

Discovery Bay Resort BOD Meeting Minutes

Date: September 26, 2019, 10:00 AM

Call to Order Time: 10:00 AM

Count of leaseholders Present: 14

Board Members Present: All Present - Tenna Matthews, Susie Thrune, Mary Wynn, Char Schulz, Penny Barrett

Staff Present: Melinda Dewey, Barb Gilger

President's Opening Statement: Many leaseholders leaving soon, including three BOD members. However, the Board will be available by e-mail, text and telephone for any issues. There is one more regular Work Session next week on 10/3/2019, and Board Meeting on 10/10/2019, so if there are any items you want discussed next week, let Susie know ASAP.

Secretary's Report: Susie made the Motion to accept Minutes from BOD W/S on 8/15/2019 & BOD Meeting on 8/22/2019, Penny seconded, all approved.

Treasurer's Report: Char reported that a \$50,000 CD was reinvested for 1 month @ 2.05%; all BOD signatures for Key, Kitsap, DA Davidson and State Farm banks are in.

Office Manager's Report: For those leaseholders wanting mail forwarding, Melinda needs your leave date. She also reviewed the August 31, 2019 Balance Sheet and Septic Expense reports. Reports attached.

Committee Reports:

- **Activities – No Report**
- **ALRC – Report attached**
- **Document Review – Kate explained the new harassment policy and DRC process diagram. Report attached**
- **Finance – Report completed at the Work Session**
- **Green Team – No report**
- **Safety – No report**
- **Pets – Several incidents of a dog off leash; \$25 and \$50 fines recommended. Susie moved to approve the fines, Tenna seconded, all approved. Report attached.**

Task Force Reports:

- **Septic Task Force – Marianne reported the results of the Septic Task Force work and recommendation of R J Services as the contractor of choice. Report attached. Mary Wynn announced that there will be a pre-construction meeting next Tuesday at 10:00 AM, with ADC and RJ Services, with Barb, Tenna and Mary attending.**
- **Facility Use Task Force – JoIda presented recommendations for a new Facility Usage process and rule change, including a fee schedule. Penny made the motion to**

approve the Facilities Usage Task Force recommendation, Char seconded, all approved. The new process and rule change will now go to the Document Review Committee. Report attached.

Old Business:

- **New Rule Harassment & Bullying** - The proposed policy was given to the DRC to evaluate for BOD approval. The committee provided an improved approach to consider. Penny made the motion for the BOD to approve the DRC recommendation for a separate paragraph titled Code of Conduct, with the Harassment policy added as the first sub-paragraph. Susie seconded, all approved. Char made the motion to include the recommended harassment fine of \$75. Penny seconded, all approved.

New Business:

- **2020 Budget Proposal** – Char made the motion to approve the Finance Committee’s recommendation of Option #1 @ \$225/lot/month, starting January 1, 2020. Susie seconded, all approved.
- **DOC Review Committee Member, Chair** – Susie made the motion to approve Penny Rand as a member of the DRC, and Kate Higgins as Chair. Penny seconded, all approved.
- **BOD Code of Conduct** – Susie made the motion to approve the signed BOD Code of Conduct, to be distributed to the DBR community. Char seconded, all approved.
- **Projector & Screen** – A projector has been donated by JoIda, and a screen is available for use now. The staff was requested to review other possibilities, such as an interactive document camera, and other ideas to improve presentations.

Other: An RFA was received from the staff on lots 52/53, for the BOD to take action on the lack of maintenance for these lots, including the park trailer. Fines should be assessed as the next steps in correcting this condition. Tenna made the motion to assess \$50 for each lot. Susie seconded, all approved. Char noted that Barb will monitor the situation to ensure compliance.

Motion to Adjourn: Mary moved to adjourn, Char seconded. The meeting was adjourned at 11:15AM.

Respectfully submitted by: Susie Thrune, DBR Secretary.