



CMCC 2020 ANNUAL MEETING MINUTES
Held Online or by Paper Response in Two Parts

Part 1 was open August 14 - September 5, 2020
Part 2 was open September 12 - 26, 2020

Participation: Currently CMCC consists of 83 shareholders representing 89 voting shares. In order to open the meeting we need a quorum of 25% of the number of shareholders, or 21 voting participants. There were 51 participants in Part 1, including 4 lots represented by proxy. There were 46 voting participants in Part 2, including 2 shares voted by proxy. There were 2 proxies that were subsequently voted online by the lot owners and 2 proxies that were given to the board but not voted. A quorum participated in each part.

Secretary's Report: An information packet was mailed to each shareholder on August 14, 2020; Part 1 opened online at that time. The packet included a proxy statement and notification of the dates of the meeting, instructions on how to participate in online sessions with an option to request paper forms. It also included updated information for the community on the upcoming Skagit County replacement of the culvert at Harrison Creek with important information on the impact the repair would have for CMCC residents while the project was ongoing. Paula Berg took over monitoring the participation of both parts of the meeting, documenting participation and responses. She made all Board of Director's Annual Reports available online or provided paper copies as requested. These included:

Secretary's Report, Kay Birkett-Minutes of the 2019 CMCC Annual Meeting

Treasurer's Report, Scott Jackson,-2019-2020 CMCC Financial Statement

Water Report, Robert Connolly-2019-2020 CMCC Water System Update

Road Report, Micheal Skredsvig-2019-2020 Update on CMCC Roads

President Mark Jacobsen requested a Special Board Meeting on September 6, 2020 to discuss results of Part 1. Board members discussed each comment made by shareholders. Paula made extensive notes and the board decided to send out a letter summarizing all shareholder comments and concerns which included responses from the board. See attached President's Letter dated September 6, 2020. This letter was included online in Part 2. Two motions were put forth in Part 1. Steve and Lisa Radeleff: *We move that there be no shooting or hunting allowed in our community with that language added to the covenants, restrictions and agreements. In addition, post signs to that effect on Colony Mountain Drive and at other community locations.* Russell and Caroline Lougheed moved that: *Fireworks should be banned from CMCC even on the dates allowed by the Skagit County Fireworks Ordinance due to extreme fire danger, and the noise nuisance late at night.* Neither of these motions could go forward because they are both superseded by Washington State and Skagit County laws.

The final session of the annual meeting closed on September 26th. The board meeting was held on October 3rd to review Part 2. Part 2 included voting to approve the minutes of the 2019 CMCC Annual Meeting. The minutes were approved. The slate of 2020-2021 board members was also approved by the membership. The new board members are: Mark Jacobsen, Kathy Lawrenson, Scott Jackson, Kay Birkett, Micheal Skredsvig, Robert Connolly, Doug Robinson and Paula Berg as a provisional member. Four community members not associated with the board verified all of the records as correct. This concluded the CMCC 2020 Annual Meeting.

Final copy of these minutes to be approved by shareholders at the 2021 CMCC Annual Meeting.

Kay Birkett, CMCC Board Secretary

Draft copy approved by CMCC Board on October 31, 2020

As our 2019-2020 board year progressed we continued to abide by changing Covid-19 rules for our monthly board meetings and began to discuss what we felt would be the safest and most inclusive method of holding our annual meeting in September. We decided our best option would be to hold this meeting online and provide paper copies for those who preferred that method of communication. We tried to make the meeting rules as close to our previous in-person annual meetings as possible and to provide a convenient way for shareholders to participate. We were hopeful that shareholders who have not been able to attend a meeting in person would find this an alternative way to participate. The board added Provisional Board Member Paula Berg as Community Coordinator pending a bylaws update, at which time the position will become permanent. She coordinated and kept all of the online records of this annual meeting.



Colony Mountain Community Club
PO Box 91
Bow, WA 98232
info@colonymtcc.org | colonymtcc.org

**2020 Annual Meeting Records
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Colony Mountain Community Club

PO Box 91

Bow, WA 98232

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August 15, 2020

Board of Directors

Mark Jacobsen,
President

Kathy Lawrenson,
Vice President

Scott Jackson,
Treasurer

Kay Birkett,
Secretary

Micheal Skredsvig,
Road Manager

Robert Connolly,
Water Manager

Doug Robinson,
Assistant Water
Manager

Provisional Board of
Director Member pending
Bylaws update:
Paula Berg,
Community
Coordinator

Dear Neighbor,

The CMCC Board of Directors has reviewed available options for the upcoming annual shareholder meeting including: the traditional gathering at the hall, an outside event, a video conference (like Zoom), or holding and conducting the meeting virtually using fillable forms (like a survey). Although we will all miss the social aspect of catching up with our neighbors, we do not believe that it is safe and prudent to arrange for an in-person meeting at this time. And with the poor internet service that many of our neighbors experience we could not convene a video conference type of meeting, so we have decided to conduct the meeting using fillable forms which will be available online (or in paper form if requested).

