

DBLA BOD Meeting Minutes
Friday, August 26, 2016
Radclyffe, DBR

Call to Order: 10:00 AM

Roll Call:

Leaseholders Present: 16

BOD:

Kate Higgins – President

Kosha Long – Vice President

Char Schulz – Treasurer

Linda Enger – Secretary

Lynn Brem – Director (joined after BOD approved the motion for her appointment)

Melinda Dewey – Office Manager

Reports:

- President's Statement
 - All the hard work done by the Committees and Committee Chairs
 - Making progress on Best Practices (recommendation to BOD to change it to Operations Manual – simple change to add to the agenda this morning).
 - Great discussions – lots more work to do – next Targeted Work Session will be Friday morning, September 9th
 - Bylaws have been forwarded to attorney for review
- Secretary's Report
 - Approve minutes from the 8/8/16 Meeting
 - Char Moved
 - Kosha Seconded
 - Motion passed unanimously
- Treasurer's Report
 - We have a \$50,000 CD with D. A. Davidson coming due on Sept 7th.
 - We will reinvest it with D. A. Davidson for 6 months
- Office Manager's Report
 - Attachment 1

BOD Member Appointment

- Many highly qualified people, and we want expect them to run for BOD next year
- Long view – what is best for the park
- Committees doing vital work, including using experiences from this first year to help develop/update Best Practices/Operating procedures – want to keep this stable for the rest of the year
- Look at finding someone who has different skill sets/experiences
- Who is thoughtful before speaking or taking action and willing to consider multiple points of view

- Draw in someone who is relatively new, wants to get involved and learn more about how the park works.
- **MOTION**
 - Linda moved to appoint Lynn Brem to the open BOD position
 - Char Seconded
 - Motion passed unanimously
 - Lynn Brem joined the BOD table

Committee Reports:

- Activities Committee
 - No report
 - Brook Shumway: is the Chair position up for renewal August 31 or September 30?
 - Kate Higgins: August 31
- ALRC Committee
 - Jackie Lanum presented for Chair Lin Makela
 - ALRC continues to meet weekly on Tuesday at 10:30AM at the large table in front of the office window. This makes it more convenient for the Park Manager to attend, as well as being convenient to the ALRC closet for the committee. We can answer question, give advice and help with planning your project and we welcome anyone who is interested to attend. The members of the committee are Loretta Date, Jackie Lanum, Marianne Nolte and Lin Makela
 - As a reminder, on the reverse side of the weekly minutes that you receive from the committee you will find a current listing of all the outstanding/ongoing permits for projects that have been processed to date by ALRC. This provides you with a complete listing of active ALRC approved projects in the park. We currently have 14 outstanding permits issued for projects.
- Document Review Committee
 - No report
- Election Committee
 - No report
- Finance Committee
 - See Attachment 2
- Green Team
 - Recycle run went well with new helpers. We encourage everyone to take a turn on the recycle run. It is a bit of work but very rewarding.
- Long Range Planning
 - First Meeting was mostly introducing ourselves and looking at new projects. I encourage people to check the website
 - We need members!
 - Next meeting is September 1, 10:00am in the office
 - This is a real critical committee for the next ten years
- Pet Committee
 - Last meeting, we talked about putting up signs at the dog run to remind people to keep the gates all the way closed.

- We also want to put signs at the Old Gardiner Rd. gate at the meadow
- We discussed the Nature Trail. The decision to keep dogs off the nature trail was made years back, and then changed. We believe dogs are okay on the nature trail but dogs must be leashed while you are on the nature trail as it is a common area
- We also plan to thoroughly assess the perimeter fencing for areas where dogs can get loose. We plan to reinforce those areas.
- We will use the donation from Max to cover the signs, fencing and some new seating for dog owners.
- Safety Committee – Attachment 3
 - We covered the firewood with some tarps donated by Michele and Evelyn. We covered the top and a little bit of the sides. The smaller stack is meant to be used first, it is not covered
 - The plan is to build a small Adirondack style shed to protect the wood
 - The tables we've been storing on the floor of the lower men's room will be stored in a smaller shed. Barb Gilger has taken this on as a facilities project.
 - I've noticed that people are not completing the checklist when they use Radclyffe. This is a safety issue as windows have been left open. This is a park wide problem. Windows have been left open in the office and the laundry room
 - Kate Higgins: we've had a lot of renters. When you have a renter, please tell them the rules for using the common areas.
 - Skye asked about storage areas for emergency supplies. Mary replied that we are working on that with the upper men's room.
 - Since we started using the pool, the entry door to the exercise room is being left open a lot.
 - Kate Higgins: we may need to put up signs and we encourage people to be vigilant about securing this room.
- Web Site Committee
 - We want to share what the Amazon affiliation looks like. We want to show you that there are no privacy issues
 - CJ displayed the site on the television screen to show leaseholders there is no personal information shared on the site.
 - The graph shows number of clicks, items ordered, items shipped. We don't get paid till items are shipped. Currently, there are 66 orders that have not yet been shipped. Those are not included in the 400 plus dollars we have made.
 - One report shows what's been ordered, number of clicks, we cannot tell who ordered what.
 - We are up to 7% earnings right now. The percentage goes up with volume.
 - We appeal to those who leave for the winter to not forget about DBR. Please use our link when you order from Amazon. DBR is a smaller park and it is harder for us to raise money.
 - If you post what you ordered on Chit Chat, it is no longer private information.
 - What will the money raised be used for? First, it goes to maintain the website, upgrade software, etc. Second, the Finance Committee will make a recommendation to the BOD regarding where the money goes, and the BOD will vote on it.

