DBLA BOD Meeting

Friday, May 20, 2016

Radclyffe, DBR

Minutes

Call to Order: 10:00 AM

Roll Call:

Kate Higgins, President

Kosha Long, Vice President

Char Schulz, Treasurer

Carol Hoffman, Secretary

Linda Enger, Director-at-Large

Melinda Dewey, Office Manager – Not Present

Barb Gilger – Facilities Manager

Leaseholders Present:____21______

Reports:

President's Statement

> Participation levels are up both in committees and in attendance at both the Work Sessions and the BOD Meetings. It is much appreciated.
>
> We are have been seeking to push decision making down to lower committee levels with things coming to the BOD that really need to come to the BOD. It

seems like that approach is working. Most of the discussions are occurring in the Work Sessions with the Board meetings dealing with the decisions from those discussions.

We have two new leaseholders. Kosha introduced Kim and Mallory from Kansas City who bought Bid's lot.

Secretary's Report – Carol

RFRs for Lots 33, 80, 92, 108, 109 were approved. Still need a complete list from Office and will report any additional RFRs for the November 2015 thru April 2016 time frame at the next BOD meeting in June.

Minutes for the BOD Meeting of October 15, 2015 were approved:

Move to Approve – Char Schulz
Second – Kosha Long
Vote - Passed unanimously.

Treasurer's Report – Char

We did away with our bookkeeper and now deal directly with our accountant, Katy Glessing. After meeting with Katy Glessing and Melinda, Katy suggested a new procedure to pay bills which has been working really well.

Edward Jones and Washington Federal have come due and the funds have been transferred into reserves. Both Edward Jones and Washington Federal are now closed accounts with no further business with them. Using reserve funds we have now opened a new $30,000 CD for 58 months at 1.83 percent with State Farm Bank in Sequim.

We had excess revenues from taxes that were done of $3954 and the Board consensus was to move $2000 to our Savings Account with the remainder going to the Capital Improvements Account.

We set up a new savings account for the Web Site Committee.

The swimming pool has been 75% paid for out of Reserves and Capital Improvements.

Kate Higgins, Michele Ransome and Char measured all the buildings to get accurate measurements for physical insurance.

Motion to Accept Treasurer's Report – Linda Enger
Second - Carol Hoffman
Vote – Approved Unanimously

Facility Manager's Report – Barb

Report was presented at the Work Session on May 12. There is nothing further to report.

Committee Reports:

FINANCE Committee – Susie Thrune

The Finance Team met on Friday, May 6, 2016, to review the first quarter finance reports. Overall, the spending is less than the budget plan through March 31, 2016. As the high season continues, we expect expenses to come closer to the budget plan.

The Finance Team met again on Friday, May 13, 2016, to review the Reserve Study Detail Component List, in preparation for the On-Site Review with Association Reserves. The On-Site Review was yesterday, May 19, 2016.

The Association Reserves Specialist, Susan Oord, met with the Finance Team, Facilities Manager, BOD Treasurer and President yesterday. We all reviewed each component, looked at additions, deletions and changes. Then a tour of the property and its' infrastructure was conducted, along with photos taken.

The Reserve Study is now being updated by Association Reserves, and a final version will be available within the next two weeks.

Susie Thrune, DBR Finance Team Chair

ALRC Committee – Barb Gilger

Barb reported that ARC completed ten requests over the winter and there are currently another fifteen requests in process.

Document Review Committee – Di Holt

Please sign up.

The committee has basically been on hiatus over the winter. We have provided the BOD with some options regarding the recommendations for the By-laws revisions. Members will be afforded ampleopportunity to review recommendations before any vote is taken. To revise the By-laws an affirmative vote is required by the membership.

Once the committee receives a reply from the BOD regarding the options mentioned and a few more members sign-up to participate on the committee the work of the committee will proceed.