In order to provide you with all pertinent information, opportunity to respond and ask questions, and conduct voting, this option **requires two parts to complete**. You will have ample time to review the materials and respond at each step. Our process will be as follows:

1. **Review and complete Part 1 by September 5, 2020 (available now):** To begin the meeting type: <https://bit.ly/39TorZI> into your web browser, or follow the link on our website at colonymtcc.org.
2. The CMCC Board of Directors will review all responses, respond to questions, and consider all comments.
3. Part 2 will be released on September 12, which will include the Q&A and comments from Part 1, as well as board nominations. **Review and complete Part 2 by September 26, 2020:** During that time, type: <https://bit.ly/31HKPkV> into your web browser, or follow the link posted on our website.
4. The Election Monitors will review the votes, then the CMCC Board of Directors will prepare a final wrap-up statement which will be sent to all shareholders shortly thereafter. This will conclude the 2020 Annual Meeting and initiate the 2020/2021 CMCC Board of Directors to begin their term.

Your participation is very important! A quorum (participation of at least 25% of shareholders) is required in order for this process to proceed successfully. Thank you so much for your patience and understanding while we navigate these challenging times. We look forward to your participation in this year's modified meeting style.

All our best,
CMCC Board of Directors



Greetings and welcome to our virtual annual Shareholder Meeting!

Unfortunately, we cannot be together this year, due to the extenuating circumstances of 2020. Instead we have set up this "Modified Meeting" to take care of required business. I thank each and every one of you for your participation.

I would normally start by having the current board members introduce themselves, though any of you that have been here for a while will undoubtedly recognize them. However, I would like to introduce our latest Provisional Board Member, Paula Berg. This summer, after a few difficult Board of Director (BOD) video meetings, we realized that we were in dire need of some technical help, especially with regard to setting up this annual meeting. We also knew that our communication with you has not been as good as it could be. Previously, Paula had asked some members of the Board if there was any way she could help, so after a short discussion at our June Board meeting, we created the new Board position of "Community Coordinator" (pending the update of the CMCC Bylaws). Later we asked Paula if she would be willing to join us in that position. Thankfully, she accepted, since this modified meeting has been prepared by Paula and without her, we do not know how it would have taken place.

As usual, the first half of this meeting is the year-end Board of Director meeting where the current Board members give their end of year reports. The second half of the meeting is **yours**, please ask questions, bring up comments and concerns with regard to our Community and vote for next year's Board of Directors. We are hoping that this virtual format will allow more of you to participate – rather than just "the usual suspects" who have attended the in-person meetings (but we hope to "see" all of you regulars as well!).

As always, if you'd like to communicate with any Board member, please send an email to info@colonymtcc.org or use the "contact us" link on our website – colonymtcc.org. Your 2021 Board will attempt to be more responsive. And remember, there are many, many opportunities to volunteer and be part of the Community.

I thank you all in advance for your help in making this work, and hope that at next year's meeting we can all be together.

Best regards,
Mark Jacobsen
President, CMCC B.O.D.

P.S. The reason that Paula's position is "Provisional" is that the most recent CMCC Bylaws specify that the Board consists of seven directors. The BOD had previously planned on updating the Bylaws for other reasons, now there is one more reason to get that job DONE!

Secretary's Report

Dear Shareholders,

Some things never change and one of them is that we need to approve the 2019 Annual Meeting Minutes. All of you who were shareholders last year had a draft copy mailed to you in late October. I did not have any additions or corrections from those who had attended the meeting. So, I present the minutes for your approval as read, or for additions or corrections.

One of the goals of the board is to keep information flowing to shareholders. We will be updating and adding general information on our website. We have talked about posting a brief, (very brief), synopsis of each board meeting to make it easier for residents to be aware of community issues and to request additional information or resources if they need it. We have a lot of resources with our board members and in our community.

