DBLA BOD Meeting
Friday, June 17, 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

Barb Gilger – Facilities Manager – Not Present

Leaseholders Present:____16______

Reports:

President's Statement

We had a productive targeted work session on the 16th focusing on the Best Practices Manual and thank you to Joyce and the Committee for turning in the information on the Elections section and we'll be addressing that today.

We also split up the responsibilities for the different sections and we will be looking to the Committees and Melinda and Barb for helping to update those Best Practices sections and then we will be working on them in other targeted work sessions going forward.

Happy Birthday last Wednesday to Melinda Dewey

Secretary's Report – Carol

Minutes for the BOD Meeting of May 20, 2016 were approved:

Move to Accept the Minutes – Kosha
Second – Linda
Vote - Passed unanimously.

Treasurer's Report – Char

A $50,000 CD came due and has been reinvested for three months. Waiting to see if the Feds were going to do anything before investing for a longer time.

Motion to Accept the Report – Linda Enger
Second - Carol Hoffman
Vote – Approved Unanimously

Facility Manager's Report – Presented by Melinda

Report was presented at the Work Session on May 12. Melinda presented an updated report prepared by Barb. See attached.

Linda Enger provided updated information on the swimming pool schedule as follows:

Plastering scheduled for 6/13 was cancelled due to heavy rain.

Forming for the coping and the pad for the equipment room set for either tomorrow or early next week. Cement pour scheduled for Friday of next week.

Decking will begin shortly after the cement pour, but no firm date yet.

Motion to Accept the Report As Amended – Carol
Second – Char
Vote – Approved Unanimously

Office Manager's Report – Melinda

See attached report.

Motion to Accept the Report – Carol
Second – Linda
Vote – Approved Unanimously

Committee Reports:

Activities Committee – Chair Sharon Murphy

Committee members are: Sharon Murphy, CJ, Evelyn, Bev Jones, Anne Lisborne, Joyce Bradley, Linda Creatore, Jackie Cairns, Norma Wilson.

TV wall mount will be installed prior to July 4 film festival.

Motion to Accept Committee Chair and Members – Linda
Second – Kosha
Vote – Approved Unanimously

ALRC Committee – Chair Lin Makela

Lin requested the board appoint/approve the chair and members of the ALRC Committee and stated that the committee will need the outstanding ARC requests from the Facilities Manager.

Committee members are: Lin Makela, Loretta Date, Maryanne Nolte.

Any time you change the appearance of anything on your lot, you need an ARC Request.

Motion to Activate the ALRC Committee and Accept Committee Chair and Members – Char
Second – Kosha
Vote – Approved Unanimously

Document Review Committee – Chair Di Holt

Di Holt provided the list of committee members as follows: Di Holt, Evelyn Ransome, Lin McDowell.

Invitation issued for additional members.

A committee meeting was scheduled but due to circumstances the meeting resulted in a consultation with the Liaison, Kate Higgins. See attached. The next meeting is scheduled for June 24, 2016 in the Lounge.

Motion to Accept Committee Report, Chair and Members – Kosha
Second – Char
Vote – Approved Unanimously

Election Committee – Chair Joyce Bradley

Joyce Bradley provided the list of committee members as follows: Joyce Bradley, Susie Thrune, Brook Shumway.

Motion to Accept Committee Chair and Members – Carol
Second – Linda

Vote – Approved Unanimously

Joyce described the committee's work to clarify the Best Practices manual election process. In addition the committee generated a timeline for all steps required for the election. A letter calling for candidate biographies was revised and brought current and then broadcast to the community with a deadline date of June 24 for receipt of bios. The committee will adhere to the timeline with next steps occurring when all bios are received (June 24 deadline).

Finance Committee – Chair Susie Thrune

Susie Thrune provided a list of committee members as follows: Susie Thrune, CJ, Michele Ransom, Maralee Johnson, Di Holt

Susie discussed the financial summary for January through May, 2016. See attached. Reserve requirements should go from $2960 to $3400. A new budget for next year will include the new reserve monies. Dues should not increase yet, but inevitably they will go up at some point in time.

Motion to Accept Committee Chair and Members – Linda l
Second – Kosha
Vote – Approved Unanimously

Green Team – Chair CJ Stevens

CJ provided a list of committee members as follows: CJ, Jean, Evelyn, Joyce Bradley, Linda C, Jackie Cairns, Mary Wynn, Mary H, Michele, Judy Huxie, Jackie Lanum.

