

Document Review Committee (DRC) Report

September 26, 2019

The DRC worked on two projects: adding a Harassment Policy to the DBR Rules, and developing a Coordination Flow Chart for rule changes initiated by other DBR Committees. The two attachments provide the specific recommendations and details for the BOD to consider, but these are the basic highlights.

1. Harassment Policy. The DRC is recommending that a separate paragraph titled “Code of Conduct” be added to the DBR Rules. The Harassment Policy would be added as the first sub-paragraph. Due to the seriousness of this issue, the DRC is recommending that “harassment” be added to the Fine Table under the paragraph on Enforcement, with the first fine set at \$75.00.

2. Coordination Flow Chart. Several DBR Committees, like ALRC and Pet, manage the rules applicable to their areas of responsibility. The DRC primary role is to review proposed changes to make sure they do not conflict with governing documents, county or state laws/regulations. Under this process, the Committee proposing a rule change would submit the draft proposal to the BOD. If the BOD approves the proposal, it would be forwarded to the DRC for review. If no conflicts are identified, then the DRC will advise the Committee and the BOD and forward it to the Office Manager for implementation. If a conflict or other issue is identified, then the DRC will send it back to the Committee to address. If requested, the DRC will collaborate with the Committee on developing a viable resolution for the Committee to take back to the BOD.

The DRC will not formally meet again until Spring, but can work via email as needed. Over the winter, members who are staying in the park plan to start going through the boxes of old records (in Barb’s office and in the attic). Valuable records will be organized, scanned for back up and easy reference, and placed into storage. Irrelevant/unnecessary files papers will be disposed of appropriately.

Other planned work includes ensuring that BOD decisions have been added to the rules, and working on the DBR Rules to eliminate duplications and/or conflicts, and to adjust as needed for simplification and clarification.

Respectfully submitted,

Kate Higgins,
Chair Document Review Committee

Attachment 1. Harassment Policy Proposal

Recommended Harassment Policy:

“Members, residents, and guests shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, its agents, its employees, or vendors.”

Add the policy to The Discovery Bay Resort Rules by making the following changes:

1. Insert a new paragraph “9. Code of Conduct” after the existing paragraph 8.
2. Add the new policy under “9.1 Harassment Policy.”
3. Renumber all subsequent paragraphs and sub-paragraphs accordingly.
4. Revise Paragraph 10.3 A. (which will become 11.3 A.) to read as follows (changes in

RED)

- A. The following assessments may be levied for continued violations of the Rules. Prior To assessments, oral and/or written notice of violation will be issued.

VIOLATION	MAXIMUM ASSESSMENT	MAXIMUM PER MONTH
	First Offense	Continued Offense
		Doubling each incident
Speeding	\$10.00	“
Parking	10.00	“
Signs	10.00	“
Design/Construction	50.00	“
Landscaping	50.00	“
Appearance	50.00	“
Business/Soliciting	50.00	“
Nuisance	25.00	“
Pets	25.00	“
Harassment	75.00	“