Kay Birkett, CMCC Board Secretary



CMCC 2019 ANNUAL MEETING
September 5, 2019

Present: President-Mark Jacobsen, Vice-President-Kathy Lawrenson, Treasurer-Scott Jackson, Secretary-Kay Birkett, Water Manager-Bob Connolly, Assistant Water Manager-Doug Robinson, and Road Manager Micheal Skredsvig. All board members were in attendance. Mark called the meeting to order at 7:03 PM. Of the current 89 shares, there were 25 shareholders in attendance and 2 shareholders represented by proxy. This represented a quorum. Each person in attendance introduced themselves.

Secretary's Report: Kay provided the members with copies of draft minutes from the 2018 Annual Meeting. *Chris England moved the minutes be approved as presented. The motion was seconded and the motion passed.* Shareholders not in attendance will receive copies of CMCC information in the mail.

Treasurer's Report: Scott presented the membership with copies of the 7/1/2018 to 6/30/2019 financial documents. Because of our USDA RD Loan, our financial records need to be audited for last year. Scott went over each item on the Balance Sheet. At the end of the 2019 FY we had a total of \$69,776.27 in our checking and savings accounts with Accounts Receivable of -\$152.37. Our current liabilities (including our CMCC Banner Bank Loan and our USDA RD Loan) are \$934,500.00. The Banner Bank short term CMCC Loan of \$87,500.00 will be paid off in the next week. The long term portion is our USDA RD Loan at \$847,000.00 to be paid off in 40 years. We will be making the first payment on this loan in October, 2019. In order to save money on our Looped Water System Contract we were able to purchase expensive items ourselves and not pay a markup to the contractor. There were additional expenses this FY due to the water project: engineering, surveys, inspections, insurance, additional water testing and loan interest. There was additional income from expanding the number of shareholders, so this was not a normal FY. Our upgraded system is more efficient using less electricity to pump and we installed fiber optics for communication throughout the system. This is saving us money each month. There were no additional questions.

Water Report: Bob provided members with his 2018-2019 Water Report. Our water system continues to operate under highest level of acceptance by the WA State Department of Health. See the report for Capital Improvements and additional maintenance and repairs from last year. There is a list of projects still needing to be accomplished. We have managed to lower the amount of lost water from 10% to 4.5%. The DOH will be inspecting the whole system on October 1, 2019. We still have projects to be completed. Please volunteer; this ensures we have a constant flow of potable water in our community and saves us a considerable amount of money. Doug Robinson asked for a review of the system improvements for those who are new to the community. FY 2018-2019 saw a major upgrades and improvements to our 50 year old system. We added a new line from the pump to the tanks to allow gravity feed (looped) system, replaced the old control panel with a new one, installed pressure regulators and replaced our 30 year old pumps with efficient state-of-the-art pumps. Our system is much more robust and should last a long time. There were no additional questions. Both Doug and Mark thanked Scott, Melanie Mankamyer and Bob for volunteering many, many hours to our community.

Road Manager: Micheal gave his report. There were places on Colony Mountain Drive, Toad Lane and Mountain Drive where asphalt was removed for water line replacement. Volunteers repaired three places. Micheal has asked for contractor estimates for the 5 remaining water-system related repairs. The repairs need to be completed before winter. The board is working to develop a plan for sustainable road maintenance for all our community roads. We continue to mow the side roads each year. There was a question about the county repair on Colony Mountain Drive at the area of Harrison Creek. The county scheduled the permanent repair for later this year but they ran out of time since the repair needed to be coordinated with the State Fish and Wildlife Department. It is rescheduled for next year during the dry season. CMCC will replace the water lines under the road in this area while the county project is ongoing. More information will be available at a later date.

Unfinished Business: Currently we have 3 projects left to complete from the Looped Water Contract. To save money, items were pulled out of the contract. These were items we could complete with the help from community volunteers. We completed 6 items which included asphalt repairs and replanting vegetation. We already have supplies for completing projects. We sent out a request on the community website Nextdoor CMCC for volunteer help. We only got one volunteer. As a result, we now need to contract out the 5 remaining asphalt patches at a cost of about \$12,000.00 vs. \$800.00 for a volunteer project. We will need volunteers for additional projects. We post

