DBLA Work Session Notes

September 20, 2018

Call to Order: 6:00 p.m.

Number of Leaseholders Present: 22

BOD: President: Kate Higgins, Vice President: Mary Wynn, Treasurer: Char Schulz,

Secretary: Anne Lipe, Officer at Large: Lynn Brem

Staff: Facilities Manager: Barb Gilger

Please read Barb's Facilities report attached for a Septic Update; Water shut off date and Barb's Thank You to park volunteers.

Kate: Remember, for non-emergencies, text or email Barb when she is not on the clock; otherwise she has to charge her time to our budget. Also, please respect that, as a leaseholder, Barb wants to enjoy her off time the same as the rest of us. Staff schedules are posted on the office window.

Committee Discussion

- Activities: No Report
- ALRC**: Beginning now and throughout the winter, bring requests directly to Barb for quicker action,** rather than leaving them in the ALRC box. Barb and Penny will review.
- Document Review: No Report
- Election: No Report
- Finance: Report Attached
- Green: No Report
- Long Range Planning: No Report
- Pet – Kelly: All issues resolved for this month. New incident report form will be online soon, or get one from Kelly or Janice. Fill it out and put in Kelly's box.
- Safety: No Report

Business:

1. **Special Assessment Payments and Procedures**

Payment Agreements and Due Dates: Payment agreements are due to Melinda by October 1st. If not received by the due date, it will be assumed the leaseholder is not interested in utilizing the payment plan and she will be invoiced for the full assessment amount.

1. Leaseholders may pay their assessment in full – full payment is due by <u>**October 15, 2018**</u>**.**
2. Leaseholders may opt for a payment plan – the first payment is due on <u>**November 1, 2018**</u> and <u>remaining payments will be due on the first day of each month thereafter</u> until the assessment is paid in full
   a. 1 Year Payment Option – 12 payments of $206.42 each
   b. 2 Year Payment Option – 24 payments of $104.25 each
   c. 3 Year Payment Option – 36 payments of $70.20 each

Procedures for Handling Any Leftover Funds

Tomorrow, September 21, 2018, a notice will be coming out and must be voted on by the BOD. Since the original calculation of the special assessment, the septic fund has received additional money from donations and fund-raising events. This money will be used to offset any overruns in the cost of the project. However, if the final cost of the project is less than planned, the difference will be divided by 115 lots and the leaseholder who made the assessment payment(s) will be refunded or credited as follows:

- <u>Leaseholders who paid in full</u> may choose to receive their share as a refund or a credit to their account.
- <u>Leaseholders on a payment plan</u>, may choose to either:

a. Keep their number of payments the same but have their monthly payment amount recalculated and reduced.

b. Keep their payment amount the same but have their number of payments recalculated and reduced, shortening their payment completion date.

What If payments are not submitted on time? There will be late fees. ***See Notice to Leaseholders sent on 9/21/18***

2. **Status of combining Lots 58 and 59 and sale of Lot 68**. Got ok from attorney to go ahead and now will get paperwork done

3. **Staff Liaison Update**: **Melinda on vacation 9/25- 10/2**: Athena gets mail and Char, Mary and Anne will answer messages and get laundry coins. **Oct 1 Melinda's schedule will change permanently to Mon – Thurs YEAR ROUND.** Her work hours will be 9:00-3:00 with office hours 9:00-2:00 instead of 10:00 – 2:00. She will work Fridays of board meetings days and take the following Monday off. A four day schedule was her request and will save us money. The work load will be completed at the same level.

4. **2019 Budget Planning** - **Please read the attached report for complete details.** Susie presented a projected final budget for 2018**.** In 2018 we are under budget $7,185 which will go into operations savings. The 2019 Budget will be overrun only a small amount due to Melinda reducing her hours to 4 days per week year round, saving us money. The Finance Comm recommends a $2 increase in monthly dues which is a total of $150 for monthly fees per lot, and an annual increase of $24 per year per lot. This money will go directly into reserves.

Final 2019 budget package will be ready on Oct 4 and voted on Oct 5.

There is money in the 2019 budget for gravel to maintain the roads (not completely re-do them, which hopefully won't be needed). There are also funds to replace furniture in Radclyffe.

5. **Proposals to make money besides increasing LH dues**

A. Purchase Our Own Laundry Machines and Coin Changer –Melinda discovered cost for purchase and repair is not worth the profit ($25,000 for 8 machines plus maintenance). We will be getting all new machines from our rental provider and no increase in fees this year. Also, we have ordered a bill changer to be installed in the laundry room<u>. It will accept $1 and $5 bills and dispense quarters</u> which will be handy when the office is closed. You can still buy rolled quarters when the office is open

B. Billboard Rental – Discussed status of abandoned billboard just southwest of the laundry room. Issues include concerns about moving trees; having no control over content and questions about amount of profit from the advertisements. Melinda will check with Seven Cedars for their interest in casino advertisements and to find out the rental revenue we could receive.

Option to Make Donations Monthly to the Park Reserve or Capital Improvements (ie; new buildings, roads etc.) There will be a place on your invoice to make an optional monthly, or one time, donation. $1, $2 etc. per month adds up.

Comments regarding $2 dues increase. It's a slippery slope as dues could be raised a little every year (that is not the proposal at this time). It should it be tied to the CPI, (can't rely on that), We would be paying much more anywhere else and it isn't fair to newcomers who don't realize that what they are paying is too low and may go up. Local RV parks in Sequim charge a minimum of $450 and $650 in summer - 3X more than our dues. In recent years, money from dues increases have been going to reserves and with nothing given to operations because Barb and Melinda have been saving us money. We may have to increase dues for operations in the future.

Reserves: Discussed how items in reserves are appraised and funds are designated. There will be a process to assess assets and their rvalues in April and a reserves walk through with advisor in May. **Check out the Reserve Study on the DBR member website**.

Motion to Adjourn: Char made a motion to adjourn

Seconded by Mary

Adjourned: 7:50 pm