Recycling is going very well. Need to buy a couple more mixed paper bins. Next step will be toxic waste but will wait until winter season to phase it in with fewer people in the park.

Trash dumpsters reduced by one. Recycling plus reduction in trash dumpsters is saving the park around $400 to $500 per month.

Motion to Accept Committee Chair and Members – Carol
Second – Char
Vote – Approved Unanimously

Long Range Planning Committee – Chair Susie Thrune

Susie provided a list of committee members as follows: Susie Thrune, Lin McDowell, Jackie Cairns, Linda Creatore, CJ.

Motion to Accept Committee Activation, Chair and Members – Kosha
Second – Char
Vote – Approved Unanimously

Pet Committee – Chair Linda Creatore

Linda provided a list of committee members as follows: Linda C, Kelly, Jan H, Janis C, Judy S,

The first meeting of the Pet Committee was held on June 7, 2016 (see attached minutes). Linda issued an invitation for additional members to join.

Motion to Accept Committee Report, Chair and Members – Linda
Second – Char
Vote – Approved Unanimously

Safety Committee – Chair Mary Harrison

Mary H provided a list of committee members as follows: Mary H, Evelyn, Bev, Susie Thrune, Jackie Cairns, Bonnie DelBoca, Joann, Michele, Loretta Date.

Safety Committee Report – See attached

The Safety Questionnaire was presented for discussion and BOD approval. If the BOD approves the questionnaire the questionnaire will be put in the mail boxes with a request that it be returned by July 4. Bonnie and Susie will compile and analyze the data and then create a report.

June 25 there will be a presentation called Cascadia Rising and DBR will tie into the presentation from here. Safeco Insurance company has heard about the presentation and may donate $5000 to the Clallam County Fire Department as a goodwill gesture. Linda will be our ‘techie’ support.

Motion to Accept Committee Report, Chair and Members – Char

Second – Kosha
Vote – Approved Unanimously

Motion to Accept The Safety Questionnaire – Carol
Second – Linda
Vote – Approved Unanimously

Website Committee – Chair(s) Linda Creatore and CJ Stevens

Linda C provided a list of committee members as follows: Linda C, CJ Stevens, Bonnie DelBoca, JoIda Reed.

The website committee met in an informal meeting. See attached Website Committee Report.

The 50/50 raffle for website funds was won by Char who promptly donated her half back to the website committee.

Linda C is looking for alternative sources for logo items as Zazzle's prices seem high.

Motion to Accept Committee Report, Chair and Members – Char
Second – Linda
Vote – Approved Unanimously

Old Business:

Conflict Resolution Interest Group – Anne Lisborne

Sign Up sheet for this group will be up in office.
Reminder of Book sale at Radclyffe.

E-Communications Form – Kate

The proposal is to print out the consent form and insert in individual mail boxes. If you agree to e-communications (everything except voting, which requires a change to the by-laws), sign and return the form to Melinda in the office.

Shop Committee – Kate

There is a proposal is to rescind the motion during May's BOD meeting to form a Shop Committee and to allow the facilities manager to manage the shop instead.

Motion to Rescind the Approval for a Shop Committee – Linda
Second – Char
Vote – Approved Unanimously

Motion to Put Management of the Shop Under the Facilities Manager and Let Her Make Any Decision to Have an Interest Group – Linda
Second – Char
Vote – Approved Unanimously

New Business

Best Practices Election Section Revision

Motion to Accept the Revised Election Section of the Best Practices Manual – Char
Second – Linda
Vote – Approved Unanimously

RFAs and Consent to Action Items

Consent to Action on Lot #38 RFR done on June 8, 2016 with all BOD members voting unanimously to not exercise DBRs Right of First Refusal.

Ideas and Questions

Discussion about email messages to all Leaseholders. Melinda should put a hard copy of the message in any leaseholder's box who does not have the ability to receive email. Melinda will accept email 'blasts' from BOD members and committee chairs. Correct email addresses need to be provided to the office.

Board Members and Committee Chairs can send broadcast messages either from their own computer, copying Melinda, or to Melinda to send from the office. Melinda will then print copies for those with no email capability and put in the mail box.

Call for Motion to Adjourn at 11:30 AM.

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

Respectfully submitted,
Carol Hoffman, BOD Secretary