volunteer requests on our website Nextdoor CMCC. Please volunteer. Bob and Scott need a contact point for every lot owner. Contact information is not shared with anyone, just for board member use in case of water or other emergency. Three lots on Wood Lane and one lot on Wood Road are now part of the CMCC community. Al and Elizabeth Schlemmer paid for 10 water shares: one active share and 9 inactive shares to be held in reserve for future subdivision on this lot. We now have 98 active and reserved shares of the possible 129 water connections allowed by the State Department of Health. The increase in CMCC shareholders made it possible to go ahead with our looped project. In order to bring properties into the community our lawyer made modifications to CMCC CR&As. Changes made are in compliance with Skagit County zoning requirements and allow Lot 99 to be subdivided. Scott went over the changes to the document. Scott provided a visual of our 10-Year Capital Improvement Plan. This plan projects how much money the community needs for maintenance and repairs on our roads and water system for the next 10 years. Requirements of our USDA RD Loan and WA State Home Owners Association (HOAs) requirements mandate we have money in reserve each year to replace items as they age. The plan shows the current level of dues will not sustain the water system and roads to support our community and set the required amount of money aside for the future (\$9,000 each year). Taking into consideration the board passed the proposed 10-Year Plan and a 2019-2020 Budget and raise dues from \$121.00 every 6 months to \$240.00 every 6 months starting in January 2020. The State of WA HOAs requires the Board of Directors ensure adequate funding to provide for the continuation of our community.

New Business: The board recently received an email from a shareholder with regards to commercial business operations in the community. Mark yielded the floor to the shareholder to express his concerns over the amount of noise and the long hours of operation of the business. The shareholder assumes the area is zoned Residential and CMCC CR&As would be in effect. There was discussion. Another shareholder provided information: the lot is zoned Rural Reserve which allows certain business operations. Once the parcel owners apply to subdivide, the county will rezone the parcel at which time other county regulations go into effect. Once the property is divided or the property is sold, the new owner may apply for a Special Use Permit for a business. CMCC CR&As do not permit use of CMCC roads and ingress and egress will be from Wood Road. Skagit County is required to notify nearby property owners when there is a request for a permit or zoning change. There will be a comment period for property owners' responses. Community members suggested Jim and John contact the county with their concerns. Mark moved on to elections for the 2019-2020 CMCC Board of Directors. He asked if any members would like to be on the board. There were no volunteers. He asked if any current board members would like to be off the board for next year. Scott stated his will be his last year as board treasurer. He requested anyone who might be interested should volunteer. He said the board is exploring options for next year. Russ Lougheed moved the current board be approved for another year. Susan Czetwertynski seconded and the motion passed. The meeting was adjourned at 8:15 PM.

Draft copy for membership approval at the Annual Meeting in 2020

Kay Birkett, CMCC Board Secretary

Board approved on

Colony Mountain Community Club 2019-2020 Capital Improvement Plan and Estimated Schedule of Short-Lived Assets are available by request. Go to the web site colonymtcc.org and click on the "Contact Us" button to leave your email address and the information will be sent to you.



Hello to all,

Here are the financial highlights for CMCC's last fiscal year (ending June 30, 2020):

- We paid off our short term Banner bank loan of \$87,500, thanks to five more membership shares purchased by the Schlemmer's.
- We made our first year's payments to the USDA RD - only thirty-nine more years to go...
- We completed the audit required by the USDA RD loan. The audit was for the fiscal year ending June 30, 2019 and there were no findings, deficiencies or issues. YEAH!!!

Looking at the Financial Statement and Balance Sheet, please note the following:

- The balance in the USDA RD account of \$11,400 is a Payment Reserve and cannot be spent. We are required to add \$3,800 to this reserve every year until the balance reaches \$38,000.
- Contract Labor and Material expenses were costs related to asphalt patching of Community Roads.
- We ended the fiscal year with \$58,650 in our main account.

Upcoming anticipated Capital expenses for the current year are:

- Mountain Drive double chip seal coat (about \$63,000).
- The temporary and permanent replacement waterline on Colony Mountain Drive at Harrison Creek

We are following the CMCC Capital Improvement Plan as much as possible with the funds available. The next Projects on the list are installing a new pressure reducing valve station on Colony Mountain Drive (north of Wood Rd.), and replacing water meters with Radio-Read meters (with volunteer labor...) to make meter-reading more efficient.

If you have any questions on anything I am presenting, please ask through the survey, or at info@colonymtcc.org.

