

**DBLA BOD Meeting
Friday September 30, 2016
Radclyffe, DBR**

Call to Order: 10:00AM

Roll Call:

Leaseholders Present: 29

BOD:

Kate Higgins – President

Kosha Long – Vice President

Char Schulz – Treasurer

Linda Enger – Secretary

Lynn Brem – Director at Large

Opening Statement

We have a lot to cover on the agenda this morning. A lot of people have questions and we will do our best to address them. A lot of people worked on the budget, Char and I participated. The goal is to take care of the long term needs of the park.

Before we begin, I want to announce that Jackie Cairns has stepped up to be Activities Chair for the winter. We need a motion to approve her as Chair.

Motion: Kosha

Second: Char

Motion passed unanimously

Char: we had a CD come due at Kitsap. Best rate we can get right now is .1. I left it with Kitsap. We need to vote to put Barb Gilger and Melinda Dewey on our accounts.

Motion: Char

Second: Linda

Motion passed unanimously

- **2017 Budget**

- Susie thanked the Finance Team for all the hard work. We spent five days working on the budget proposal, an average of 5hr/day. We looked at Jan-Aug expenses for every general ledger code to ascertain accuracy. Then we estimated what we would spend through the end of the year. Our estimate includes a 30k dollar underrun, mainly due to less labor hours and less contract labor hours. We submitted a budget package to the BOD members. After cumulative expense estimate, we went on to estimate the 2017 budget. Barb Gilger and Melinda Dewey were instrumental in helping us come up with those estimates. Then we looked very carefully at the Reserve Fund. We looked at what we have spent so far in reserves.
- Susie read the Budget Letter to BOD – **Attachment ONE**
- Susie reviewed the calculation, (included on Attachment ONE), for raising the dues on the flipchart
- The proposed 10.00 increase in the dues will go to the reserves to improve the funding and mitigate the chance of a special assessment. **ATTACHMENTS TWO & THREE**

- **Discussion** (BOD replies to LH questions/comments are **BOLD**)

- Is “first lease year” MY first lease year or the first lease year of the park?
- Our attorney said that the term “first year lease” is nebulous and up to interpretation. We interpret it as the first year the park offered leases – 1998. Our attorney advised that if we use the first lease year of the park, we need to accommodate the people who bought after 1998. We do accommodate new leaseholders when dues are raised by keeping their dues the same for 12 full months from the lease purchase date.
- it has always been the policy of this park to be conservative with raising dues. I think we are raising dues to fund items we don’t need. I don’t think we need to buy a tractor for this park.
- **the reason we are buying the tractor is to do the drainage work identified in the drainage/septic study, and to keep the overall costs down in other maintenance areas.**
- we will use the tractor to compact trash and save on disposal
- I believe NTI’s quote is too high
- **There was a targeted work session where we reviewed the NTI proposal. Right now we have three major things facing us in the near future. Drainage, Septic, and Radclyffe. For Radclyffe, Lynn Brem, who has construction experience, has kindly offered to assist Barb in looking at the structure to see if we can wait to replace it. The septic system is a big deal. It wasn’t even in the reserve study until 2016. NTI is putting together solutions for us based on NTI’s expertise, and our input. We will do most of the actual work ourselves. We need NTI’s assistance to ensure the “fixes” don’t create more issues for us. They will offer multiple options and the costs for those options, including any new technology and solutions. Whatever we do, they will help us with permits from the state. If the septic system fails, and we are already in process with well-planned solutions, we will have less issues from the state. At the CAI conference, we were advised to use experts to help us plan this type of work.**
- I just want us to use an engineer that won’t take us for a ride. We should get bids from more than one.
- **We called other companies and NTI is the only firm that will handle a job this small. NTI has done work for us in the past, and they are very reputable. Many discounts are built in due to work they have already done.**
- I was at the NTI meeting which was open and posted. I am very comfortable with NTI
- **We have had many meetings where we have already discussed all of this. If you want to discuss issues like this, you should come to the meeting that is planned for that discussion.**
- Couldn’t we just do some of the work on the proposal and just focus on the two main projects and drop the others for now?
- **Phase A is the prep work for doing B and C. We need the map and the diagrams for planning the drainage and septic. A is a very small part of the overall cost.**
- The county doesn’t want us to put any more drainage into any of the county ditches, etc. Has NTI taken cisterns into consideration?
- **A cistern is something we’ve discussed and we may want to consider, to capture water for disaster preparedness, etc. NTI will provide a manual with a matrix of the best solutions that avoid the need for county permits.**
- I understand there are a lot of concerns when we raise dues. I’ve heard people say we are threatening people with the possibility of a special assessment, etc. Our bylaws require us to mitigate risk over the long term and that is what we are trying to do. I’ve had some people come to me about accommodating “hardship cases”. We can certainly do that but it is not part of the budgeting process. If we want to do that, it has to be planned outside of the budgeting process.