The basic focus of the committee is to align our documents with the recent passage of new state legislation called UNIFORM BUSINESS ORGANIZATION PROVISIONS EFFECTIVE JAN 1 2016.

We encourage interested members to sign up for the task. Sign-up sheets are in the lounge.

Safety Committee – Mary Harrison

Safety Committee Report

20May2016 Safety Team Update to the DBR BOD and leaseholders at the BOD meeting.

Highway 101 was finally correctly restriped on 12May2016 on the stretch outside the park, so that there are no longer unsafe "passing lanes" in both directions before our turn lane to get into the park. This extremely hazardous situation – fortunately – did not result in any accidents in the years since the turn lane was created. THANK YOU (former Safety Team member) Linda Creatore for her efforts to contact the appropriate agency and person that made this happen!
Finances: Current monies = $222.

History: 385 last Fall – 266 purchases = 119 + 103 raised from "items for sale" list over the Winter = $222. ($77 outstanding).
Since the BOD work session on 12May, Lin and Suzie Thune donated $2398 for the purchase of two defibrillators! Each defibrillator will be under warranty for 8 years, and the warranty applies wherever the defibrillator is used, which means it can be taken to a large away event such as the recent get-together picnic in Chimacum. Each AED comes with an alarmed cabinet. One will be situated at the downhill restrooms, and the other on the outside North wall of the office, near the pool. Once the AEDs are installed, we will have training classes for anyone interested. The AEDs are simple to use, yet training is definitely advised.

Item absolutely the highest on our list to purchase: a device to manually pump water up from the well if we have a PROLONGED loss of power. Cost: $600.

Safety/Disaster Preparedness Manual updated over the Winter: All leaseholders received an email in early March which had a PDF of the manual. Hard copies are available in the office. We ask that ALL leaseholders read this manual, and follow through by preparing to meet their personal needs and the needs of their pets, should an emergency affect our park.

Safety Team website: Mary H has worked with CJ to create a Safety Team portion of the soon-to-be-released DBR website.

Safety Questionnaire: In order to assess the needs of the leaseholders, and the collective resources available should we find ourselves in a major disaster, the Team is planning to put out a questionnaire to the leaseholders. This was discussed and developed last Fall, and is still undergoing refinement, with special attention to privacy and data security issues. The Team will submit it to the BOD and leaseholders in the June BOD work session for review, discussion, and approval.

Respectfully submitted,
Mary Harrison
Safety Team Chair

DBRs new defibrillators were shown and described. Training sessions on their use will be available soon.

Pet Committee – Linda Creatore

Nothing to add to the report at the work session as follows:

This winter brought with it no pet related incidents, so I am happy to report a calm transistion from winter into spring.

As for the upcoming Pet Committee agenda, the main topic, which was briefly discussed last summer, is establishing a list of resident pets and their respective humans. We would like to take photos of every pet with their humans, put these on the website and in a binder which will be kept in the office lounge. Our aim is to make it possible to identify a missing or roaming pet and to whom the critter belongs. We ask for your support and cooperation in completing this objective over the summer.

A meeting will be called in the near future to get this project moving and to discuss any more ideas that come to our attention. We will also note any items that may not have been fully addressed in the prior meetings and put them on the action item agenda

Green Team – CJ Stevens

There is nothing new to add to the Power Point presentation at the work session.

Web Site Committee – Linda Creatore

Beta testing for the new web site is targeted for May 27. After resolving any problems the testing uncovers the web site will be launched. Kate suggested that at launch, or shortly thereafter, a celebratory pot luck and another demonstration should be scheduled so that the entire park will have an opportunity to try it out and learn to navigate through the site. Linda Creatore agreed.

The 50/50 web site raffle drawing was held and Char Schulz won $75. She promptly donated her winnings to the web site operating fund. A total of $184 was donated to the web site operating fund.

Elections Committee

The Elections Committee is not active yet, but signup sheets will be available shortly in the office. This committee needs to become active as soon as possible.