Sincerely,
Scott Jackson
CMCC Board of Director, Treasurer



Financial Statement
Profit and Loss
 July 1, 2019 through June 30, 2020

Income

Assessment - USDA RD Loan	\$38,758.00	
CMCC Membership		
CMCC Membership Stock	\$105,000.00	---- (6 new Membership Shares)
Total CMCC Membership	<u>\$105,000.00</u>	
Dues		
Discount - Board of Directors	-\$1,400.00	
Dues - Other	\$32,008.00	
Total Dues	<u>\$30,608.00</u>	
Late Fees	\$113.14	
Miscellaneous Income	\$200.00	
Water	\$21,402.26	
Total Income	<u><u>\$196,081.40</u></u>	

Expense

Bank Service Charges	\$48.00	
Contract Labor and Material	\$33,584.17	---- (Looped Water Proj. \$14,786.86, Mtn. Dr. Asphalt Patch \$18,797.31)
Equipment and Parts	\$6,864.25	---- (Looped Water Proj. \$5,715.00)
Insurance	\$4,417.00	
Interest Paid	\$28,204.87	
Licenses / Regulatory Fees	\$1,069.25	
Maintenance and Repair	\$1,903.74	---- (Road \$1,893.33)
Meals and Entertainment	\$18.86	---- (annual meeting)
Office		
Postage	\$340.55	
Website & Email address	\$149.74	
Office - Other	\$141.04	
Total Office	<u>\$631.33</u>	
Organization Dues	\$102.40	
Professional		
Accounting	\$12,600.00	---- (Looped Water Proj.)
Certified Water Operator	\$3,284.75	
Engineering	\$666.00	---- (Looped Water Proj. \$172.00)
Legal Fees	\$579.54	---- (Looped Water Proj. \$359.04)
Underground Utilities Location	\$20.00	---- (Includes \$10.98 year end credit)
Water System Testing	\$186.00	
Total Professional	<u>\$17,336.29</u>	
Rent	\$135.88	---- (annual meeting)
Supplies	\$22.79	---- (annual meeting)
Utilities		
Cable Internet	\$611.40	
Electric	\$3,306.07	
Total Utilities	<u>\$3,917.47</u>	
Total Expense	<u><u>\$98,256.30</u></u>	
Net Ordinary Income	<u>\$97,825.10</u>	
Net Income	<u><u>\$97,825.10</u></u>	

Looped Water Project cost FY 2019: \$33,632.90

Looped Water Project Total as of 6/30/2020: \$ 1,189,430.73



Financial Statement
Balance Sheet
 As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Banner / Skagit Bank - Checking	\$58,650.88
Banner / Skagit Bank - USDA RD	\$11,401.00
Total Checking/Savings	<u>\$70,051.88</u>
Accounts Receivable	
Accounts Receivable	-\$658.06
Total Current Assets	<u>\$69,393.82</u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
USDA RD Loan	\$836,444.82
Total Long Term Liabilities	<u>\$836,444.82</u>
Total Liabilities	<u>\$836,444.82</u>
Net Assets	
Retained Earnings	-\$864,876.10
Net Income	\$97,825.10
Total Assets	<u>-\$767,051.00</u>
TOTAL LIABILITIES & ASSETS	<u><u>\$69,393.82</u></u>

Note: The CMCC single year financial Audit for the year ending June 30, 2019 (FY 2018) was completed in March 2020 with no findings, deficiencies or issues.



C.M.C.C. ANNUAL BUDGET

	Actual & Est.	Proposed Budget	
	2019	2020	2021
OPERATING INCOME			
DUES	\$30,608	\$41,547	\$42,410
WATER SERVICE INCOME	\$21,402	\$21,500	\$22,000
USDA RD LOAN INCOME	\$38,758	\$38,092	\$38,092
MISC	\$313	\$200	\$200
CMCC MEMBERSHIP SHARES	\$105,000	\$0	\$0
TOTAL OPERATING INCOME	\$196,081	\$101,339	\$102,702
OPERATION EXPENSE			
ADMINISTRATION (see Breakdown sheet)	\$1,237	\$2,258	\$2,258
INSURANCE	\$4,417	\$5,000	\$5,000
WATER OPERATIONS (see Breakdown sheet)	\$4,436	\$4,774	\$4,774
UTILITIES	\$3,917	\$4,100	\$4,200
CMCC EXPANSION	\$105	\$0	\$0
WATER MAINTENANCE & REPAIR (see Reserve sheet)	\$1,018	\$1,545	\$1,591
ROAD MAINTENANCE (see Reserve sheet)	\$20,832	\$75,400	\$3,399
LOOPED WATER PROJECT	\$33,633	\$1,000	\$0
HARISON CREEK WATERLINE REPLACEMENT (Skagit County Culvert at	\$456	\$15,000	
LOAN INTEREST AND PRINCIPAL	\$38,760	\$38,398	\$37,998
TOTAL OPERATING EXPENSE	\$108,811	\$147,475	\$59,220
NET OPERATING INCOME	\$87,270	-\$46,136	\$43,482
BANK INTEREST	\$0	\$0	\$0
NET INCOME	\$87,270	-\$46,136	\$43,482
CASH PROVIDED FROM :			
CMCC SHORT TERM PERSONAL LOAN		\$30,000	
LOAN BALLOON PAYOFF	-\$87,500	-\$30,000	
ACCOUNTS PAYABLE / RECEIVABLE ADJUSTMENTS	\$0	\$0	\$0
PROJECTED CASH (CASH PLUS INCOME)	-\$230	-\$46,136	\$43,482
BEGINNING CASH BALANCE	\$69,624	\$69,393	\$23,258
ENDING CASH BALANCE	\$69,393	\$23,258	\$66,739
CASH BALANCE COMPOSED OF:			
EMERGENCY RESERVE	\$30,000	\$8,058	\$30,000
RD LOAN DEBT SERVICE RESERVE (\$3,800/yr reqd under Loan terms)	\$11,400	\$15,200	\$19,000
WATER RESERVE - SHORT TERM ASSET REPLACEMENT	\$7,200	\$0	\$3,600
WATER RESERVE - LONG TERM WATER MAIN REPLACEMENT			\$2,652
ROADS RESERVE	\$0	\$0	\$1,500
CONSTRUCTION ACCOUNT	\$20,793	\$0	\$9,987
TOTAL RESERVE	\$69,393	\$23,258	\$66,739



