0

**Motion 3:** Lad Burgin moved, and George Martin seconded to ratify the vote for emergency jetty funding made on September 20th at the Study Session. Passed - 5/0

**Motion 4:** Lad Burgin moved, and George Martin seconded to ratify the vote to engage Whitworth Excavation for the repair of the jetty made on September 20th at the Study Session. Passed - 5/0

**Motion 5:** George Martin moved, and Fayla Schwartz seconded to authorize the manager to seek insurance underwriting bids for the Marina Boat Education Program. Passed - 5/0

**Motion 6:** George Martin moved, and Ruth Ross seconded to approve the changes to the Roads & Building Committee Charter as presented, adding a Vice Chairperson, and expanding the definition of Board, to Board of Trustees. Passed - 5/0

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**September 23, 2021**  
via ZOOM

**Motion 7:** Ruth Ross moved, and Pat Gulick seconded to approve the placement of the rain garden sign in the location proposed by the Environmental Committee. Note that the “before you dig” inspection was completed in 2019 before the installation of the rain garden and no subsequent utilities work has been done in the area. Passed - 5/0

**Motion 8:** Fayla Schwartz moved, and George Martin seconded to approve the Emergency Notification Form labeled MIS11. Passed - 5/0

**Motion 9:** Ruth Ross moved, and George Martin seconded to authorize our attorney to put a lien for fees and all legal costs on the property in Case #1. Passed - 5/0

**Motion 10:** George Martin moved, and Ruth Ross seconded to approve John Hanks and Rich VanDeMark as interim Co-Chairs of the Roads and Building Committee until such time as those positions can be filled by the committee. Passed - 5/0

**Motion 11:** George Martin moved, and Pat Gulick seconded to approve Scott Carpenter to the Water Advisory Committee. Passed - 5/0

**Open Board Discussion:**

In preparation of the upcoming Special Board Meeting scheduled for next week, the current drafts of proposed changes to the By-Laws will be emailed to the trustees.

**Announcements:**

- Special Board meeting on Bylaw amendments – Wednesday, September 29, 2021, at 9:00 PM via Zoom
- Special Board meeting on 2022 Budget – Thursday, October 14, 2021, at 3:00 PM via Zoom
- Study Session – Monday, October 25, 2021 – 3:00 PM via Zoom
- Board Meeting – Thursday, October 28, 2021 – 3:00 PM via Zoom

**Adjournment:** George Martin moved, and Lad Burgin seconded to adjourn the meeting at 3:38 pm. Passed- 5/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Lad Burgin, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
September 23, 2021  
via ZOOM

**ENVIRONMENTAL COMMITTEE MINUTES**

**Tuesday, August 10, 2021, 9:15 am**

**ATTENDANCE:** Kyanne Andersen, Varn Brooks, Patty Dunmire, Sue Dunning, Pat Gulick, Marta Krissovich, Steve McDevitt, Dennis McDaniel, Patrick Rooney, Ruth Ross, Kitty Rucker, Robin Scherting, Fayla Schwartz

**I. CALL TO ORDER:** Steve McDevitt called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** Robin moved and Kyanne seconded that the minutes from the July 2021 meeting be approved as written and the motion passed unanimously.

**III. FISCAL REPORT:** Previous balance was 502.00. Current balance is \$489.44, which reflects \$137.44 in book sales and \$150 expenditure to PTMSC for the guides for the beach walk. *(These are not funds that belong to Cape George Colony Club, Inc.) (These are not funds that belong to Cape George Colony Club, Inc.)*

**IV. OLD BUSINESS**

- A.** Hemlock Removal: Peninsula Environmental will return soon for further removal. Everyone agreed there has been a great reduction in the hemlock.
- B.** Rain Garden Sign, as framed by Steve with driftwood, will be installed soon.
- C.** Rain Garden Weeding/Maintenance: Steve reported on Bob Simmons' visit. Bob said everything is doing very well and recommended decreasing watering to every 2 weeks during the dry season as well as leaving the deer fencing up for 1 more year. Steve is looking into creating a more efficient watering system.
- D.** Cape George Native Plant Booklet: First 50 copies have sold out and sales are going well with the next printing. The committee plans to have a table for sales at the Waterfront Festival (see below).

**V. NEW BUSINESS**

- A.** Environmental Committee Table at the Waterfront Festival: Steve McDevitt will be setting up a table with educational flyers from area environmental organizations where we will also be selling the Native Plant Booklets, mountain maps, and Protection Island booklets. Steve will be sending out an email so that volunteers can sign up for shifts at the table Saturday and Sunday Aug 14 and 15.
- B.** Memorial Park maintenance: the committee discussed the need to provide assistance with the watering system at the park. Concern was also expressed about the heathers that were damaged during the heat wave and the slope above the garden in terms of erosion now that the blackberries have been removed.
- C.** Clubhouse weeding/maintenance. The clubhouse volunteer team will continue to work on the plantings around the clubhouse before the Waterfront festival. Given the drought, many of the plants are stressed and not looking their best.
- D.** Plans for the fall. Given the surge of new COVID cases, the committee will probably need to cancel plans for in-person activities this fall. We discussed asking Darryl and Lorna and other experts in the neighborhood to contribute monthly articles on environmental topics to the newsletter.

The meeting was adjourned at 10:10 am.

Respectfully submitted,  
Ruth Ross, Secretary

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
September 23, 2021  
via ZOOM

Marina Committee Meeting Agenda and Minutes, 7 September 2021 11 am Marina Gazebo

Agenda items

Continued Business

- 1) Channel entrance remains constrained in both depth and width. We are experiencing “overflow of sediments from the north over a “gap” in the jetty and into the entrance channel. We are working on solutions to reduce this. Exercise caution when transiting the channel.
- 2) Waterfront Festival Review and Comments
- 3) Basin dredging, shift in location to south end (I dock)

Minutes, Recorded by Ross Anderson

The committee met at the seawall pergola. About 22 members and manager Patrick Rooney were present. Marina Chair Jim Bodkin called the meeting to order at 11 am. He thanked Kris Easterday and many volunteers who worked on the Waterfront Festival.

Bodkin reported that members had surveyed the entrance channel and determined the depth to be at minus 2.5 feet. This means the entrance is now a foot or more shallower than when the channel was dredged in June. At that rate, the channel could become impassable to many boats. He believes the rapid silting is caused by sloughing of the bluffs to the north, and that it should be addressed as soon as possible. The proposal is to add rock to the north jetty. He reported that proposals from three contractors who might be able to bring in rock during low tides at the end of September or in October. It is believed that it may take 700 tons of rock to raise the jetty to about 12 feet above sea level.

Patrick Rooney stated that it might be possible for the Board of Trustees to call a special meeting and declare an emergency. The hope is that the cost of the rock could be partially offset by reduced need for annual dredging in the future.

Gary Rosso moved that the committee ask the Board of Trustees to approve an emergency expenditure to raise the jetty. Several members seconded the motion. The committee voted unanimously to approve the motion.

Members also discussed the Waterfront Festival and agreed that it was a big success. Kris Easterday reported that there may be a shortfall of about \$800 in the festival budget, although a complete accounting has not taken place.

The meeting was adjourned at 11:50 am.

Next meeting Tuesday 5 October, 11 am.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
September 23, 2021  
via ZOOM

**Cape George Water Advisory Committee  
Meeting Report September 7, 2021**

The meeting was held at 4 PM September 7, 2021, in the Clubhouse. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Board Liaison George Martin, Steve King, Thad Bickling, Carl Berger, Stew Pugh, and Chair Marty Gilmore.

Prospective committee member Scott Carpenter also attended. Near the end of the meeting, Scott removed himself. The committee then discussed his candidacy and voted to recommend to the Board that he be approved as an additional member. His brief bio is attached.

Additional labeling of lines, valves, and switches has begun. Carl and Marty prepared a preliminary list of labels. Carl has made some of the needed labels and he and Jose will install them. Carl and Patrick will identify additional labels to be purchased.

Buried valves will be IDed and labeled by Jose and Donnie. Once the valves are identified, a testing protocol will be developed for the buried valves.

Cape George will buy a lock-out kit to allow tagging and locking switches for safety during electrical work.

Settings for well pump start on low level and for the low water level alarm need to be tested by temporarily raising the transducer. The transducer cable is attached to a standpipe in a way that prevents retrieving it for testing. Electric America, the company that installed the transducer and panel, will be asked to identify a testing method. Patrick and Jose will review their scope of work to ensure the original work was completed according to contract. The autodialer will be re-set and tested as part of the level transducer test.

The 2020 Water Use Efficiency Report was submitted to the Office of Drinking Water. Monthly well log readings that will be included in the 2021 report are being posted in Well House 8. Static and dynamic water levels are similar, which is a positive sign about the health of the aquifer.

Highlands booster pump operation is inconsistent. This may be a result of a wiring issue, or a frozen relay. Jose will review, and will talk to Electric America, the vendor that installed the controls.

The Water Advisory Committee and the Emergency Preparedness Committee will jointly review and update the emergency plans for the water system.

Quotes are being obtained for diving and cleaning the water tanks.

The next scheduled meeting will be Tuesday, October 5, at 4 PM.

CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES  
October 6, 2021

**The meeting was called to order by President, Lad Burgin at 2:30 pm.**

Welcome

The purpose of this meeting is to review the proposed changes to the Bylaws, including the Building & Property Regulations for possible inclusion in the ballot package going to the community this fall.

**In Attendance:** Lad Burgin, Ray Graves, Pat Gulick, Jane Ludwig, Ruth Ross and Fayla Schwartz

**Ad Hoc Hedge Committee Report** - Jane Ludwig, Facilitator

In recent years, one of the most challenging issues to come before the Cape George Colony Board of Trustees has been the enforcement of the “Hedge Regulation”. This regulation has caused considerable confusion and hard feelings in the community. In addition, hedge disputes have been the source of substantial legal fees for both the Association and individual members. If these fees are non-recoverable, they come out of community dues. As Board membership has changed over the years (and vegetation has grown), it has been difficult to be consistent in the interpretation of these regulations. Out of concern regarding these and other issues related to hedges, the Board of Trustees formed an ad hoc committee in November of 2020 to review, clarify and revise, if necessary, all related hedge regulations as identified in the Building and Property Regulations.

The Hedge Ad Hoc committee is composed of a non-voting facilitator, two board members and five community members with diverse views on the issue. One of these community members is from the Roads and Building Committee, and one is from the Environmental Committee. This committee has been meeting since January 2021 to examine the issue. They have studied previous Hedge Regulations as well as the current Hedge Regulations and worked to find a solution that would clarify the role of the Board in addressing hedge disputes going forward. Prior to presenting the proposed changes to the membership in the June 2021 newsletter, Cape George legal council reviewed the changes and the suggested wording was added to the Abatement section of the Rules & Regulations.

The Building and Property Regulations include the regulations related to hedges, to which this committee is proposing changes. Any change to the Building and Property Regulations requires a simple majority vote of the Members at which a Quorum of Members is present in person or by proxy.

Proposed changes to the Building & Property Regulations were presented and member comments were received. No action was taken by the Board at this time.

**Announcements:**

- Special Board meeting on 2022 Budget – Thursday, October 14, 2021, at 3:00 PM via Zoom
- Study Session – Monday, October 25, 2021 – 3:00 PM via Zoom
- Board Meeting – Thursday, October 28, 2021 – 3:00 PM via Zoom



CAPE GEORGE COLONY CLUB  
SPECIAL BOARD OF TRUSTEES MEETING MINUTES  
October 6, 2021

**Executive Session:** Pat Gulick moved, and Fayla Schwartz seconded to move into Executive Session at 4:17pm to discuss personnel issues.

