

Discovery Bay Resort BOD Work Session Notes

April 25, 2019 - 6:00 pm

Call to Order 6:00 pm

Count of Leaseholders Present: #22

Board Members Present: Mary Wynn, Vice President,
Anne Lipe, Secretary, Lynn Brem, Member at Large
Absent: Kate Higgin, President, Char Shulz, Treasurer

Staff: Barb Gilger, Facilities Manager

President's Opening Statement: It's nice to see so many people here. We are glad to be back. Let's hear from our committees

Agenda:

1. Following is a brief introduction to DBR Committees to encourage our leaseholders and long-term renters to [sign up for a committee in the office now](#). Some committees that have been active over the winter presented their reports at this work session instead of the board meeting. Their reports are attached.
 - a. **Safety Committee** has taken on the role of supporting CERT 6. Getting supplies donated and stocking the Safety Shed - [See Attached Report by Mary Harrison](#)
 - b. **Green Team** - Is like the Green New Deal, DBR Style. Recycling is an important focus – [See Attached Report by Mary Harrison](#)
 - c. **Finance** – Susie Thrune explained the role of the Finance Committee. It works with the staff and treasurer to put together monthly budget status reports, the annual budget and the reserve study. Currently Michelle Ransom and Marilee Johnson are committee members. Susie gave a rousing pitch to any math-phobes in our membership by saying, “Don’t be afraid of numbers. Join the committee and learn about the budget, then if you don’t like it, you can leave!”
 - d. **Long Range Planning** - Susie Thrune says it's fun and nice to make long range plans, but we must be realistic, especially with our current budget situation. Your input is valuable and needed. Get involved!
 - e. **Pet Committee** – Gail Young told us she has only been on this committee for less than a month so can't give an in depth view of the committee. But regarding what's going on now, [see attached report](#).
 - f. **ARC** - Barb Gilger explained that the goal of ARC is to help people understand the rules for making changes to their lots and the outside of their structures. The committee will accept requests, assure that they meet rules requirements, advise leaseholders and finally approve or deny requests. This committee needs responsible people. Please join us.
 - g. **Activities** – Marion Head reviewed winter activities and encouraged folks to join - bring ideas forward and sign up to help, [See Attached Report](#)
 - h. **Document Review** – Anne Lipe – DBR has some documents that need to be reviewed, corrected, updated so as not to conflict with our CC&Rs. If you like to edit other people's work, this job is for you! If you lean toward the wonk side and have a

friend with similar interests, sign up together to take on this challenge which is not sexy, but is quiet, thoughtful work that is truly needed.

- i. **Committees that Renters Can Join:** Activities, Safety, Green, Pet, Document Review and Elections (as ballot counters). We encourage all long term renters to get involved in one of these committees.

2. Facilities Mgr. Report – [see attached report](#).

Latest Septic UPDATE as of 5/1/2019 you received notice that the WA State Dept. of Health has approved our project to move forward. ADC is in the process of completing the project drawings and book. ADC will vet at least four companies; two with whom they have worked successfully and two Barb recommends. The BOD will make the final choice of contractor.

Septic Project Update and Q&A

Barb asked our engineer how long the project will take and he said 3 weeks. Upper A and B will no longer be available because the kind of permitting that allowed their construction is no longer acceptable. All waste and water will go to new tanks in the lower meadow and the effluent will be pre-treated before being pumped up to the South end of the Nature Trail where it will be dispersed into the soil via underground pipes. We expect East St. to be closed during the project.

- a. What happens to the Nature Trail: septic project will require clearing underbrush and possibly removing small trees on the nature trail then put the trail will be put back in and replanted with ferns etc.
- b. Will company be local? We hope so. Cheaper for transportation and will be available to do repair if needed in the future.
- c. Why the increase in cost over the initial estimate 12 months ago? Supplies, labor and all other costs have gone up. Liquids will be pumped farther away than we hoped and we are putting in pipe in a way that preserves the trees but will cost more.
- d. Will we have to hire a certified operator? Maybe not, since we have a facilities manager who has been getting accolades for her reporting to the state, we are going to request that routine inspections, measurements and reports be done by staff. We shall see.
- e. Mary: All are relieved to know it will finally happen

3. Finance Report Susie Thrune

We had to make a broad estimate last year regarding project costs. [See Septic Project Financial Status](#) – Char set up a separate bank account at Key Bank so the Septic funds are not co-mingled with any other funds. Also, FDIC insures up to \$250K at any bank so are making sure we are insured by FDIC by opening an account at a new bank. Also, Key bank offers 2% interest on money market investments.

- a. Passed out Balance Sheet ([attached](#)) – Estimate based on ADC amount was \$402,379 and is now \$482,500, and \$80k estimate increase. Last year we told you if the final estimate is higher we would not ask leaseholders for more money, but will take money from reserves. We will do that, but be aware that other projects in the reserve won't be funded. We have cds coming due and won't reinvest them so we have the cash available for this project. Cap improvement fund is \$29K Kitsap bank money market is \$70K.
- b. We will have to raise dues over time to replenish reserves. We all knew that we have to do this to take care of our little bit of paradise. With increased dues it will take about 5 years to make up the loss from reserves. We can take donations to get other projects

done. We did a good job on fundraising last year. We have money for regular maintenance, just not big things.

- c. How funds will be allocated to pay for septic project (see attached picture)
- d. Question: If a digger breaks a line, who pays for it? Contractor will do a "Locate" first to identify underground utilities. This will help avoid breaks, but is not an exact science. It likely depends on who hires the Locate company; if the locate information is accurate; and if the contractor refers to the information before digging.
- e. Comment from Cynde who is on her HOA board in CA - Regarding using reserve money assigned to other park amenities, in CA a bod can override the use of reserve monies to pay for any project.

Mary asked if there were any other issues that need to be addressed. There were none so Mary thanked everyone for coming.

Anne Lipe made a Motion to Adjourn and Lynn Brem seconded. The motion was unanimous and the meeting was adjourned at approximate 8:00pm

Submitted by Anne Lipe, Secretary May 2, 2019