- CJ shared the website calendar. We urge committees to use the calendar to plan activities, etc.
- CJ: we spend a lot of time on this website and newsletter. Sometimes I get a little discouraged because I get the feeling that nobody is using it. I encourage you to use it. It is discouraging when I hear people say “I didn’t know about the newsletter, I didn’t know about this, I didn’t know about that.”
- We encourage you to actively participate in the website. Update it with your favorite hikes.
- Kate Higgins: Chit Chat is NOT an official DBR website. It is great for social media, etc. but if you want to know what the official information is, use the website. It is wonderful to see all who are here participating in the BOD meetings, etc. but this is a small part of the park. Encourage people to go to the website, read the meeting minutes, get more involved.
- Can we put an Ad on Chit Chat about the website? YES, anyone can post something on Chit Chat about the website.
- Kate Higgins: We did a potluck as a kick off for the website. Do we need to do another event?
- Linda C: we really want people to join the website committee to let us know what you want to see on the website.
- CJ: I propose we have one member from each committee come to the website committee meetings to update committee information on the website.
- Brook: there doesn’t seem to be any Labor Day Picnic. That’s why I asked when Sharon is leaving. If you had a Labor Day event, we could present the website there.
- Kate Higgins: A Labor Day Picnic would be great if you can find someone to take it on but the Activities Committee is in flux and a lot of us will be out of town that weekend

Old Business:

- Pool Rules regarding children and nude swimming
 - Attachment 4 – Email straw poll responses included lots of narrative
 - Rather than distribute those in this meeting, we will attach the summary to the Meeting Minutes so that all leaseholders may take time to digest the feedback
 - In the meantime, we need to vote on interim hours for nude swimming
 - **MOTION**
 - Char moved for 6p-6a for nude swimming
 - Kosha seconded
 - Linda abstained
 - Motion passed with three AYES and one ABSTENTION

New Business

- **MOTION** to assign Document Review Committee the task of helping BOD by going through Decision Logs and identifying changes that still need to be incorporated into DBLA Rules or possibly other documents (acknowledge they have already started working just making official)
 - Kate moved
 - Char seconded

- Motion was pass unanimously
- **MOTION** to change “Resort’s Best Practices Manual” to “DBLA Operations Manual”
 - Kate moved
 - Char seconded
 - Motion passed unanimously
- **Personnel Policy Change**
 - Request from staff to revise vacation/leave calculation to make it easier to track their accrued leave.
- Proposed Revision (in red):
 - Hourly Employees will earn vacation time based on their hours worked. Hourly Employees will earn .0417 hours of leave for every hour worked. Hourly employees with 5 years of service will receive .0626 hours of leave for every hour worked. All vacation must be taken within one year of receipt, and may not be carried over. New employees will receive their first accrued vacation time after successful completion of their probationary period. Employees may use their vacation leave as earned, and in one hour increments, if absence from assignment does not unduly provide an impediment for completion of an assigned task or prevent other staff from completion of their work assignments. The employee’s supervisor must approve scheduled absences and the employee should request such leave at least two weeks in advance.
 - **MOTION:**
 - Linda moved to change the vacation/leave calculation as written
 - Char seconded
 - Motion passed unanimously
- CAI Membership for four
 - Char confirmed that we only need three members to enable member seminar prices for everyone
 - 285.00 for three members
 - We will look for sign up form
 - **MOTION** to re-up the membership for 2016/2017 with Char, Kate, and Lynn Brem as members
 - Linda moved
 - Char seconded
 - Motion passed unanimously
 - Community Association Day is September 10, 2016 in Seattle
 - Kate and Char will attend

RFAs

- Pet complaint escalated to the BOD
- Background:
 - Dispute between Leaseholder A and Leaseholder B, whose dogs do not get along, and an incident of conflict between the 2 leaseholders.

- A resolution was initially worked out: Leaseholder A agreed not to approach or be in the area of the dog run between 8 am and 9 am every morning to allow Leaseholder B a specified time to allow her dog to be in the run without possibility of contact with Leaseholder A's dog. Lease holder A requested that Leaseholder B no longer uses "abusive language" to her or "anyone else in the park."
- Leaseholder B agreed and requested that if she and her dog are in the dog run any other time and Leaseholder A is walking her dog towards the dog run, that Leaseholder A will let Leaseholder B know that she is approaching and then wait a reasonable distance away from the dog run to give Leaseholder B enough time to get her dog into the car.
- The agreement fell apart over Leaseholder A's request that Leaseholder B no longer use "abusive language" to anyone else in the park.
- The parties reached an impasse and the issue has been elevated to the BOD.
- After much discussion about what is reasonable to broker regarding leaseholder behavior toward one another, the following motion was made:
 - **MOTION**: We void the original agreement all together and write a correspondence to Leaseholder A and Leaseholder B outlining our expectations that they avoid each other when they are out in the park with their dogs.
 - Linda moved
 - Char seconded
 - Motion passed unanimously
 - NOTE: Memo from the BOD was delivered by BOD Secretary Linda Enger to Leaseholder A and Leaseholder B on Tuesday, August 30, 2016, with copies to BOD members and Pet Committee Chair.
- **MOTION** to Adjourn
 - Char moved
 - Kosha seconded
 - Motion passed unanimously

Adjournment: 12:00noon

Respectfully submitted,
Linda Enger
BOD Secretary