Passed - 5/0

Ray Graves moved, and Pat Gulick seconded to adjourn the Executive Session and return to the Special Board Meeting at 5:04 pm. Passed - 5/0

**Adjournment:** Ray Graves moved, and Ruth Ross seconded to adjourn the Special Board Meeting at 5:04 pm. Passed - 5/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Lad Burgin, President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES  
OCTOBER 18, 2021  
via ZOOM

**The Special Board meeting was called to order by Vice President, Ray Graves, at 3:03 pm**

**In Attendance:** Ray Graves, George Martin, Jane Ludwig, Ruth Ross, Fayla Schwartz, Pat Gulick and Patrick Rooney, General Manager.

**Announcements:**

Ray Graves stated there would be an Executive Session at the end of the Special Board meeting to discuss a member account issue.

**2022 Budget and Reserve Study Review:**

George Martin and Pat Rooney presented the proposed 2022 budget for review by the Board of Trustees. See exhibit 1.

Board members asked questions for clarification. The budget process was presented. Questions concerning employee compensation were discussed and clarified.

The reserve funding worksheet was presented and clarification questions were asked by Board Members.

Community members will have an opportunity to ask questions about the 2022 Budget proposal at the Oct. 25<sup>th</sup> Board Study Session.

**Executive Session:** It was moved by George Martin and seconded by Fayla Schwartz to move to Executive Session at 4:29 pm to discuss a member account issue. Passed 5/0.

**Adjournment:** George Martin moved and Pat Gulick seconded to move to regular session at 4:46 pm. Passed 5/0.

**Motion #1:** George Martin moved and Pat Gulick seconded that the Board instruct our attorney to inform member that the original offer stands and the member has 30 days to respond to the lawyer's letter. Passed 5/0

**Announcements:**

- Study Session – Monday, October 25, 2021, at 3:00 PM via Zoom
- Board Meeting – Thursday, October 28, 2021, at 3:00 PM via Zoom

**Adjournment:** Ruth Ross moved and Pat Gulick seconded to adjourn at 4:47 pm. Passed 5/0.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
October 28, 2021  
via ZOOM

**The Board Meeting was called to order by Vice President, Ray Graves at 3:02 pm**

**In Attendance:** George Martin, Jane Ludwig, Ruth Ross, Fayla Schwartz, Ray Graves and Pat Gulick.

**Action on Minutes:** Jane Ludwig moved and Fayla Schwartz seconded to approve the minutes of Board Meeting dated - September 23, 2021, Special Board Meeting dated – October 6, 2021 and of Special Board Meeting dated – October 18, 2021. Passed - 5/0

**Membership Report:** Jane Ludwig

Kat Ross & Jane Ward purchased 403 Victoria Loop from Jim Ramirez  
Brad McWilliams & Jewell Rhodes purchased 190 Pine Dr from Unity Church of PT  
Larry Coupe & Laura Gallo purchased lot 9-3 San Juan Dr from Daniel Swanson  
Bob & Marilyn Dickey purchased 80 Victoria Loop from Bev Rickher  
David Keith purchased 41 Fir from Mike Colbert & Karen Alfke

**Treasurer's Report:** George Martin

As of September 30, 2021

A summarized comparative balance sheet and a condensed statement of revenues and expenses are included on the next page. Detailed statements are available on the Cape George website.

COMMENTS:

This report is a summary of the Report Provided by Community Financials and now includes reserve totals.

PAST COMENTS:

As expected, income is down due to covid issues while expenses continue as expected.

With the start of a new year, we will see how the Covid 19 will influence 2021.

Note that the Marina traditionally has a large net income at the first of the year because most fees are paid up front at the start of the year, rampage and mooring.

This report is a summary of the Report Provided by Community Financials. It consolidates the several pages provided into a single sheet in the process, financial data is confirmed.

2021 BALANCE SHEET COMMENTS:

You will note that we now use a Fund Balance Sheet which incorporates reserve activities.

<b>Reserve Balances as of December 31, 2020</b>	
<b>General</b>	<b>\$560,536.95</b>
<b>Water</b>	<b>\$460,355.87</b>
<b>Marina</b>	<b>\$171,738.98</b>
<b>Total</b>	<b>\$1,192,631.80</b>

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**TREASURER'S REPORT**  
**As of September 30, 2021**

<b>Balance Sheet as of August 31, 2021 (with comparison to previous year)</b>							
<b>Assets</b>					<b>Liabilities and Fund Balances</b>		
	<b>2021</b>	<b>2020</b>			<b>2021</b>	<b>2020</b>	
Cash and Cash Equivalents:					Current Liabilities:		
Operations Checking	\$ 168,491	\$ 276,593			Accounts Payable & Other Liabilities	\$ 6,188	\$ 22,609
Operating Investment-Savings	100,027	100,007			Unearned Income General/Water/Etc.	106,123	93,330
Petty Cash	561	561			Deferred Income General/Water/Marina/Reserves	(452.04)	-
Reserves - General, Water & Marina	1,263,144	1,083,911			Unearned Income Marina Wait List	900	1,900
					Total Current Liabilities	112,758	117,839
<b>Total Cash &amp; Equivalents</b>	<b>\$ 1,532,223</b>	<b>1,461,072</b>					
					<b>FUND BALANCES:</b>		
Net Accounts Receivable	\$ 18,034	3,255			Equity Total	13,164	-
Total Net Fixed Assets	1,677,339	1,748,514			Fund Balances (Combined)	3,097,859.06	3,071,938
Total Prepaid & Other Assets	34,250	33,030			Net Income	38,064	56,095
<b>TOTAL ASSETS</b>	<b>\$ 3,261,845</b>	<b>\$ 3,245,872</b>			<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,261,845</b>	<b>\$ 3,245,872</b>

**Summary Revenue and Expense Statements for the periods ended:**  
**September 30, 2021**

<b>2021 Year to Date</b>					<b>Reserve Balances</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>		<b>As Of</b>	<b>As Of</b>
<b>General</b>					<b>General</b>	<b>12/31/2020</b>	<b>9/30/2021</b>
General Assessment	\$ 239,672	\$ 239,591	81	0%	Income / Expenses		(\$86,222.00)
Revenue - All Other Sources	165,572	160,806	4,767	3%	Interest	\$560,536.95	\$1,430.32
Total General Revenue	405,244	400,397	4,848		Balance		\$475,745.27
Expenses:					<b>Water</b>	<b>\$460,355.87</b>	
Salaries, Benefits, PR Tax	135,574	133,363	(2,211)	-2%	Income / Expenses		\$24,608.82
Repairs & Maintenance	37,639	19,087	(18,551)	-97%	Interest		\$858.19
Contracted Services	43,997	45,787	1,790	4%	Balance		\$485,822.88
Insurance	18,579	18,000	(579)	-3%	<b>Marina</b>	<b>\$171,738.98</b>	
Pool Expense+pool utilitie	28,106	19,575	(8,531)	-44%	Income / Expenses		\$78,235.36
Utilities	3,783	7,200	3,417	47%	Interest		\$3,432.77
Other Expenses (incl taxes	62,149	62,513	364	1%	Balance		\$253,407.11
Total General Expenses	329,826	305,525	(24,302)		<b>Total:</b>	<b>\$1,192,631.80</b>	<b>\$1,214,975.27</b>
<b>General Net Income</b>	<b>\$ 75,418</b>	<b>\$ 94,872</b>	<b>\$ (19,454)</b>	<b>-21%</b>			
<b>Water</b>							
Revenue - Water Use Fees	\$153,880	\$ 152,250	\$1,630	1%			
Revenue - All Other Sources	4,435	6,488	2,053	-32%			
Total Water Revenue	158,315	158,738	3,683				
Expenses:							
Salaries, Benefits, PR Tax	59,911	59,754	(157)	0%			
Repairs & Maintenance	1,588	8,100	6,512	80%			
Contracted Services	19,629	19,602	(27)	0%			
Insurance	9,063	8,700	(363)				
Utilities	8,577	8,625	47	1%			
Other Expenses (incl taxes	37,305	40,719	3,414	8%			
Total Water Expenses	136,074	145,500	9,426				
<b>Water Net Income</b>	<b>\$ 22,241</b>	<b>\$ 13,238</b>	<b>\$ 9,004</b>	<b>68%</b>			

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<b>Marina</b>					
Revenue - Moorage/Parking	\$ 64,536	\$ 46,500	\$ 18,036	39%	*Note: This is paid at the first of the year.
Revenue - All Other Sources	13,948	10,137	\$ 3,811	38%	
<b>Total Marina Revenue</b>	<b>78,484</b>	<b>56,637</b>	<b>21,846</b>		
<b>Expenses:</b>					
Salaries, Benefits, PR Tax	20,233	17,181	(3,052)	-18%	
Repairs & Maintenance	16,682	13,650	(3,032)	-22%	
Contracted Services	6,559	5,159	(1,399)	-27%	
Insurance	7,630	6,525	(1,105)	-17%	
Utilities	6,142	6,000	(142)	-2%	
Other Expenses (incl taxes)	80,833	89,676	8,843	10%	
<b>Total Marina Expenses</b>	<b>138,079</b>	<b>138,192</b>	<b>113</b>		
<b>Marina Net Income</b>	<b>\$ (59,596)</b>	<b>\$ (81,554)</b>	<b>\$ 21,959</b>	<b>-27%</b>	
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 38,064</b>	<b>\$ 26,555</b>	<b>\$ 11,508</b>	<b>43%</b>	

**Manager's Report: October**

The leaves are changing, and the wind is blowing. It is the time of year to think about weatherization like cleaning gutters, covering hose bibs, and preparing for possible power outages. For our nautical members it is time to "batten down the hatches". Additionally, we may face supply shortages. Plan carefully and plan well! We have road salt on hand for this winter and we will be checking the snowplow and spreader to make sure they are ready to go.

**Administration**

1. As a reminder, any members that have not turned in the form sent to each member authorizing Cape George to send official notices via email can still do so by sending or dropping off at our office.
2. Also, as a reminder, Backflow Testing Notices have been mailed to members with backflow devices. A 2<sup>nd</sup> notice will go out to members that have not turned in a backflow test on Tuesday, October 26<sup>th</sup>.
3. Our office hours and telephone answering hours are from 9 AM to 2 PM Monday through Friday except Holidays. We do work before and after those times without interruption to facilitate administrative work.

**Maintenance**

1. The Clubhouse kitchen lighting has been upgraded to LED lighting. The lighting in the Fitness room will be converted to LED lighting in 2022.
2. The traffic calming device is currently on Sunset Blvd., in the Colony and will be moved to the main entrance on Cape George Drive next.
3. A member's boat recently sank in the Marina. It was salvaged by their insurance carrier.
4. The North Jetty project to add 700 tons of rock to heighten the jetty has been completed.

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5. Thanks to our Seasonal employee Aimee Garrett for her service this year in helping maintain community roadsides.
6. A culvert that went under a road in the Highlands was vacuumed to clear debris.
7. The flow of water in different pipes has been labeled by members of the Water Advisory Committee.

**Complaints & Reports**

1. Multiple complaints were filed regarding the discharge of a firearm. A violation notice with a fine was levied.
2. A resident started a fire without a burn permit.
3. Another Hedge complaint was received.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Pool and Water. The reports are attached to these minutes and incorporated by reference. The Social Club also submitted a report from their semi-annual meeting which is included.

**Member participation:**

Ray Pierson suggested members be able to approve or disapprove individual projects in the Reserve Projects Budget rather than a complete package in the upcoming budget vote.