Long Range Planning Committee

The Long Range Planning Committee is awaiting results of the Reserve Study. Signup sheets for this committee are available in the office.

Activities Committee

The Activities Committee report was presented at the work session on May 14.

Old Business:

Document Review Discussions have generated two proposals having to do with By Laws and Committees, and Number of Directors. Both of these issues will appear on the agenda for the next BOD Work Session on June 9 to allow for community discussion.

Any other Old Business from prior BOD Meetings will also be put on the agenda for the next work session in an effort to get caught up on outstanding items.

New Business

The work sessions have produced proposals for two new committees.

Shop Committee

The BOD would like to state that we appreciate the outstanding job that Lynn Angeloro has done with implementing the training and shop safety proposal that we approved last fall.

Kate proposed a mission statement for a new Shop Committee.

Since the shop is part of DBR facilities, the shop would fall under the purview of the Facilities Manager who is an employee of DBR and, as such, the Facilities Manager has ultimate responsibility for the shop. The committee would present proposals and/or alternatives to the Facilities Manager. She would make the final decisions or refer to the Board if necessary, who would discuss and vote on the decision. The scope of the committee will be discussed in a BOD work session and will appear on the agenda.

Motion to form a Shop Committee – Kosha
Second - Carol
Vote – Passed unanimously
BOD Liaison – Linda Enger

Conflict Resolution/Mediation Committee

Much discussion occurred regarding the formation of a Conflict Resolution/Mediation Committee. Finally, it was decided that the Committee would be an Ad-Hoc Committee to simply set up a process whereby a leaseholder would have access to mediators willing to help resolve any conflicts.

Motion to form an Ad-Hoc Committee for
Conflict Resolution – Linda Enger
Second – Kosha Long
Vote – Passed Unanimously

Motion to appoint Kosha as Committee Liaison – Linda Enger
Second – Char Schulz
Vote – Passed Unanimously

Question from Joyce Bradley – Who is Election Committee Liaison?

Motion to appoint Carol as Liaison to Election Committee – Kosha
Second – Linda Enger
Vote – Passed Unanimously

Web Site Income

The new web site will allow purchases of DBR logo items such as shirts, hats, jackets, cups and other items. In addition, through a deal with Amazon, the site will allow purchases through Amazon, which will result in a small 'kick-back' for using Amazon. Any money realized from web site sales will go directly into a DBR Web Site savings account. The question has been raised as to what we will do with any net profits (money available after expenses) realized from web site sales.

After some discussion the BOD recommended that, on a six month basis, the Finance Committee make a recommendation to the Board of Directors to allocate any net profit realized from DBR web site sales toward financial needs identified by the Finance Committee.

Motion to have Finance Committee, on a six month basis, recommend to the BOD where to allocate any profit from web site sales – Kate
Second – Carol Hoffman
Vote – Passed Unanimously

Motion to AMEND the motion to have the Finance Committee, on a six month basis, recommend to the BOD where to allocate any profit from web site sales to read:

Have Finance Committee, on a six month basis, recommend to the BOD where to allocate any NET profit from web site sales – Kate Higgins
Second – Carol Hoffman
Vote – Passed Unanimously

Best Practices Manual

Set up a targeted BOD work session to review/revise Best Practices Manual in an open work session but no input from leaseholders unless requested. BOD agreed to meet at 5:00 PM on Thursday, June 16 at Radclyffe to address the Best Practices Manual revisions. Anyone interested may attend, but may not participate in the discussions unless invited.

RFAs and Consent to Action Items

A comprehensive list of all RFA and Consent to Action items October 2015 thru April 2016 will be included in the minutes of June's BOD meeting.

Ideas and Questions

None

Call for Motion to Adjourn

Motion to adjourn - Char
Second – Linda
Vote – Passed Unanimously

Respectfully submitted,
Carol Hoffman, BOD Secretary