- why can't we do more to raise money for the park like a cell tower that would generate some 1800 to 1900 per month?
 - **The cell tower idea has been raised in the past and there are several leaseholders who are concerned about how cell towers may impact our health. You are welcome to do some research and make a proposal. We've done a lot to curtail expenses, and look at ways to raise income. This 10.00 raise is for risk mitigation. We don't want to have to go the route of special assessments.**
 - Are we collecting that fee for renters? It seems we are losing money there – there are a lot of renters coming in.
 - **We realized the procedures for collecting the renter fees were not solid and we have taken steps to rectify that. We are now collecting from all renters.**
 - We should ask for the 10.00 fee each time a new renter comes in.
 - **We are doing that. Every new renter is charged that fee.**
 - Can we get a take from what leaseholders make on rent?
 - **As a "not for profit" leaseholder association, we do not sell or rent leases and no representative of the park (staff or BOD) can participate in marketing efforts. We are also not allowed to take money from rentals. We must maintain that division.**
 - Can we offer assistance to people who truly cannot afford the increase?
 - **We are open to ways to help leaseholders who cannot afford the increase. Again, that is not part of the budgeting process.**
 - **It is now time to vote on the 2017 budget**
 - **MOTION to approve the 2017 budget**
 - **Motion – Char**
 - **Second – Kosha**
 - **Motion unanimously passed**
 - **The budget has been approved by the BOD and will be sent to all leaseholders to be ratified. If you do not vote, it is considered an acceptance of the budget.**
 - **Pool Use Guidelines**
 - Linda shared the Proposed Pool Use Guidelines. **ATTACHMENT Four (revised as per discussion)**
- Discussion** – BOD replies to LH questions/concerns are **bold**
- I am concerned about the reservations. I don't want to come up to use the pool and find I can't because someone reserved it.
 - **That is a good point. Perhaps we need to try the guidelines out and see if this is an issue, and tighten it up if it is.**
 - **Lynn Brem shared her reasons for contributing the 5p-8p nude swimming, explaining that most of the time there is nobody in the pool.**
 - I would like to hear what they do at SMR
 - nudity is after dark at SMR
 - what about males in the pool?
 - **they cannot go in the pool without the leaseholder, and leaseholders are responsible for the behavior of their guests. If the guidelines don't work, we will implement more strict rules.**
 - The mermaid sign for nude swimming can have "Adults Only" on it so other leaseholders can decide whether or not to take their children in the pool area.
 - I think we need to look at renters. We had renters who stayed in a tent and broke a lot of rules.
 - **I think that is a good point. It is not part of the pool guideline discussion.**
 - I think we are spending 80% of our time developing guidelines for 20% of the people.

- **Straw poll: If you think nude swimming should be 8:00pm-6:00am, and at no other times, raise your hand. I think we have a clear indication. We are ready to vote on the Pool Guidelines.**
- **MOTION: to accept the proposed Pool Use Guidelines with the recommended changes to include renters, and only allow nude swimming between 8:00pm and 6:00am**
 - **Motion – Char**
 - **Second – Kosha**
 - **Motion carried unanimously**
- **DBLA Bylaw changes**
 - We have a little more work before we are ready for a vote. I'd like to request that we table the vote at this time. Maybe next month, we'll be ready for prime time.
- **Operating Procedures**
 - Activities Committee Status – Jackie Cairns has taken on the Chair responsibilities till April 1st. Anne Lizborne and Janis Christian will co-chair through the summer
 - We will vote on their Co-Chair positions in the spring
 - Netflix account
 - No change till January 1st
 - After January 1st Jackie Cairns will work with the office to have Activities pay for it in 2017
 - Concessions
 - Activities will take over concessions and work with the Office Manager for accounting.
- **Items tabled from 9/22 Work Session:**
 - Document Review Committee
 - discuss discrepancies and findings to date – tabled until next month
 - Green Team
 - site visit and report to Board regarding North OlyPen Data Centers (Leo)
 - met with NOW who just put wifi in at Gardiner Community Center
 - they have a repeater on Cape George – anyone with a clear line of site to Cape George can get wifi
 - CJ read notes – **ATTACHMENT FIVE**
 - The BOD will ask NOW to present at the October work session
 - looking for a temporary replacement for CJ to keep an eye out for things as she will be doing some traveling in the winter.
 - Mary and Linda will cover the stations for the winter
 - Linda will pull the trailer in the winter
 - Loretta Date will pull the trailer next week
 - The committee would like to shift into hiatus for the winter
 - Concern was expressed about the committee continuing to meet through-out the winter to discuss how Green Team moves beyond recycling. It will continue as an Interest Group
 - Safety Committee
 - Update on various issues
 - There has been discussion in Safety and CERT that we might get a shipping container for storage
 - We are gathering data on how to secure propane tanks and park models from earth quake
 - We now have three more people with HAM licenses; CJ, Mary, and Jackie Cairns. More people plan to be licensed in the spring

- Water – someone in Joyce is developing a contraption that will purify water in high volumes efficiently
- Old sheets – please put them in the box at the laundry room. We will use them to make bandages
- In spite of how we have a Safety Committee, a Medical group, and a CERT team, each leaseholder must prepare.
 - Food and water
 - Pet supplies
 - ETC.
- CERT's goal is to do the greatest good for the largest number of people. All leaseholders need to take actions of preparedness.
- What we learned at Family Forestry Day
 - Dave, Becky Stinson, Jackie Lanum, and Mary went to Family Forestry Day back in September
 - We covered quite a few classes and took notes and kept a lot of the handouts
 - In the spring, we plan to do one hour sessions to share all the information with leaseholders
 - All different topics from keeping property safe, to noxious weeds, to keeping property healthier, and more.
- Targeted Work Sessions
 - Septic/Drainage
 - Contract from Northwest Territories, Inc.
 - Are we agreeing to Phase A today?
 - **We are voting on the entire contract**
 - **NTI completely understands our need for flexibility – we are approving the entire contract, and we will pay as we go.**
 - Is there a cancelation clause?
 - **We will go back to NTI and request the inclusion of a termination clause**
 - **MOTION: to accept the NTI Contract with the addition of a termination clause**
 - **Motion: Linda**
 - **Second: Char**
 - **Motion passed unanimously**
 - No more targeted work sessions this year
 - Next BOD Work Session: October 20, 6:00pm

Adjourn**Motion: Char****Second: Kosha****Passed unanimously****Adjourned at 12:04pm**

Respectfully submitted,

Linda Enger

BOD Secretary