**New Business Action Items:**

At the Study Session on October 25, 2021 two motions were made regarding the 2022 budget and ratified at this Board Meeting.

**Motion 1:** Jane Ludwig moved, and Pat Gulick seconded to defer the acceptance of the 2022 Budget until no later than January 31st, 2022 Passed - 4/1

**Motion 2:** Jane Ludwig moved, and Fayla Schwartz seconded to re-activate the Cape George Finance Committee with the following members. Passed -4 /1

Gail Krentzman  
John Dwyer  
Georgette Semick  
Collette Carpenter

**Motion 3:** George Martin moved, and Pat Gulick seconded to approve the changes to EMP 02 as presented but with the change from 4th quarter to 3rd quarter of the calendar year. Passed – 5/0

**Motion 4:** George Martin moved, and Pat Gulick seconded to approve the changes to the lot designation on 311 Victoria Loop to a non-water lot removing future water assessments for the unbuildable lot as of January 1, 2022. Passed - 5/0

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**Motion 5:** George Martin moved, and Fayla Schwartz seconded to approve the renewal of the Flood Insurance policy at the current Option A level as presented in the Study Session packet. Passed - 5/0

**Open Board Discussion:**

Fayla Schwartz suggested looking into increases in the 2022 Fee & Fine schedule regarding discharge of a firearm. Several trustees and members discussed applying for a "no shooting" status for Cape George with Jefferson County.

Kris Easterday will investigate the requirements to gain this designation. Jane Ludwig also suggested possible fine increases for outdoor burning and tree cutting without a permit for next month's meeting.

Since the treasurer, George Martin, is currently the Board liaison to both the Building and Water Committees, Jane Ludwig volunteered to serve as the contact for the Finance committee until the review of the 2022 budget is complete and recommendations are made to the board.

Jane Ludwig recommended the following goals for the Cape George Finance Committee (CGFC), in order of priority.

1. Focus on the 2022 proposed budget and make recommendations concerning:
  - a. Reserve Budget Assessment levels
  - b. Possible methods to address the "cash for benefits" question in payroll expenses.
  - c. Identify any areas of concern in the operating budget.
2. Identify and share what documents are needed by the committee to address the 2022 proposed budget.
3. Once the 2022 budget is reviewed and recommendations are made to the board, focus on the committee charter, suggest necessary revisions, and consider the addition of a section related to human resource functions such as employee benefits, performance evaluations, personnel records, etc.

Ruth Ross announced a possible Styrofoam recycle event to take place in late November. More information to come.

Jane Ludwig stated that Linda Schwartz was investigating set up of a Zoom link at the clubhouse to expand in-person and remote participation of Board meetings, to be more inclusive.

Members who have voiced a desire to meet in person will be asked if they would be willing to attend a Zoom meeting in the Clubhouse. If so, members will be asked to RSVP prior to setting up the meetings.

**Announcements:**

- Study Session – Tuesday, November 16, 2021, 3:00 PM via Zoom
- Board meeting – Friday, November 19, 2021 3:00 PM via Zoom

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**Adjournment:** Pat Gulick moved, and Ruth Ross seconded to adjourn the regular meeting and move to Executive Session 3:46 pm. Passed - 5/0

Fayla Schwartz moved, and Ruth Ross seconded to return to the regular meeting at 5:06 pm. Passed - 5/0

**Motion 6:** George Martin moved, and Jane Ludwig seconded to accept the Regence Gold 500 plan and associated dental plan for the 2022 employee health plan. Passed - 5/0

**Adjournment:** George Martin moved, and Pat Gulick seconded to adjourn the Board Meeting at 5:09 pm. Passed-5/0

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Ray Graves, Vice President

**ENVIRONMENTAL COMMITTEE**

**Tuesday, Sept 14, 2021 9:15 am**

**Via ZOOM**

**Minutes**

**ATTENDANCE:** Christine Buzzard, Patty Dunmire, Sue Dunning, Pat Gulick, Marta Krissovich, Diane Kochendorfer, Stephen McDevitt, Patrick Rooney, Ruth Ross, Kitty Rucker, Fayla Schwartz, Elaine Sullivan

**I. CALL TO ORDER:** Steve McDevitt called the meeting to order at 9:15 am.

**II. APPROVAL OF MINUTES:** It was moved and seconded that the minutes from the August 2021 meeting be approved as written and the motion passed unanimously.

**III. FISCAL REPORT:** The previous balance was \$489.44 and the current balance is **\$1383.87**, which reflects \$894.43 in book sales.

**IV. OLD BUSINESS**

- A.** Environmental Table at the Waterfront Festival; Steve reported that the display of materials from different environmental groups and agencies was very well received. We also did very well with sales of our fundraising flower booklet.
- B.** Cape George Flower Booklet: Approximately 50 copies are still available. Members should contact Patty Dunmire (253-332-4779 or pattydunmire@yahoo.com) if they or someone they know would like to purchase a copy. We will remind people in the December newsletter about the booklet in case they want to purchase copies for gifts.
- C.** Protection Island Booklet: Members expressed interest in updating the booklet with copies of recent articles published about the island and Marty Bluewater and other materials including some of Marty's photographs if he will allow us to use them. Concern was expressed about whether we have copyright permission for all of the included materials. Ruth will review the



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booklet to check. For now, it was decided that we should just give the booklets to people and suggest that they can make a donation to the committee if they want.

- D.** Memorial Park and Rain Garden: Steve provided an update on the watering system and plantings at the Park and the rain garden.
- E.** Clubhouse landscaping: The volunteer team who have been maintaining the plantings around the clubhouse have consulted with a number of members of the community with gardening expertise, including Anne Candioto and Marta Krissovich. A plan is being made to redo the plantings around the clubhouse, removing plants that are overgrown or not doing well, and putting in more native plants that will not require as much care and watering. Kitty moved and Fayla seconded the motion that Patty Dunmire make a presentation and request funds (approximately \$400) from the Social Club at their upcoming annual meeting to defray some of the costs of new plants and the motion was unanimously approved.
- F.** Environmental Committee History Project: Steve and Marta continue to take the lead on preparing materials for our committee history project.
- G.** Rain Garden Sign: Ruth will obtain approval from the Board of Trustees at their next meeting for the planned location of the sign.
- H.** Hemlock Removal: Patrick Rooney reported that Peninsula Environmental had come in August to continue work on the hemlock removal. The committee noted that there has been a great reduction in the amount of hemlock around the clubhouse and marina areas.

**V. NEW BUSINESS**

- A.** Marine Mammal Management/Oil Spill Response Update: Steve reported that he will be attending an oil spill response workshop and will share information with the committee.
- B.** Plans for the fall: given the recent surge in COVID cases, the committee will continue to meet online and will not plan any in-person activities at present. The committee will continue to notify the community about relevant online environmental programs and presentations.

The meeting was adjourned at 10:28 am.

Respectfully submitted  
Ruth Ross, Secretary

**Pool Committee Meeting - Oct. 5, 2021**

Attendees: Penny Jensen, Marta Krissovich, Mary Hilfer, Kris Edwards, Linda Mollino, Robin Scherting, Sandi Guilin, John ?, Fayla Schwartz

➤ Financial Report-

- a. \$925.87 in Separate Pool Acct – Purchases have included 4 blue chairs and new doors for the changing rooms

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- b. Cost of Pool paid by Members: approx. \$42/lot/yr
- c. We are over Budget for repairs 2021-rental of portable dehumidifiers and repairs on our dehumidification system

➤ Discussion of Marta's Questions:

**Marta's Comments to Robin, Norma & Mary on the shower remodel**

- It was needed and it was done very well. THANKS for all their leadership and input into it.
- The grab bar between the showers and the little foot shelves in the showers were stellar ideas!

**Marta's Questions for Robin, Norma & Mary during the 10/5 meeting:**

- The hose that was installed for rinsing the floor when needed:
  - What worked well? The hose didn't appear to have been misused and the lock on the faucet worked. When the floor needed it, Pool Committee members tried to hose the floor down. Penny will follow up on whereabouts of the hose, talk with Donnie and what he believes to be the best way to keep the changing rooms floors clean.
  - What didn't work well? Hosing the floor down wasn't enough, it really needed to be squeegeed as well. The increased effort made the task more cumbersome.
- Any other suggestions for helping keep the shower rooms as clean as possible?
  - Folks seemed happy to pick up their own hair but only begrudgingly pick up hair left by others. It was suggested that posting signs reminding folks to remove their own hair from the shower drains might help alleviate the situation. A recommendation for Members to wear bathing caps was discussed.
- Hooks in tile. There was a hook or hooks just outside the showers before the remodel.
  - Is there a reason there's only hooks across from the showers now?  
There was concern about making holes in the tile. Sandi will discuss with Jose.
- The service that cleans the showers on Saturday
  - How happy have they been with it? It does not appear that the walls are adequately wiped down. There is also considerable concern about hair collecting in the drain. It also appears that the shelves high in the wall do not get cleaned off.
  - Our current bathroom person cleans on Saturday AM's. He does an OK job but Aimee (Donnie's helper) does an even better job on the Exercise room.  
**Penny** will ask Patrick if Aimee is available to clean our changing rooms too.  
ANSWER: Per Patrick - There is no budget for Aimee to clean the pool or shower area.
  - Any lessons learned or suggestions about working with our shower room cleaning service?  
Marta reported that he agreed to start in women's shower room unless women were already in there.
- Pool Service by Donnie - seems to be working well but it's unclear whether he utilizes the two hours that are set aside for cleaning on Wednesdays or not.

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- Is there anything important they've learned about pool cleanliness? Not directly addressed
- Is there anything important they've learned about pool chemicals?  
Not directly addressed but Penny and Marta plan to meet Donnie at the pool soon
- General Pool Environment
  - There are 2 depressions in pool deck area by the main pool stairs that collect puddles & dirt.
    - a. Do they know of any history about why/how they are there? Answer: Not really.
    - b. Do they know of any history about efforts to try to rectify them? Answer: Not aware of any.
    - c. Penny reported that Patrick said painting the deck might help with the depressions. She will follow up with him on that.
  - The deep-water marker rope is occasionally disconnected.
    - ◆ Does anyone know why swimmers or someone else might disconnect it?  
No, but perhaps to use flotation devices.
    - ◆ Has this been an issue in the past?  
No that they know of
    - ◆ If yes, what has been tried to rectify it & how well did it work. N/A
  - The box with pools toys used to be locked & now it's not.
    - ◆ It was locked to ensure equipment was available for Water Aerobics. Current Status:  
Now anyone can use the equipment. It was reported that the dumbbells are especially popular.
  - Pool Water Temperature
    - ◆ What is their understanding, if any, of the temperature it is supposed to be?  
Most were unsure but general consensus seemed to be that it is supposed to be 83-84°.
    - ◆ Pool Temp History
      - There's long been discussions about the best pool temperature since the pool is utilized by both fairly strong swimmers who like it cooler and slower swimmers and walkers who need warmer.
      - It was reported that, over the past six months there's been numerous times when the pool temperature was as low as 78 to 80°. It was suggested that this might be b/c one of the pool heaters were out, This has now been repaired.
    - ◆ Pool temperatures for health, safety & comfort:
      - Kris Edwards reported the WHO recommends 78-84 degrees, but she wasn't completely sure.
      - The following info. was found after the meeting:

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- ◆ US Masters Swimming states that “Most multi-purpose pools incorporating lap, recreational, and water fitness swimmers across the country are typically kept at a higher temperature, between 83 and 86 degrees, though some programs will bring temperatures up to 90 degrees for small children.” <https://www.usms.org/fitness-and-training/articles-and-videos/articles/whats-a-safe-pool-temperature>
- ◆ That same article reported that the WHO “According to the World Health Organization, water temperatures ranging from 78 to 86 degrees Fahrenheit are generally comfortable and safe for those engaging in moderate physical activity in a pool. <https://www.usms.org/fitness-and-training/articles-and-videos/articles/whats-a-safe-pool-temperature>
- ◆ The United States Water Fitness Association suggests specific temperatures for pool water. Younger children and the elderly generally need warmer temperatures ranging from 84 to 94 degrees Fahrenheit, while a comfortable pool temperature for adults is 85 to 89 degrees. If you are swimming for fitness, cooler temperatures of 78 to 84 degrees are recommended. [https://www.uswfa.com/suggested\\_pool\\_temps.asp](https://www.uswfa.com/suggested_pool_temps.asp)
- PLAN: Penny will ask Donnie to set the temp to 84 degrees  
We will monitor pool temperature as we head into winter and discuss this again later.
- Regular Routine Maintenance:
  - Is there any cleaning besides Wed. Pool & Deck Cleaning and Saturday Shower Room Cleaning?  
Penny will check on this with Donnie.
  - Is there any regular maintenance beside checking and adjusting pool chemicals?  
Penny will also check on this with Donnie.
  - Is there a regular schedule for cleaning the outside and the inside of the pool windows?  
When they do need cleaning, who does it?                      Answer: Unknown
- Status of Aerobics class – announcement coming out soon. Marta will report on response.  
PLAN: the times will be kept as is and will only be dropped if promoting the class doesn’t help
- Sandy Guilin’s Pool Sign – looks great
- Open discussions:
  - a. Globs of hair has been found floating in the pool and in the filters.  
Signs requesting Shower Caps will be posted
  - b. Vac and Pool Chemicals (meet with Donnie)
  - c. Thanks for new doors!
  - d. Office fields calls re “Is the Pool Open?”
  - e. Invite Mike Thorwick to next meeting

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- f. Slippery floors – Talking with George both for pool and changing room. Jose to talk to George and get back to Penny.
- g. Resurface Pool deck-question asked of our Manager by Penny
- h. Pool News – Penny would like us to start a Monthly column in the CG Newsletter
- i. Next meeting: November 2, 3 pm, Cape George Clubhouse

**Cape George Water Advisory Committee**  
**Meeting Report October 5, 2021**

The meeting was held at 4 PM October 5, 2021, in the Clubhouse. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Thad Bickling, Carl Berger, Stew Pugh, new member Scott Carpenter, and Chair Marty Gilmore.

Additional labeling of lines, valves, and switches has begun. Carl has made some of the needed labels and he and Jose have started to install them. Additional labels have been purchased. Buried valves will be IDed during a meeting at the tank farm on Tuesday, October 12.

Once valves are identified, they will be tested. It is possible that we discover damaged valves when they are exercised, but Cape George does not have any spare valves. The Committee recommends that Cape George purchase one spare valve for each size valve in the system, complete with all necessary material (bolts, gaskets, couplings, etc.) to replace a damaged valve.

Cape George will buy a lock-out kit to allow tagging and locking switches for safety during electrical work.

Some of the wiring for water tank level alarms and pump start/stop was mis wired when first installed. This has been corrected. Patrick and Jose will review the scope of work for Electric America, the original installer, to ensure the original work was completed according to contract. The autodialer is being tested to ensure the alarm and control issues have been addressed.

The Highlands booster pump operation is inconsistent. The old PLC will be taken out of the control loop in November, when demand is low, to see if this corrects the problem.

The Water Advisory Committee and the Emergency Preparedness Committee will jointly review and update the emergency plans for the water system.

New locks have been purchased for doors and tanks, and the gate code will be re-set to better control entry to the tank farm.

Water tanks will be inspected in spring by diving each tank.

The next scheduled meeting will be Tuesday, November 2, at 4 PM.

## Cape George Social Club Meeting Minutes September 2021

Leadership team: Bianca Thayer, Mary Maltby, Mary Rothschild, Marta Krissovich, Reesa Rees, Susan Keller, Cassie Reeves, Absent: Jane Ludwig and Ruth Ross

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Accept minutes of last meeting: Mary Rothschild moved to accept; Marta Krissovich seconded.

Invite prospective new leadership team members Dianne Tamblyn, Lori Van De Mark, and Janet Lee-Thearle. Sherry Hanan has also volunteered to be part of the Leadership Team. All new members have been accepted to the Leadership Team.

Discuss assignment of duties and changes on the team. Two of our leadership team members are now on the CG Board of Trustees so we may need to redistribute the workload. Mary Maltby will be moving out of the area so someone will need to take over the newsletter advertising. Bianca Thayer offered to train with Mary and take over advertising. Alternatively, Karen Bednarski has offered to do advertising.

Old Business:

Although 2020 was dismal, at best, we did manage to acquire the lovely picnic tables (\$3,500) that can finally be put to use, we contributed \$2,500 to the new signage leading into CG and donated \$2,500 towards the Waterfront Festival which was a wonderful event for the entire community.

New Business:

Holiday Boutique Sale: We received a donation of very good quality Christmas items and decided to have a separate sale nearer the holidays. Need someone to be the lead on this. Postponed due to Covid concerns.

Discuss ideas on where Granny's Attic funds (over \$6,000 this year) can be used. Discuss requests from Pickleball Committee and Environmental Committee.

The Pickleball committee has requested \$3,000 towards building a new sports court for community use. The plan is to be able to use the court for badminton or volleyball as well. Request was approved and funds will be available upon construction of new court.

The Environmental Committee has requested \$400 to upgrade the landscape around the clubhouse. Request was approved.

Band on the Beach Robin Scherting requested that the Social Club commit to funds to hire a band for 2022. Agreed to allocate \$750 for Band on the Beach 2022.

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**SOCIAL CLUB**

July 1, 2020 through September 14, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
<b>PREVIOUS BALANCE</b>					<b>\$ 12,965.85</b>
<b>INCOME:</b>					
Various		Interest Income from Checking		75.86	
Various		Granny's Attic		6,141.25	
Various		Donation		60.00	
Various		Sports Court Mixer		447.00	
Various		Advertising Income		<u>1,215.00</u>	
<b>Total Deposits</b>					<b>7,939.11</b>
<b>EXPENSES:</b>					
06/25/2021	1865	Pickleballs		-33.81	
05/29/2021	1861	First Aid Supplies		-46.01	
08/13/2021	1721	Pickleballs		-63.00	
09/02/2020	1853	Welcome Gift Cards		-100.00	
08/06/2021	1874	Newcomer Gift Cards		-100.00	
02/25/2021	1858	Pickleball paddles		-117.86	
07/27/2021	1868	Band On The Beach		-800.00	
		Bank Charges		-5.08	
07/27/2021		Transfer to Marina from Social Club		<u>-2,500.00</u>	
<b>Total Expenses</b>					<b>\$ (3,765.76)</b>
<b>Kitsap Cr Union Checking Account Balance (Social Club funds only)</b>					<b>\$ 17,139.20</b>
<b>Kitsap Cr Union Savings Account Balance</b>					<b>\$ 3,788.51</b>
<b>Identified and General Funds:</b>					
<b>Identified:</b>					
Granny's Attic				14,616.50	
Revue Funds				3,786.36	
Drill Team				200.00	
Sports Court				674.44	
<b>General:</b>					
Non-designated and non-identified				<u>1,653.38</u>	
<b>Total Social Club Funds</b>				<b>\$</b>	<b>20,930.68</b>
<b>Other CG Committees (Marina, Workshop, Pool, Fitness, Emergency Preparedness, Environmental)</b>					<b>\$ 27,409.66</b>
<b>Kitsap Cr Union Account Balances (Social Club and Other CG Committees)</b>					<b>\$ 48,337.37</b>

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES

October 29, 2021

via ZOOM

**DRAFT**

Dear Social Club Leadership Team,

We would like to ask for a donation of \$3000 toward the construction of a second sports court. We are estimating the cost to be roughly \$18,000. It will be built only using funds donated by Cape George residents.

The original court is heavily used in the warmer spring and summer even into the early autumn months. The pickle ball schedule is packed during these months, and a second court would enable more people to play. Also, with a second court, we can offer more lessons and skill-building opportunities. Plus, the versatility of our original court to host volleyball and badminton could be fully utilized.

The first sports court is a place where many people come to check out the interesting game of pickle ball and end up making wonderful friends, all while getting some fresh air and exercise.

We are hoping to get Board approval to move forward in the next month. The \$3,000 would be greatly appreciated by many Cape George residents. Thank you for your time and consideration.

Sincerely,

The Sports Court Ad Hoc Feasibility Committee

Dear Social Committee Leadership,

The Environmental Committee would like to request \$400 from the Social Committee.

The Environmental Committee has been working on improving the club house plants and gardens. It's been almost 10 years since a big change has occurred. We are working on a number of ideas for the area. We don't have a set-in stone plan but we know we'd like increase the use drought resistance plants, trim and/or remove some trees infringing on the club house roof as well as some of the ones that have become wild and unsightly, improve on the watering system, and improve the pathway that runs along the front.

Much of what we do will use volunteer labor and donated plants, but we are going to need some experts to do some of the work. Because of Covid last year and this year, our regular fundraising Halloween party was not and will not be held. Although our Native Plant book bought in funds, it won't be enough for this.

Thanks very much for your consideration.



**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**November 19, 2021**  
via ZOOM

**The Board Meeting was called to order by Vice President, Ray Graves at 3:00 pm**

Ray announced the appointment of trustee Ruth Ross as Vice Treasurer.

**In Attendance:** George Martin, Jane Ludwig, Ruth Ross, Fayla Schwartz, Ray Graves and Pat Gulick.

**Action on Minutes:** Jane Ludwig moved and Fayla Schwartz seconded to approve the minutes of Board Meeting dated - October 28, 2021. Passed - 5/0

**Membership Report:** Jane Ludwig

Robert & Erin Neff purchased 270 Dennis Blvd from the Tim Meehan estate  
Habitat for Humanity is gifted lot 27.3 Spruce Dr by William & Elaine Eppick

**Treasurer's Report:** George Martin

The complete treasurers report has not been received from Community Financials at the time of this meeting. It will be included in the December Board meeting packet. Below is the balance sheet report handed out to the trustees prior to today's meeting by George Martin.