C.M.C.C. ANNUAL BUDGET DATA

	Actual & Est.	Proposed Budget	
	2019	2020	2021
ADMINISTRATION			
LICENSES & REGULATORY	\$226	\$10	\$10
FIT	\$0	\$0	\$0
BANK FEES	\$48	\$48	\$48
POSTAGE / OFFICE / WEBSITE / EQUIPMENT	\$631	\$1,020	\$1,020
PROFESSIONAL SERVICES	\$154	\$1,000	\$1,000
ANNUAL MEETING	\$178	\$180	\$180
TOTAL ADMINISTRATION	\$1,237	\$2,258	\$2,258
WATER OPERATIONS			
ORGANIZATION DUES	\$102	\$110	\$110
CERTIFIED OPERATOR	\$3,285	\$3,300	\$3,300
EQUIPMENT & PARTS			
UNDERGROUND LOCATE	\$20	\$20	\$20
REGULATORY	\$843	\$344	\$344
TESTING	\$186	\$1,000	\$1,000
TOTAL WATER OPERATIONS	\$4,436	\$4,774	\$4,774

CMCC MAINTENANCE AND REPAIR BUDGET

ROAD MAINTENANCE AND REPAIRS	Annual Amount	Frequency
SWEEP ROADS	\$1,000	1 / year
MOW ROADS	\$2,000	2 / year
CLEAN OUT DRAINAGE DITCHES AND CULVERTS	\$300	1 / year
ANNUAL ROAD MAINTENANCE BUDGET:	\$3,300	

WATER MAINTENANCE AND REPAIRS	Annual Amount	Frequency
FLUSH WATER SYSTEM	\$20	2 / year
EXERCISE ALL WATER VALVES	\$0	1 / year
PRESSURE REDUCING VALVE - SERVICE (7 PRVs) - PARTS ONLY, CMCC LABOR	\$681	0.10 every ten years
PRESSURE RELIEF VALVE - SERVICE (2 PRVs) - PARTS ONLY, CMCC LABOR	\$174	0.10 every ten years
TANK CLEANING	\$100	0.10 every ten years
REPAIR PARTS	\$525	1 / year
ANNUAL WATER MAINTENANCE BUDGET:	\$1,500	

Colony Mountain Community Club 2019/2020 Annual Meeting Water Report

Greetings to all Colony Mountain Community Club members. I would like to present this brief report on the community's CY 2019/2020 water system operations, maintenance, and system improvements for your review.

CMCC continues to operate under a Washington State Department of Health "Green" Operating Permit, *translation*; our system is "substantially in compliance with all applicable criteria" and the water quality continues to meet the standards set by the Environmental Protection Agency (EPA) and Washington State Department of Health (DOH).

