DBLA BOD Meeting

Friday, July 22, 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:____15______

Reports:

President's Statement

First, we want to wish Jackie a Happy Birthday.

There are lots of things going on especially with the Annual Meeting and the dinner and all the activities. There have been volunteers to man the front sign in table at the meeting; Di Holt, JoAnn Garner, Marilee and JoIda.

Secretary's Report – Carol

Minutes for the BOD Meeting of June 17, 2016 were approved:

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

Treasurer's Report – Char

Three CDs have come due in the last ten days. Will be working with the finance committee and on Wednesday will make a decision to obtain the best terms for reinvestment.

Facility Manager's Report – Presented by Melinda

No report from Barb was given to Melinda.

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

Electrical is almost done. Water has been run to the equipment room. Plaster should be done tomorrow.

Office Manager's Report – Melinda

Lot of lease transfers coming up in the next month, some new, some current residents moving around. I have been working with the Elections Committee to get everything in order for the annual meeting, working with the Finance Committee to put together the financial reports, discussing new intake procedures for funds generated from committee activities, and finalizing procedures for e-forms.

Committee Reports:

Activities Committee – Chair Sharon Murphy

Nothing to report as Sharon is currently at a Writers' Conference.

Kosha has volunteered to replace Kate as the Activities Committee BOD Liaison.

Motion to Accept Kosha as committee Liaison – Kate
Second – Char
Vote – Approved Unanimously

ALRC Committee – Chair Lin Makela

Members of the ALRC Committee are: Loretta Date, Maryann Nolte and Jackie Lanum. BOD Liaison is Carol Hoffman

Changes to the ALRC Guidelines to incorporate the new Jefferson County ordinance requiring unpermitted structures of 200 square feet or less have a minimum of ten feet from any other structure were presented to the BOD for approval. Changes to clarify setbacks for accessory rooms and sheds were also discussed and further clarification was proposed to remove some ambiguities.

A discussion ensued regarding peculiarities of individual lots and it was pointed out that there is a folder for every lot at DBR which contained all information pertinent to that lot, such as variances, agreements, permits, etc., and it would be a good idea to consult the lot folder prior to buying, selling or changing the lot.

Motion to Accept the amended ALRC Guidelines - Kate
Second – Carol
Vote – Approved Unanimously

Document Review Committee – Chair Di Holt

There was not much new to report except that the committee is getting closer to producing a finalized draft for review by the attorney and then the BOD.

Di thanked the many people who contributed to the effort to update the by-laws including Evelyn Ransom, Lynn McDowell, Barb Vititoe for her Word expertise, Char, Tam DeFord, Kosha Long, Kate. Di also explained the function of each of the documents and how they pertain to DBR.

Election Committee – Chair Joyce Bradley

Nomination & Election Committee Report

July 22nd DBLA BOD meeting

Since the June mtg. the committee has prepared election materials, and stuffed the envelopes to be mailed or distributed in the mailboxes.

We have also run an election Forum to acquaint the LHs with the candidates. Brook did an excellent job in leading the proceedings for the candidates Char Schulz and Linda Enger. We appreciate their thoughtful sharing of their board participation and expectations.

We have also assisted the BOD in revision of the Best Practices Manual section of the Election Procedures and Ballot Counting. The revisions were brought up to match our current practices and time lines. It is a valuable tool in order to have consistent procedures and guidelines.

Our next responsibility is the counting of the ballots that are due Thur. Aug 4th at 4 pm. We will be counting Fri. morning by the office with the assistance of two renters. Quiet observers are welcome to see the process. The results will be placed in the office safe, and reported at the Annual Meeting Sat. morning.

Respectfully submitted,

Joyce Bradley, Chair

Susie Thrune

Brook Shumway

Carol Hoffman, BOD liaison

Finance Committee – Chair Susie Thrune

See Attached Committee Meeting Notes

Susie discussed the financial summary that will be shown at the annual meeting.

Kate discussed the method for voting on the audit if you are not able to attend the annual meeting where the voting is usually done.

Green Team – Chair CJ Stevens

We are still getting mixed paper in the corrugated cardboard bins. Please clarify to visitors the difference between mixed paper and corrugated cardboard.

Other than that, the park is doing 'awesome' with recycling.

Melinda suggested including a recycling flyer with the renters' packet.

Long Range Planning Committee – Chair Susie Thrune

This committee will start up after the Annual Meeting.

Pet Committee – Chair Linda Creatore

The flag in the meadow has been relocated to the bottom of the footbridge. It should be raised whenever a dog is in the meadow. (Does not apply to dogs transiting the meadow on a leash to and from the Old Gardiner Road gate.)

Motion to Accept the amended Pet Flag Guidelines – Linda
Second – Kosha
Vote – Approved Unanimously

Safety Committee – Chair Mary Harrison

See Attached Report

Char suggested that everyone should have a few hundred dollars in small bills in case of a disaster.

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

Amazon ordering via the web site is making the website sustainable and looks like it will return a profit.

Kate announced that all the committees are on the agenda for the annual meeting on Saturday. CJ will make available a large screen TV and equipment to be able to do Power Point presentations at the meeting.

Old Business:

Scope of Work for Resort Drainage and Septic Assessment.

Linda Enger summarized the NTI company proposals for developing a plan to manage the drainage and septic needs of DBR. Initial work would include three parts; 1) accumulation of all available data (park drainage maps, septic information, all documents available pertaining to the physical aspects of DBR; 2) drain water needs 3) septic management needs.

Motion to have NTI proceed with prices for their proposal – Linda
Second – Char
Vote – Passed unanimously

New Business

Standardize procedure for handling/reporting/disbursing/tracking money from committees, events, donations.

Melinda will track all moneys using standard bookkeeping procedures. Until a meeting with all committee chairs can be called, temporary procedures will be put in place subject to revision after meeting with all committee chairs. Committees will begin issuing receipts for all moneys accepted during events or raffles, etc. The money will be put into an envelope and given to Melinda at first available opportunity. Procedures will be a work in progress.

Special BOD meeting August 8, 2016 10:00 am to set officers and meeting dates for new board.

Targeted work session with committee chairs to work on best practices Monday, August 8, 2016 6:00 pm.

RFAs and Consent to Action Items

Proposal that food stored in community refrigerators be limited to two weeks and must be labeled with date and lot #. Freezer items should be limited to three months and must also be labeled with date and lot #.

Move that food stored in fridge and freezers be limited to two weeks in fridge, 3 months in freezer, and must be labeled with date and lot #. – Carol
Second – Char
Vote – Passed unanimously

Ideas and Questions and Announcements

Char is closing her business and has donated 15 very comfortable chairs for Radclyffe.

Kate called for an executive session to discuss legal matters and personnel questions.

Move to call for executive session immediately following the current BOD meeting - Kate
Second – Carol
Vote – Passed unanimously

Susie asked that an amendment to Annual Meeting Agenda be added to allow an Audit Presentation.

Bonnie DelBoca voiced concerns that so much has been done in the park that involve changes to rules, she wonders how we get the word out. Work sessions and BOD meetings and minutes attempt to provide all information possible.

There is a Family Forest Field Day full day seminar on how to manage your land and forest given by WASU Extension. Discussion suggested that it would be beneficial to have someone from DBR attend.

Motion to ask Dave +4 to attend and report back to the BOD at a meeting - Char
Second - Carol
Vote – Passed Unanimously

Motion to Adjourn – Kate
Second – Char
Vote – Passed unanimously

Time - 11:35 pm

Respectfully submitted,
Carol Hoffman, BOD Secretary