<b>TREASURER'S REPORT</b>						
<b>As of October 31, 2021</b>						
<i>Balance Sheet as of October 31, 2021 (with comparison to previous year)</i>						
<b>Assets</b>	<b>2021</b>	<b>2020</b>		<b>Liabilities and Fund Balances</b>	<b>2021</b>	<b>2020</b>
Cash and Cash Equivalents:				Current Liabilities:		
Operations Checking	\$ 238,740	\$ 281,849		Accounts Payable & Other Liabilities	\$ 60,643	\$ 14,557
Operating Investment-Savings	103,318	100,009		Unearned Income General/Water/Etc.	18,956	6,283
Petty Cash	561	561		Deferred Income General/Water/Marina/Reserves	117,894.38	-
Reserves - General, Water & Marina	1,279,192	1,095,394		Unearned Income Marina Wait List	900	1,900
				Total Current Liabilities	198,393	22,740
<b>Total Cash &amp; Equivalents</b>	<b>\$ 1,621,811</b>	<b>1,477,813</b>				
				<b>FUND BALANCES:</b>		
Net Accounts Receivable	\$ 27,431	18,692		Equity Total	13,164	-
Total Net Fixed Assets	1,677,339	1,677,082		Fund Balances (Combined)	3,113,907.27	3,007,405
Total Prepaid & Other Assets	35,240	26,336		Net Income	36,357	169,778
<b>TOTAL ASSETS</b>	<b>\$ 3,361,820</b>	<b>\$ 3,199,923</b>		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 3,361,820</b>	<b>\$ 3,199,923</b>

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**November 19, 2021**  
via ZOOM

**Summary Revenue and Expense Statements for the periods ended:  
October 31, 2021**

	2021 Year to Date			
	Actual	Budget	Variance	%
<b>General</b>				
General Assessment	\$ 266,293	\$ 266,213	81	0%
Revenue - All Other Sources	181,850	177,451	4,400	2%
Total General Revenue	448,144	443,663	4,481	
Expenses:				
Salaries, Benefits, PR Tax	147,495	148,181	687	0%
Repairs & Maintenance	40,299	21,208	(19,091)	-90%
Contracted Services	49,146	50,874	1,728	3%
Insurance	20,566	20,000	(566)	-3%
Pool Expense+pool utilities	30,299	21,750	(8,549)	-39%
Utilities	4,270	8,000	3,730	47%
Other Expenses (incl taxes)	68,218	69,459	1,241	2%
Total General Expenses	360,293	339,472	(20,821)	
<b>General Net Income</b>	<b>\$ 87,851</b>	<b>\$ 104,191</b>	<b>\$ (16,340)</b>	<b>-16%</b>

	As Of 12/31/2020	As Of 10/31/2021
<b>Reserve Balances</b>		
<b>General</b>	\$560,536.95	
Income / Expenses		(\$82,311.13)
Interest		\$1,491.52
<b>Balance</b>		<b>\$479,717.34</b>
<b>Water</b>	\$460,355.87	
Income / Expenses		\$26,987.33
Interest		\$894.91
<b>Balance</b>		<b>\$488,238.11</b>
<b>Marina</b>	\$171,738.98	
Income / Expenses		\$87,749.41
Interest		\$3,579.64
<b>Balance</b>		<b>\$263,068.03</b>
<b>Total:</b>	<b>\$1,192,631.80</b>	<b>\$1,231,023.48</b>

<b>Water</b>				
Revenue - Water Use Fees	\$171,096	\$ 169,167	\$1,929	1%
Revenue - All Other Sources	4,435	7,208	2,773	-38%
Total Water Revenue	175,531	176,375	4,703	
Expenses:				
Salaries, Benefits, PR Tax	69,119	66,393	(2,725)	-4%
Repairs & Maintenance	1,798	9,000	7,202	80%
Contracted Services	22,164	21,780	(384)	-2%
Insurance	10,024	9,667	(357)	
Utilities	9,775	9,583	(191)	-2%
Other Expenses (incl taxes)	40,112	44,310	4,198	9%
Total Water Expenses	152,990	160,733	7,743	

<b>Marina</b>				
Revenue - Moorage/Parking *	\$ 64,536	\$ 51,667	\$ 12,869	25%
Revenue - All Other Sources	13,964	11,175	\$ 2,789	25%
Total Marina Revenue	78,500	62,842	15,658	
Expenses:				
Salaries, Benefits, PR Tax	22,966	19,090	(3,876)	-20%
Repairs & Maintenance	16,909	15,167	(1,743)	-11%
Contracted Services	7,305	5,732	(1,572)	-27%
Insurance	8,412	7,250	(1,162)	-16%
Utilities	6,539	6,667	128	2%
Other Expenses (incl taxes)	90,403	99,616	9,213	9%
Total Marina Expenses	152,535	153,521	986	
<b>Marina Net Income</b>	<b>\$ (74,035)</b>	<b>\$ (90,680)</b>	<b>\$ 16,644</b>	<b>-18%</b>
<b>Cmbnd Net Income/(Loss)</b>	<b>\$ 36,357</b>	<b>\$ 29,153</b>	<b>\$ 7,203</b>	<b>25%</b>

\*Note: This is paid at the first of the year.

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
November 19, 2021  
via ZOOM

**Manager's Report:** November

I want to remind members that go to the office, Clubhouse, Workshop, Fitness Center & Pool, to wear a mask to enter and stay. You may take your mask off when swimming only. You are also required to maintain social distancing. I also want to say Happy Thanksgiving to everyone. I do believe we have much to be grateful for and look forward to the Holidays.

**Administration**

1. The office hours are 9 AM to 2 PM during the work week. We will be answering the telephone from 8:30 AM to 3:00 PM.
2. If any member has a suggestion to place the Traffic Calming Device in a certain area, please contact the office or send an email to [manager@capegeorge.org](mailto:manager@capegeorge.org). Twenty is Plenty!
3. Don't forget that time was set back one hour as of November 8<sup>th</sup>.

**Maintenance**

1. A water meter hook-up was done on Saddle Drive.
2. New signage has been added by the North jetty to remind members and guest to not walk on the Jetty.
3. The flow of water in different pipes has been labeled by members of the Water Advisory Committee.
4. Final mowing of the year has taken place at the Colony entrance.
5. Culverts were inspected and cleaned as needed.
6. Replaced a fitting on the air system for the water filtration system.
7. An asphalt repair was done by Lakeside Industries on Dennis Blvd.

**Complaints & Reports**

1. A complaint regarding vehicle driver coming close to a person was received.
2. A member reported a discussion they had with a neighbor about lighting.

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Finance, Fitness, Marina, Pool, Roads and Building and Water. The reports are attached to these minutes and incorporated by reference.

**Member participation:** Additional objections regarding the variance request for 141 Alder were voiced by a neighbor unable to attend the site visit held Wednesday, Nov 17th with some of the trustees and building committee members.

**New Business Action Items:**

**Motion 1:** George Martin moved, and Ruth Ross seconded to approve the modifications of FIN03 as presented in the Study Session Packet to become effective 30 days post publication to the community in the next newsletter. Passed -5/0

**CAPE GEORGE COLONY CLUB**  
**BOARD OF TRUSTEES MEETING MINUTES**  
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**Motion 2:** Fayla Schwartz moved, and Pat Gulick seconded to adopt revised Rule PP04 and revised forms PP04a and PP04b regarding rental of properties, to become effective 30 days post publication to the community in the next newsletter. Passed -5/0

**Motion 3:** George Martin moved, and Fayla Schwartz seconded to approve the change to EMP04 allowing employees to contribute to their IRA up to the maximum allowable by the IRS in any given calendar year. Passed - 5/0

**Motion 4:** Jane Ludwig moved, and George Martin seconded to accept Ross Anderson as the chair of the Nominating Committee for a 2-year term expiring in August of 2023. Members of the committee include Ross Anderson, Nancy Charpentier, Patty Dunmire and Stan Russell. Passed - 5/0

**Motion 5:** Jane Ludwig moved, and Fayla Schwartz seconded to accept John Dwyer as the chair of the Finance Committee for a 2-year term expiring in August of 2023. Members of the committee include John Dwyer, Gail Krentzman, Georgette Semick and Collette Carpenter. Passed - 5/0

**Motion 6:** George Martin moved to approve the variance for a building's height restriction on property 141 Alder. There was no second, the motion dies.

**Open Board Discussion:**

Ruth Ross proposed the hiring of Mr. Johanson, the consultant for Coastal Geological Surveys, to examine the berm for possible storm damage from recent events and provide an assessment. The manager will provide the trustees additional information on the cost involved and availability of the consultant before proceeding.

**Announcements:**

- Study Session – Monday, December 13, 2021, 3:00 PM via Zoom
- Board meeting – Thursday, December 16, 2021 3:00 PM via Zoom

**Adjournment:** George Martin moved, and Fayla Schwartz seconded to adjourn the meeting at 3:45 pm. Passed-5/0

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
Jane Ludwig, Secretary

\_\_\_\_\_  
Ray Graves, Vice President

CAPE GEORGE COLONY CLUB  
BOARD OF TRUSTEES MEETING MINUTES  
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Finance Committee Meeting Minutes November 4, 2021

Present: All members, John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick; Board Liaison Jane Ludwig

Motion 1: to nominate John Dwyer Chair. Approved 4/0

Each member was asked to discuss their findings and questions related to our review of presently- distributed financials and draft budgets. There was a consensus that the Committee members need access to the more detailed Community Financial reports, especially the General Ledger. It was also suggested that the Membership should have access to the more detailed reports through a member-only, password protected section of our website.

To further our work on developing recommendations to the Board on the budget, it was agreed that:

- Jane would pursue getting access to the more detailed CF financial reports for the year, including the General Ledger (“GL”).
- Committee members would compile their budget questions based on the “2022 Proposed Budget Worksheet/v-3”
- Questions on the reserve accounts, and proposed 2022 reserve projects list would be compiled based on the Level 3 consultants studies dated 10/2021 and most recent balance sheets
- Questions about the Benefits and compensation items in the budget will be based on the Regence renewal for 2022, a 3% increase in employee salaries, and a 3% estimated IRA contribution. Further research into recommendations on benefits and compensation is ongoing.

Notes and questions will be circulated among Committee members by this weekend/Saturday, with a goal of transmitting them to the Manager and Treasurer by early next week.

Next meeting via Zoom is scheduled for Thursday, November 11, 2:00 PST.

November 8, 2021

Submitted by Georgette Semick

Finance Committee Meeting November 11, 2021

Present: All Members: John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick; Ray Graves as Board Liaison

Update on budget review: All documents and questions were submitted to the Manager and Treasurer early this week. We are now awaiting responses to questions before next level of review. We have been informed not to expect responses until after the Study Session on November 16<sup>th</sup>. Therefore, the Finance Committee will not be on the Study Session agenda.

We were informed that the FY 2020 Audit has been completed and we will be receiving a copy soon.

Ray will look into getting the Finance Committee a password to access the read-only TOPS reports from Community Financials.

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Benefits: Collette reviewed her Research/Analysis document with the committee and expressed concern that she has not received the requested information and materials from the office to conduct a thorough analysis of our employee health benefit plans. We were made aware that 2022 Regence Gold 500 Plan has been selected and approved. It was agreed that Collette would be authorized to contact our Regence representative to collect the specific information about 2022 benefits in order to comment on the 2022 benefits costs for the budget.

Going forward, Collette will be authorized to pursue alternative plans into next year to present to the Board. The primary objectives of her review will be 1) to ensure employees continue to incur no cost for premiums; 2) to increase employee access to healthcare while paying no out-of-pocket costs such as annual deductibles (now \$1,500), co-pays and co-insurance (now 20%-50%); and 3) all while reducing the total cost of providing employee health coverage. These are longer term objectives, not directly tied to the current time-sensitive adoption of the 2022 budget.

Cash in Lieu of Benefits: Discussion of a stipend for a Medicare-eligible employee is a near term issue. Following review of Collette's document and thorough consideration, the Committee recommends the Board offer a stipend to cover Medicare Part B supplemental insurance and prescription drug coverage instead of a direct increase to wages. A separate memo will be prepared for the Board on this topic. We are concerned that a salary adjustment is the wrong precedent to set and in the future we hope to offer an HRA, which will supplant the stipend.

November 14, 2021  
Submitted by Georgette Semick

Fitness Center (FC) Committee Meeting Minutes  
11/10/2021 @Cape George Club House

Attendees: Mardella Rowland, Linda Mollino, Robin Scherting, Bill Sery, Fred Miercort, Dick Huffman, Phyllis Ballough, (Tom Ramsey), Pat Rooney

Welcome

Brief Update:

The newly installed Graber blinds have been installed and paid for (\$1761.34) from the General Operating Fund account.