Our contracted water system operator Dave Olson continues to collect all required water quality samplings stipulated by DOH and our operating permit. All test results are available on line at the DOH website:

<https://fortress.wa.gov/doh/eh/portal/odw/si/SingleSystemViews/GenInfoSingleSys.aspx?OrgNum=14069&OrgName=COLONY+MOUNTAIN&xid=56438>

Daily, well pumping records are maintained to verify normal pump operations and monitor community consumption. Community water usage varies from 9,000 to 25,000 gallons/day with an average of about 16,000 gallons/day throughout the year. An automated control system operates our well pump and booster pumps about every 12 hours to maintain the storage tanks to their 116,000-gallon capacity. By comparing well pump meter readings to residential meter readings, community usage and system loss is calculated. Our average system loss rate for the past three years is now 7.5% (this is below the ten percent industry standard of loss rate) and recent readings evidence an even lower percentage of about 5% system loss. Efforts to localize areas of loss are usually accomplished by visual and audio leak detection which has yielded positive results and repairs are continuing to be made.

Earlier this year a sanitary survey was conducted on our water system in accordance with DOH guidelines (once every 3 to 5 years). This survey looks at all aspects of our water system management, operation, maintenance, system monitoring and water testing as it pertains to federal, state, and local regulations and laws. In attendance were Ms. Erika Linsey (DOH representative), Dave Olson (our system operator) Melanie Mankamyer (community engineering consultant) Scott Jackson (community resident) and me. Survey took a couple of hours to complete and no immediate action/major deficiencies were noted. Most of the items requiring attention have been corrected and we continue to make other system improvements. The remainder of discrepancies/items noted and other system improvements will be corrected/implemented when resources become available.

Water System Capital Improvements, Operational, Maintenance and Repair Highlights:

- The water system was flushed in February.
- Residential meter readings were recorded in January and July.
- Consumer Confidence Report was mailed to all lot owners and the DOH in June.
- Conducted Sanitary Survey of our water system with Erika Lindsey (DOH representative).
- Installed additional pressure reducing valves at vault #1 and #2.
- Painted exterior of vault #2.
- Installed bollard's in front of vault #1.
- Continue to perform audio leak detection when warranted to locate and identify system leaks.
- Repaired water leak(s) to service lines for Lots 41/42 and 66.

Future Projects:

- Install fire hydrant in front of community well house.
- Install fencing around booster pump station located on Wood Road.
- Install and remove water bypass line to facilitate Harrison Creek culvert replacement project.

NOTE: During this project water service will be temporarily disrupted for Lots #1 thru #12, #82, #83 and a "Boil Water" advisory will be activated until required water quality testing can be performed.

Those residents will be given further instructions and notices when project start dates are confirmed, and we are sorry for any inconvenience this may cause.

It takes many volunteers to manage, monitor, operate, upgrade, maintain and perform repairs to our water system. Their selfless commitment helps keep the cost down for all members and ensures system reliability. On behalf of all members I would like to express a sincere "THANK YOU" to:

Scott Jackson, Melanie Mankamyer, Micheal Skredsvig and Robby Colt for water system repairs.

Mark Jacobsen, Elise Lazzari, Linda Castell, Rick and Kathy Lawrenson, Ed and Kay Birkett for meter readings.

Scott Jackson and Melanie Mankamyer for their assistance with construction, operational oversight and in the implementation of system improvements.

Melanie Mankamyer for her engineering and technical assistance.

Until next report remember it is "**OUR**" system so please get involved, keep a vigilant lookout for water leaks, and mostly "Be Safe".

Respectfully,

Robert Connolly,
CMCC Water Manager

2019-2020 Road Report

Normal mowing was performed in the early fall and spring as usual. Due to new regulations regarding road sweeping it is no longer allowed use a rental sweeper for this job. Our options are to hire a contractor that can meet the new requirements or we are allowed to blow the road clear, i.e., using blowers to remove organic material from the road surface. I recommend we use blowers as a trial this fall to save \$1,000. Depending on the outcome and participation, a decision will be made for the spring cleaning. This project will happen when the leaves have fallen; a call for volunteers will be sent out then.

In September a contractor was hired to install asphalt in four locations where the new waterline was installed across the road, one on Toad Lane and three on Mountain Drive. In April bids were requested to complete four repairs on Mountain Drive in May prior to chip sealing. Those repairs involved removing material to locate organic material below the surface that was decomposing creating sink holes in the road, installing clean material and compacting it, and re-asphalting. A double layer of chip seal was started in June on Mountain Drive but due to weather only the first layer was installed at that time. The second layer was added the end of July once the road had stopped leaching surface water.

I want to thank those people who have helped with extra maintenance on our roads by mowing, removing fallen trees from the roadside, and washing street signs; it is much appreciated.

For the upcoming year our proposed projects are to clean out and re-shape the ditch on Mountain Drive. I will be looking for volunteers to do this as it is a non-funded project, as well as continued road mowing, and blowing the organic materials from the roads.