The diagnostic preventative maintenance visit (\$512.30) and subsequent repair of the L-7 treadmill's walking belt, drive belt, deck cushions (\$1023.29) has been paid to our service contractor FIT, Inc. through the General Reserve account.

It's been resolved that disinfectant tub wipes will be supplied to the FC as needed.

Budget Issues:

- 1) Pat, CG Manager, clarified the differences between "overhead" general expenses covered for the FC, the reserve fund (\$3K) as a line item in the budget, and FC's account for potential buying of new equipment or replacements (\$9K). It was explained

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that should the FC request anything over \$500 or beyond from its own account, approval would be required by the board.

- 2) It was motioned by Robin and seconded by Linda and moved that I request the Finance Committee to stay and maintain that \$3K line item remain in the budget for 2022. I am at present doing that.

Discussion, Comments, Suggestions:

- 1) In general, we are wondering how many members are using our gym. Come January, there will be a survey inside the door to this effect. Thanks to Linda. When you use the gym, please reply!
- 2) Although a laminated sign concerning Saturday am cleaning time has been posted, it was requested to have a metal sign posted on the door. Pat is addressing this.
- 3) The doors to the FC are quite flimsy. Pat and Donny are looking into possible replacement as of now.
- 4) No more masks will be provided inside the FC. Adults need to bring their own.
- 5) Inversion equipment was deemed to be a liability in the FC and more appropriate for medical facility therapy.
- 6) It was motioned and passed that Linda, Phyllis, and Robin research resistant stretching bands with a backboard to hang the bands near the back corner. This small amount would be paid via the FC account. Thanks in advance to the CG shop for the backboard.

2022 February Fundraiser:

- 1) Per CG tradition, we will be gearing up promotion and donations in January for the FC's February celebration. Phyllis and Robin will spearhead the logistics.
- 2) Look for upcoming info in the newsletter and the Social Club's website.

Adjourned at 2pm... Respectfully submitted, Mardella Rowland

## Marina Committee Meeting Agenda and Minutes, 2 November 2021

Members in attendance, D. Poole, B. Ritchie, F. Kiefer, C. Reeves, C. Brady, M. Heckinger, R. Anderson, T. Cawrse, B. Hamilton, G. McMichael, K. Matthews, B. Fellows, A. Brookfield, B. Schlentner, P. Happel, M. Thayer, J. Bodkin

### Agenda items

1. Proposed 2022 Marina Fee Structure: status  
The Board of Trustees is pleased with the proposed increases in moorage fees and expects to approve the plan. However, the board has delayed approval of the Cape George budget, which may require delaying the payment of 2022 marina fees. Discussion of Cape George marina fees continued
2. Vessel safety and security  
Two recent incidents of minor fuel spills at the marina were discussed, and asked boat owners to be more attentive to handling fuel and mooring lines. It was suggested that the Marina Committee participate in exercises to increase familiarity with spill response procedures and equipment
3. Marina Use Survey, results and recommendations:

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Jim reported on the results of recent survey of boat owners, including a proposed marina mission statement: "The mission of the Cape George Marina is to facilitate a wide variety of marine activities to all Cape George members. Marine activities include access to marine waters facilitated by moorage, rampage, parking and storage of regularly used vessels and watercraft." Discussion continued on ways to increase access of the marina to the entire CG community and facilitate vessel use.

4. Bio-Toxin Sampling, review and request for volunteer for continuation:

Jim reported that water quality testing in the marina indicates a slightly elevated level of certain biotoxins. He suggested these levels may now be lower due to the recent policy asking recreational crabbers to discard crab shells outside the marina. He also reported that Rich and Jo Ferraro and Ken Matthews have offered to do continued water quality testing.

5. Oil Spill prevention and response:

Ben Fellows reported that oil spill absorbents stored at the marina have a limited shelf life, and the marina is replacing them. Jim requested that boat owners equip their boats with absorbent pads to be used in the event of small fuel or oil spills.

6. North Jetty restoration:

Jim reported that, thanks to emergency support from the Board of Trustees, 710 tons of rock have been added to the north jetty. The recently added rock is presumed to be fairly unstable, so he has requested that the manager install signs warning residents not to climb onto the jetty.

Meeting adjourned at 12:10 pm

Next meeting will be Tuesday 7 December, 11 am.

Pool Committee Meeting  
11/21/2021

Called to order at 3 pm by Chair Penny Jensen

Attendees: Penny Jensen, Chair; Kriss Edwards; Marta Krissovich; Linda Mollino; Robin Scherting; Pat Rooney; Special Guest: Mike Thorwick

Financial Report-was reviewed by Penny: current balance: \$925.87

Board working on Budget – The Committee voted to have Penny draft a letter to the Cape George Board and Finance Committee recommending an increase to Donnie's pay beyond the Board's proposed 3% increase. The Committee also recommends hiring an additional assistant working with Donnie for cleaning the pool and adjusting pool chemicals as needed. Donnie is the only person at Cape George who knows how to maintain the pool.

Old Business:

-Hooks outside shower: Jose has been contacted about putting additional hooks for towels in the shower area. He has agreed to this this and hooks are being ordered.

-Information changing room floor non-slip application: in depth discussion on products and what is the best approach to keep the area safe for others. Additional mats can cause a tripping hazard along with problems

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with bacteria that can collect underneath. Pat agreed to follow-up on substance that could be used on the changing room floors like what is used in commercial kitchens to prevent slipping. Also agreed to contact other communities such as Port Ludlow and Kala Point to see what they use.

-Keeping the shower rooms and pool areas clean was a major discussion. How much is the responsibility of the users versus Cape George through the monies available. Donnie's is responsible on Wed 12 – 2 for cleaning the pool.

-In depth discussion on how to repair the divots in the cement (patch and paint) around the pool. Pat agreed to follow-up with appropriate resources and cost of repair. He will look for concrete contractors after the 2022 Budget is approved and the Reserves are approved to use.

-Shower room doors have been primed but not painted. Will put out a call for volunteers. Kriss Edwards will organize the painting session.

New Business -

- Patti Dunmire will be taking down shower curtains and washing them: shout out to Patti for her assistance.

- Pool News - Water Aerobics Class will start on November 15, 2021 at 9:30am, classes will be held Monday, Wednesday and Fridays.

-Swim caps/shoes: Linda is making signs to post around the pool area about wearing caps when in the pool to keep it clean for others and to help with the maintenance of the pool and a request to please shoes at the entrance to the pool area to cut down on tracking dirt into the pool and shower areas.

-Mike Thorwick: gave a tour of the inner workings of the pool system and what needs to be done to keep the pool running efficiently. All agreed that it is an overwhelming job and appreciate everything that Donnie and Mike and others do to keep the pump equipment working so that there is a pool for the residents of Cape George.

-Next meeting - January 4, 2022: May meet sooner if volunteers are needed for projects.

November 4, 2021:

-Additional Notes from Kriss: post meeting:

First, I would like you to know the locker room mop is amazing! I'll work on the heat vents, hopefully tomorrow. I reached out to Sandi in regard to fixing the drywall at the end of the pool. She, Jose, and I will hook up sometime next week. I also reached out to a dear friend of mine who is a concrete professional. I do not believe we need a specialize pool company. I will get back to you on her response.

Just heard back from my friend, we do not need a "pool company" I will reach out to Brent Erickson, a Colony member and a concrete guy, I'll ask if he is willing to assess the situation, if that is ok with you all.

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Roads and Building Committee  
Meeting Minutes: 11/04/21 2PM  
Cape George Colony Club Office Conference Room

Members in Attendance:

Richard VanDeMark, Mike Hinojos, William Woodson, Dave Baker, George Martin

Also: Pat Rooney, CG Manager

- Discussed earthworks permit, 381Sunset Blvd., requesting more information and suggestions for soil erosion prevention and catch basin protection from soil erosion during the proposed project.
- Reviewed Variance request for property on 141Alder, approved request and forwarded to the Board of Trustees for a Variance Hearing.
- Reviewed two preliminary building requests for properties, 81Hemlock Dr. and 103 Hemlock Dr.
- Requested additional information from the parties.
- Approved Earthworks permit for perc holes 351Ridge Drive.
- Signed off Building Permit for property on 120 Maple Drive.

Discussed a member issue with a temporary overhead power line, 420 Dennis, for construction and confirmed that it will be underground for the completed house remodel.

Discussed of modifying the Site Plan submittal requirements, adding more detailed information to be provided to aid the committee in reviewing building permit requests and assisting the members in the building process.

Meeting adjourned at 4pm.

**Cape George Water Advisory Committee  
Meeting Report November 2, 2021**

The meeting was held at 4 PM November 2, 2021, in the Clubhouse. Present: General Manager Pat Rooney, Water Manager Jose Escalera, Board Liaison George Martin, Carl Berger, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

Lines, valves, and switches have been labeled. Thank you, Carl Berger.

Buried valves were IDed and valve stems painted during a meeting at the tank farm on October 12. Discussions are continuing about how best to label these valves to correspond to drawings needed to guide emergency response.

Testing buried valves is upcoming. Cape George does not have any spare valves. The Committee recommends that Cape George purchase one spare valve for each size valve in the system, complete with all necessary material (bolts, gaskets, couplings, etc.) to replace a damaged valve. The cost for these spares is approximately \$6500.

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via ZOOM

A lock-out kit has been purchased and installed to allow tagging and locking switches for safety during electrical work.

Some of the wiring for water tank level alarms and pump start/stop was mis wired when first installed; this has now been corrected and tested.

Highlands booster pump operation is inconsistent. The old PLC will be taken out of the control loop this month.

New locks have been purchased for building doors and tank lids.

It is not clear whether the filter backwash water pond is contained within the tank farm property limit. Patrick will determine where the property line is with respect to the backwash water pond.

The Board has asked for additional reporting about water system operations. Marty will talk to Ray Graves to confirm requirements.

The Committee discussed additional reporting options to ensure that the community members are better informed about water system status and operations.

The next scheduled meeting will be Tuesday December 7, at 4 PM.

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EXECUTIVE SESSION BOARD OF TRUSTEES MEETING MINUTES  
DEC. 3, 2021  
Via ZOOM

The meeting was called to order by Vice President, Ray Graves, at 1:21 pm

**In Attendance:** Ray Graves, Pat Gulick, Jane Ludwig, George Martin, Ruth Ross and Fayla Schwartz. Patrick Rooney attended the first part of meeting only.

It was moved by Pat Gulick and seconded by George Martin to move to Executive Session at 1:22 pm to discuss personnel issues. Passed- 5/0.

**Adjournment:** George Martin moved, and Ruth Ross seconded to move to regular session at 4:00 pm. Passed -5/0.

**Motion #1:** Fayla Schwartz moved, and George Martin seconded to ask General Manager to initiate a search for a full time Office Administrator, salary commensurate with experience, to be advertised in local print and online sources. Passed - 5/0

**Motion #2:** Jane Ludwig moved and Pat Gulick seconded place the General Manager on a 3-month probationary period. Passed -5/0

**Motion #3:** Fayla Schwartz moved, and Ruth Ross seconded that the Board would send a letter to update the community about today's Board discussion and decisions. Passed -5/0

**Motion #4:** George Martin moved and Fayla Schwartz seconded to retroactively grant a transfer of benefits funds to the General Manager's salary for the months of September to December 2021, due to his qualification for Medicare and resignation from Cape George benefits program. Passed - 5/0

A discussion occurred with members voicing their disappointment in the board's decision in motion #4. After many alternative suggestions were made about how to handle benefit compensation after an employee is eligible for Medicare, the following motion was made:

**Motion #5:** Jane Ludwig moved and Fayla Schwartz seconded to rescind motion #4. Passed - 5/0

Alternative options for how to handle benefit compensation after an employee is eligible for Medicare will be explored and presented at the Dec 13, 2021 Study Session. In addition, recommendations will be solicited from the Finance Committee on how to handle the transfer of benefits to wages that have already occurred.

**Adjournment:** Ruth Ross moved and Fayla Schwartz seconded to adjourn the meeting at 4:53 pm. Passed - 5/0.

Submitted by:

Approved by:

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Jane Ludwig, Secretary

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Ray Graves, Vice President

CAPE GEORGE COLONY CLUB  
EXECUTIVE SESSION BOARD OF TRUSTEES MEETING MINUTES  
DEC. 3, 2021  
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**Adjournment:** Ruth Ross moved and Fayla Schwartz seconded to adjourn the meeting at 4:53 pm. Passed - 5/0.

Submitted by:

Approved by:

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Jane Ludwig, Secretary

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Ray Graves, Vice President

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**The Board Meeting was called to order by Vice President, Ray Graves at 3:02 pm**

**Announcements:** George Martin offered his resignation from the Board just prior to this meeting. There will be an Executive Session following the regular meeting today.

**In Attendance:** Jane Ludwig, Fayla Schwartz, Ray Graves, Pat Gulick and Joel Janetski.

**Action on Minutes:** Jane Ludwig moved, and Joel Janetski seconded to approve the minutes of Board Meeting dated - November 19, 2021. Passed - 4/0

Jane Ludwig moved, and Pat Gulick seconded to approve the minutes of the Executive Session dated – December 3, 2021. Passed - 4/0

**Membership Report:** Jane Ludwig

Andrea Feight & Dave Baker purchased 281 Sunset Blvd from Mary Maltby

Heather Garvie & Shawn Hornseth purchased 171 Spruce Dr from Shawn Fontana

Nathaniel & Megan Marotta purchased 201 Maxwell Ave from Jeromy & Miranda Hewitt

Milton & Diana Campbell purchased 400 Dennis Blvd from Mark Lovgren Estate

Elizabeth Whittaker inherited 131 Maxwell Ave from Charles & Barbara Whittaker Estate

**Treasurer's Report:**

Joel Janetski moved, and Pat Gulick seconded to postpone the review of the Treasurers report to the January Board meeting. Passed - 4/0

**Committee Reports:** The following committee reports were submitted to the Board of Trustees: Environmental, Finance, Marina, Nominating and Water. The reports are attached to these minutes and incorporated by reference.

**Member participation:**

Penny Jensen announced she was setting up a go-fund-me account to assist Donnie in acquiring custody of his granddaughter. Look for it on Facebook.

Susie Feller suggested one trustee be appointed as the contact person for any job references and a release of employee information form be acquired to provide those references.



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**New Business Action Items:**

At the Variance Hearing on December 13, 2021, George Martin moved, and Fayla Schwartz seconded to delay ruling on the variance request until the Building Committee has submitted their recommendations. Passed - 4/0

**Motion 1:** Jane Ludwig moved, and Fayla Schwartz seconded to accept Pat Gulick as the new board liaison to the Environmental Committee. Passed - 4/0

**Motion 2:** Jane Ludwig moved, and Joel Janetski seconded to ratify the board's previous email votes regarding:

- a) Approval of variance request - 141 Alder Dr
- b) Approval of purchase for water system supplies / materials
- c) Accept withdrawal of resignation from Office Administrator

Passed - 4/0

**Motion 3:** Jane Ludwig moved, and Pat Gulick seconded to approve removing the General Manager and Treasurer as authorized signers from our financial institutions. Passed - 4/0

**Motion 4:** Fayla Schwartz moved, and Joel Janetski seconded to approve the use of "Rules & Norms" documents to be provided to tenants in support of PP04 Rental Properties regulations. Passed - 4/0

**Motion 5:** Jane Ludwig moved, and Fayla Schwartz seconded to table the motion to review the 2020 audit & 2021 engagement letter until a new treasurer is appointed. Passed - 4/0

**Motion 6:** Fayla Schwartz moved, and Pat Gulick seconded to accept the resignation of trustee, Ruth Ross. Passed - 4/0

**Motion 7:** Fayla Schwartz moved, and Pat Gulick seconded to approve the appointment of Joel Janetski as interim trustee. Passed - 4/0

**Open Board Discussion:**

Ray Graves gave an update concerning the "No Shooting Zone" petition submitted to the county. The county has asked for a resubmittal of the petition on the correct petition form. Ray will contact the members who organized the original petition signing for follow up.

**Adjournment:** Joel Janetski moved, and Pat Gulick seconded to adjourn the regular meeting and move to Executive Session at 4:02 pm to discuss personnel issues. Passed -4/0

**Executive Session Adjournment:** Fayla Schwartz moved, and Joel Janetski seconded to move to regular session at 5:30 pm. Passed -4/0.

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**Announcements:**

- Next Scheduled Study Session – January 24, 2022, 3:00 PM via Zoom
- Next Scheduled Board meeting - January 27, 2022, 3:00 PM via Zoom

**Adjournment:** Fayla Schwartz moved, and Pat Gulick seconded to adjourn the meeting at 5:34 pm. Passed - 4/0.

**Submitted by:**

**Approved by:**

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Jane Ludwig, Secretary

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Ray Graves, Vice President

**ENVIRONMENTAL COMMITTEE MINUTES - Tuesday, November 9, 2021 9:15 am Via ZOOM**

**ATTENDANCE:** Varn Brooks, Ann Candioto, Patty Dunmire, Sue Dunning, Pat Gulick, Marta Krissovich, Dennis McDaniel, Stephen McDevitt, Patrick Rooney, Kitty Rucker, Ruth Ross, Lori Vandemark, Richard Vandemark

**I. CALL TO ORDER:** Steve McDevitt called the meeting to order at 9:19 am.

**II. APPROVAL OF MINUTES:** Varn moved and Patty seconded that the minutes from the October 2021 meeting be approved as written and the motion passed unanimously.

**III. FISCAL REPORT:** The current balance is \$1383.87, unchanged from last month.

**IV. OLD BUSINESS**

**A. Halloween Trunk and Treat Event.** Marta presented a report on the event, which is attached.

**B. Shoreline Oil Spill Response User Needs Assessment and Implementation.**

Steve provided a report about the workshops and trainings in which he has been participating, including a training with a group in the San Juan Islands. He is investigating how the community could qualify to receive an emergency oil spill kit and will coordinate his efforts with the harbormaster and marina committee as well as the emergency preparedness committee.

**C. Clubhouse Landscaping:** Patty Dunmire reported that they are continuing with plans to update the landscaping around the clubhouse in consultation with members in the community with gardening expertise, including Anne Candioto and Marta Krissovich. The committee will have \$400 from the Social Club to help defray costs.

**D. Memorial Park Maintenance:** Steve presented idea for possible swales that could be installed to reduce polluting run-off. The committee will continue to research this idea.

**V. NEW BUSINESS**

**A. Styrofoam Recycling.** Ruth reported that Styrofoam will be picked up here in Cape George, probably in

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late December or early January to be recycling in Kent. A notice will be sent to the newsletter and will also be sent out in an email blast once the date is finalized to alert the community about saving clean Styrofoam and how to schedule a drop off time.

**B. New Members.** The committee welcomed new members of the committee joining us for the meeting.

**C. Need for New Volunteers.** The committee discussed the need for new volunteers to help take the lead on maintaining several common areas in the community. After the holidays, the committee will post the volunteer list with openings in the newsletter, along with a statement of appreciation for our current volunteers.

**D. Suggested Revisions to Cape George Tree Removal Permit.** In response to a request from the Board of Trustees, the committee discussed the issue and decided to recommend that the tree removal permit be revised to include a check box asking if the tree is located on shoreline property and alerting members that must first contact the county to see if a county Shoreline Management permit is needed to remove the tree or trees and that they need to submit that permit (or documentation that the county has ruled that a county permit is not required) before Cape George can process their CG tree removal permit. Kitty moved and Marta seconded that Ruth, as the board liaison to the committee, should sent an letter to the board with this recommendation. The motion was passed unanimously.

The meeting was adjourned at 10:32 am.

Respectfully submitted  
Ruth Ross, Secretary

**A Fun Gathering – Trunk & Treat**

Submitted by Marta Krissovich November 8, 2021

Despite just 2 weeks' notice, a bunch of CG folks gathered candy and decorations and gathered in the Cape George Club House parking lot as kids came by collecting candy. Almost 15 cars arrived and opened their trunks for kids. Adults not only got to give treats to children but we got to visit with each other—something rare with COVID.

**SUGGESTIONS FOR FUTURE EVENTS:**

1. Several participants suggested that we hold this event 2022 before the annual Environmental Committee Halloween Party. We can start the party outside with Trunk & Treat then continue inside for cavorting while in costume. The Environmental Committee and the kids who attended deeply appreciate those who donated candy and those who opened their trunks for kids, who are living with COVID.

2. Warm mulled wine served to adults at trunks would be lovely next year too.

3. An additional idea is to get a better handle on how our community can better serve the younger families who live here and the grandparents who are blessed with frequent visits from grandchildren. Sandi Gulin offered to gather contact information from that group so they can discuss events between them and let us know about fun things that they and their young ones would like us to offer.

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**Finance Committee Meeting November 28, 2021**

Present All Members: John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick and Board Liaison Jane Ludwig

John Dwyer asked for comments on the responses received to our questions. Both Gail and Georgette indicated that they were incomplete but all agreed that we need to move forward with what we have now and make assumptions or pose targeted follow up questions. We are working with Budget version 4.1 and with September 30 Income Statements and Balance Sheets despite requesting the October 31 reports which should be received by the office by now. We did receive the October 31 General Ledger. It is presumed that because of the earlier Board meeting dates in November, the reports had not been received and reviewed in time for incorporating them into the Board packets. Nor have we received the results of the 2020 Audit.

Reserve Analysis and recommended Reserve Assessment increase for 2022 budget: Georgette presented her review of the consultants report and the upcoming 5 years of expenditures in those reports. A spreadsheet presenting options for reserve assessments for 2022 Budget was discussed and preliminary agreement of an amount to recommend to the Board was reached subject to further discussion. Any adjustments to the financials from the Audit report and a clearer understanding of the outcome of the net income at yearend 2020 could change our recommendation.

Review of the Budget Questions: Aside from the recommendation to eliminate the “cash on hand” line and amount, the discussion turned to the other significant expenditure, namely wages and benefits since nothing had changed in the V4.1 budget. In the course of the discussion and by comparing monthly financial reports from May 2021 and September 2021, we discovered that the General Manager’s salary had been increased in September. The Committee’s recommendation prepared for the Board and dated November 17 regarding advice on how to compensate any employee for changing healthcare benefits to Medicare, was to be the subject of the Executive session scheduled for December 3. Collette is available to attend that meeting.

Submitted by:

Georgette Semick  
December 14, 2021

**Finance Committee Meeting December 8, 2021**

Present All Members: John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick and Board members Jane Ludwig & Ray Graves

The Finance Committee was asked to assist the office and Treasurer with payroll transactions in the aftermath of the General Manager’s resignation. Collette was granted access to the ADP system but stated that Jane would be notified any time that Collette was preparing to log into the system.

Gail indicated that she now had read-only access to the TOPS system Community Financial reports which should help to complete our budget deliberations.

2022 Budget Recommendations: The status of our review of financial reports as a basis for the 2022 budget was discussed. It was determined that with some additional data on baseline payroll and

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assuming that Regence would continue to be our healthcare provider for 3 fulltime employees in 2022, we could finish our calculations and develop recommendations on the 2022 Operating Budget for the Board. Those draft recommendations would be reviewed in a meeting on December 10, 2021 to review draft operating budget recommendations.