Micheal Skredsvig

Road Manager for Colony Mountain Community Club



Colony Mountain Community Club

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September 6, 2020

Dear Neighbor,

Thank you for your participation in the modified version of our Colony Mountain Community Club Annual Meeting. I was pleased to see all of your Part 1 responses - such great participation from our community!

In Part 1 of the meeting, a number of concerns and questions were raised by community members regarding speed-limit signs, noise, fireworks, and shooting. Unfortunately, these items do not fall within jurisdiction of our Community Covenants or Bylaws (city, county and state laws govern these types of activities), which means that the CMCC Board does not have the authority to act on any of these issues. However, these items and similar have been brought up numerous times at community meetings, and we want to encourage community members to take action where they can to address them. As a common courtesy, you'll likely want to address concerns directly with your neighbors as they arise (in a civil and neighborly manner, of course). Many times, issues can be resolved with a simple conversation. Beyond that, a community volunteer could organize a petition or collective statement to be submitted at the correct level of government to address these situations.

Similarly, internet accessibility is also not currently within our purview. Again, a volunteer willing to coordinate an effort to research and seek internet providers for this area would be valuable to address this situation.

If you would like to volunteer to coordinate any of these efforts, please reach out to let us know. The Board may be able to help get the word out to the Community through our communication channels.

Some other questions and concerns that were brought up during Part 1 of the Annual Meeting include:

Question: Is there possibly a different option than the "Nextdoor web site" to ask for volunteers or share information?

Response: Yes! The CMCC Board aims to increase communication efforts and be more responsive. For this reason, we have added the Board position: Community Coordinator (provisional pending bylaws update). Common communication channels used are email, postings on our website at colonymtcc.org, and through social channels such as Nextdoor. We may also use text for urgent messages, and occasionally use postal-mail and roadside postings when appropriate. Please ensure the Board always has your current and preferred contact information. If you have other ideas, or you'd like to communicate with any Board member, please send an email to info@colonymtcc.org or use the "contact us" link on our website. There are many opportunities to volunteer and be a part of the Community, and we look forward to sharing more with you about these opportunities throughout the year.

Question: Usually the water line is flushed in August, will this occur after the culvert replacement?

Response: Yes, the water system is flushed annually and we're seeking to align this with the County's work this year to minimize the impact to our community.

Question: Has there been any discussion with Skagit County on the impact of moving more water from Harrison creek down to Colony Road with the new road/culvert repairs at Harrison creek? The culvert that was installed several years ago at Colony Mountain Drive and Colony road has created even more flooding/water over the road about 3/4 of a mile along Colony Road. Significantly more flooding has occurred since they replaced the old culvert. This has caused damage to the road and road shoulders and continues to do so on a regular basis. I've estimated that Colony road is flooded approximately 60% of the time during the fall and winter since the new culvert was installed. I suspect the upcoming project to alleviate the flooding on Harrison creek and Colony Mountain Drive will only exasperate the flooding situation on Colony Road. I've been in contact with county representatives and the Engineering firm who did the survey for the water remediation issues on Colony road and Colony Mountain Drive. However, I have come to a road block and the county no longer is returning my email requests for clarification and remediation plans to address the situation. Perhaps the CCC can address this with the county since this affects all of us who have to travel on Colony Road on a regular basis.

Response: This drainage falls under the County who works with Fish and Wildlife to evaluate and address issues.

Question: Does the Board have any information about future development plans for the Schlemmer property?

Response: The Board does not have any more information to provide at this time.

We appreciate your participation and enthusiasm to help our community! Now it's time for Part 2 of the Annual Meeting.

Part 2 is available now! Please review and complete Part 2 by September 26, 2020: During that time, type: <https://bit.ly/31HKPkV> into your web browser, or follow the link posted on our website.

Afterwards, the Election Monitors will review the votes, then the CMCC Board of Directors will prepare a final wrap-up statement which will be sent to all shareholders. This will conclude the 2020 Annual Meeting and initiate the 2020/2021 CMCC Board of Directors to begin their term.

As a reminder, **your participation is very important!** A quorum (participation of at least 25% of shareholders) is required in order for this process to proceed successfully. Thank you so much for your patience and understanding while we navigate these challenging times. We look forward to your continued participation in this year's modified meeting style.

Best Regards,
Mark Jacobsen
President, CMCC Board of Directors

P.S. The modified Annual Meeting tools were prepared by our Community Coordinator: Paula Berg. You may contact her for any technical assistance or to request a paper version: (360) 303-7353 or info@colonymtcc.org.