Georgette reviewed her analysis of reserve accounts and options for reserve assessments. Gail reviewed her analysis of distribution of 2022 reserve assessment income. These will serve as the basis for recommendations for the 2022 budget. Georgette will prepare the draft recommendations for the Reserve Projects and Assessment for the December 10 meeting.

2020 Audit: The committee has yet to receive the 2020 draft audit package although we understood it had been received weeks ago.

Recommendation on Benefits for any Medicare-eligible employee: Ray asked that the committee prepare a recommendation for the Board on how to handle benefits for any CG employee eligible for Medicare. Collette will take the lead based on research already done in November.

Submitted by  
Georgette Semick  
December 14, 2021

**Finance Committee Meeting December 10, 2021**

Present All Members: John Dwyer, Gail Krentzman, Collette Carpenter, Georgette Semick and Board liaison Jane Ludwig

The purpose of the meeting was to review draft 2022 budget recommendations prepared by the committee for transmittal to the Board for its December 13<sup>th</sup> Study Session.

Gail K discussed the work she and Collette C did to come up with adjustments to the 4.1 Operating Budget presented by Treasurer and General Manager on October 18<sup>th</sup>. Most, but not all adjustments related to payroll for 2022 and benefits for 2022.

Motion 1: To accept Gail's adjustments to the operating budgets and in order to balance the General Operations budget, recommend an increase of 5.7% to the General Assessment.

Motion 2: Because of concerns about underfunding of Water Reserves, the Committee recommends an increase of 10% to Water Fees.

The recommendation further stresses the purpose of this increase is to transfer any positive net income at the end of 2022 to Water Reserves as expeditiously as possible.

Motion 3: Recommend that the 2022 reserve assessment be increased by 10% and the income allocated to the 3 reserve accounts in accordance with the 5 year project needs, as outlined by RCL, our reserve consultants.

Yearend urgent financial tasks: Collette noted that our outside water operator is not set up in the ADP system to issue a 1099. This needs to happen before his final 2021 payment is made. Gail and Collette discussed their understanding of the system and how that could be accomplished.

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2020 Draft Audit: Thanks to Terri Brown, the draft documents from our auditors have been located and were distributed to the Finance Committee on December 8. Preliminary review by some Committee members focused on a sense of urgency for the Board to review the draft, notify the auditors of change in staffing, and for implementing adjustments to the yearend 2020 financials prior to signing the 2021 audit engagement letter.

The Committee also noted that Newman's October 21, 2021 "Report of Internal Control" contained a longer list of recommended actions than the 2019 report did. Gail also pointed out and asked if the one material weakness detected in 2019 report, namely: "the internal control practice of having the Trustees sign the payroll summary sheet for each pay period did not occur for the selected pay period" had been addressed by the Board. She further noted there was no comment from Newman on whether they had followed up on this during the 2020 audit and suggested the question be posed to Newman before the audit was accepted and finalized.

Final corrections to the budget recommendations documents will be made and submitted to Jane L for distribution to Board and community members for the December 13<sup>th</sup> Study Session.

Submitted by  
Georgette Semick  
December 14, 2021

### **Marina Committee Meeting, 6 December 2021 Agenda and Minutes**

11am Cape George Clubhouse

Attendees: B. Ritchie, K. Matthews, F. Keifer, B. Tilley, D. Webber, B. Schlentner, P. Serafin, M. McDonald, T. Mills, M. Heckinger, M. Thorwick, M. Thayer, A. Brookfield, G. McMichael, C. Reeves, B. Fellows, S. Melton, B. Hamilton, R. Anderson, T. Cawrse, J. Bodkin

Agenda items

1. Owner approved access to vessels by licensed and insured contractors. It has been the policy that owners are required to be present and provide access to contactors working on moored/stored vessels. When this is not possible, it is proposed that owners contact the Cape George office in advance to arrange for contractors to pick up and drop off a key to the marina gate during office hours.

The committee discussed the issue, and it was decided to allow a key to be made available at the Colony office with prior approval by the boatowner, and provided that the contractor provide a certificate of insurance to the CG Colony Club.

2. Power washing of docks. A member has proposed that the marina workgroup continue responsibility for power washing docks where vessels are not side tied (main dock thorough fares) and that vessel owners are assigned (may be shared) responsibility for power washing docks in their fingers or where side tied. Owners may request assistance from the harbormaster under extenuating circumstance. Vessel owners may be charged for costs of dock cleaning.

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The topic was discussed, a 2<sup>nd</sup> power washer was donated, and a 3<sup>rd</sup> was agreed to be purchased to facilitate dock power washing. The marina committee will continue to power wash but vessel owners are encouraged to help out. Geoff Mc Michael agreed to offer instruction. Mike Thorwick offered to research potential coatings.

3. A list of vessel owners willing to take community members on vessel excursions and of community members desiring such excursions should be maintained. What are the management options?

The Harbormaster agreed to investigate digital options.

4. Our most recent guidance indicates that approval of the Cape George 2022 budget may result in a revised schedule for the due date of marina related fees, possibly extending through February 2022. Stand by.
5. Proposed Mission Statement ““The mission of the Cape George Marina is to facilitate a wide variety of marine activities to all Cape George members. Marine activities include access to marine waters facilitated by moorage, rampage, parking and storage of regularly used vessels and watercraft.”

The above statement was unanimously approved by the committee for incorporation into marina renewal forms and other documents as needed

6. Harbormaster and Marina Chair on holiday 18 Dec-6 Jan.
7. January 2022 Marina Committee meeting postponed until February 1, 2022

Meeting adjourned at 11:45

Next meeting will be Tuesday 1 February, 11 am.

**NOMINATING COMMITTEE MEETING MINUTES**

Date: Monday, December 6, 2021

Attendance: Ross Anderson (Chair), Patty Dunmire, Stan Russell, Nancy Charpentier, Jane Ludwig (Board Liaison)

Agenda: As this is the initial meeting of this newly formed committee, the initial agenda was a general discussion centered on three items, not necessarily addressed in sequential order:

1. Establish a general framework for functioning
2. Make sure the timeliness requirements for tasks are understood
3. Brainstorm ideas for effectively attracting and promoting interest in community members to run for the Board of Trustees this spring

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Committee activity will begin in January and be running in earnest in February. It was reported that in the past the process was to essentially make lists of people the committee were aware of, assign those names to committee members for contact and follow through. This was reported to be a difficult means of gaining candidates, so discussed were ways to achieve greater awareness of the elections coming up, greater interest in running for those positions, and ways to involve community members in the process of attracting and promoting nominees for the Board.

There were three means of publicizing activities discussed:

1. Focus on the three sections of our community, with emphasis on the Highlands which has no representation on the Board, and the Village who has one member. Find individuals willing to host gatherings either in their homes or via Zoom (depending on pandemic status) to encourage neighbor to neighbor discussions and encouragement for people to step forward.
2. Take advantage of Committees since they are populated by individuals committed to maintaining and improving our community and utilize them in the process of either stepping forward themselves, or providing assistance in recruiting members they've worked with whom they feel will add value.
3. Community Board postings and Newsletter articles soliciting either people to step forward as candidates or suggestions of people a member feels would add value to the Board.

In all these discussions encourage community members to provide insight into the issues and priorities they would like to see the Board to concentrate on and about which they would like to hear candidates' thoughts.

The timeline roughly is:

1. January – Begin contact with people regarding nominees. Review initial drafts of the Newsletter article, and drafts of the forms used in the process (Intent to Run forms by candidates, Biographical and other information forms for candidates to publish to the community – these exist already, it's a review and revise option)
2. February – Continue contact with people, committees and (hopefully) neighborhood groups and have in person or Zoom meeting of Committee to review status of discussions and Candidates' listing. Finalize forms and newsletter articles. Distribute contact information for all four committee members so anyone who wishes to follow up can talk with whomever they wish.
3. March – Article in Newsletter, gather forms from Candidates and prepare for publication to the community both via newsletter and email. Hold meeting either in the Clubhouse or via Zoom for interested individuals who would like to have further discussion before committing to a candidacy.
4. April – Arrange for the candidates to meet with Board members to be fully apprised on the extent of the commitment being made. Finalize Presentation documents of Candidates to the community for publication and distribution.
5. May – Close Nominations and finalize Ballots for distribution and arrange a minimum of three Community meetings, both in person if the pandemic allows and via Zoom at different times of the day so all community members may participate in getting to know the candidates
6. June – Distribute ballots to the community. This concludes the responsibilities of the Nominating Committee, as the Election committee then tallies ballots as they arrive and sees the process through.



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Nominating Committee members will be available to assist if requested.

Specific tasks were agreed to, with more formal assignments to come:

1. Ross – Schedule April meetings between nominees and Board members. Draft newsletter articles for reaching out. Attend and recruit candidates at the Marina and Water Committees. Work with Jane to draft a document covering the activities and responsibilities of Board membership (there exists some of this already)
2. Patty – Review and refine existing lists from previous Committees of candidates who expressed a possible future interest in serving. Attend and recruit candidates from the Environmental and Pool committees.
3. Stan – Look for ways to involve residents of the communities in the process (Highlands, Village, Colony). Attend and recruit candidates from the Roads & Buildings and Workshop Committees.
4. Nancy – Attend and recruit candidates from Emergency Preparedness, Finance and Fitness Committees. Consolidate and maintain spreadsheet of candidates, updating with status after input from NC committee members and distributing regularly so everyone is informed as to status. Create electronic copies of all forms and documents, submitting drafts to Committee in January, and finalize in PDF format once approved; send copies to all NC committee members for distribution as appropriate.

**Cape George Water Advisory Committee  
Meeting Report December 7, 2021**

The meeting was held at 4 PM December 7, 2021, in the Clubhouse. Present: Acting General Manager Terri Brown, Water Manager Jose Escalera, Steve King, Carl Berger, Stew Pugh, Scott Carpenter, and Chair Marty Gilmore.

The committee reviewed anticipated expenditures in the latest Reserve study. The committee was not asked for input when this year's update was developed. We now make the following comments on the 2021 Water Reserve Study:

- 2022, Item 16.6.1, Telemetry System, should show an estimated cost of \$8,500, based on our most recent quote. The committee recommends that this system be obtained as soon as possible.
- 2023, Item 11.2.2, Replace Diesel Generator. The committee recommends that this item be postponed by at least five years, to 2028. The existing generator is working well and has few running hours.
- 2023, New Item, Replace current water meter reader. The existing reader is no longer supported by the manufacturer, and it is very difficult to obtain replacement batteries. Estimated cost \$75,000.
- 2024, Item 15.2.1, Replace Well #4. We recommend changing the wording to "Replace Well #4 Pump and Piping".
- Several items that are not directly associated with the Water System, such as repairs to the maintenance shed and replacement of Cape George vehicles, were not

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reviewed. The committee has not done any work to verify the Reserve Study costs for these items.

Buried valves were exercised to ensure that they will operate when needed. All buried valves at the tank farm are operational.

Cape George has purchased one spare valve for each size valve in the system, complete with all necessary replacement material (bolts, gaskets, couplings, etc.). The Water Manager is reviewing our tool inventory to ensure that we have all needed tools for valve replacement.

Highlands booster pump operation is inconsistent. The control system is being reviewed to determine what actions are needed.

The tank farm property line with respect to the backwash pond will be surveyed.

Committee members assisted with the Water System description that was included in the December newsletter.

The next scheduled meeting will be Tuesday January 4, 2022, at 4 PM.