

Discovery Bay Leaseholders Association Annual Meeting Minutes
August 1, 2020, 10:00 AM, using Zoom

Call to Order: 10:00 AM A quorum is present via Zoom, with 66 lots represented, (39 lots required per By-Laws 3.3)

2019-2020 Board Members: Mary Wynn, President; Penny Barrett, Vice President; Char Schulz, Treasurer; Susie Thrune, Secretary; Tenna Matthews, officer at Large.

Staff: Barb Gilger, Facilities Manager; Melinda Dewey, Office Manager

Presidents Opening Statement: Even though it's been a year since we have been together, it feels like a decade with all that's happened this past year. We don't know what is next for us, but we will get to a better place and we will do it together. Let's find out the results of our BOD elections.

August 3, 2019, Annual Meeting Minutes – Motion to accept: Tenna made the motion for the leaseholders to accept the 2019 Annual Minutes. Susie seconded the motion. All leaseholders in attendance via Zoom approved the Minutes.

Finance Committee Report: Kate provided a full report, using charts posted on Zoom by Melinda. They included the DBR Funds Structure Chart, Accountant's Statement for 2019, DBR Operations Summary January – June 2020, Balance Sheet, Septic Project Financial Status through 7/28/2020, List of expected Septic Costs to go resulting in a 38.5 % Reserve funded expectation, 3 Minute Executive Reserve Summary, Component Reserve List of needs/wants, and the 30 year Reserve Summary Sheet. All these charts are attached to the Annual Minutes. Kate remarked that the Finance Committee will be providing several proposals during meetings scheduled for either Mid-September or mid-October, depending on completion of the Septic replacement project expenses.

Results of Board of Directors Election:

- **Total Ballots Received:** 87
- **Total Write-in Ballots:** 0
- **Election Ballot Results**
 - **Mary Wynn** 87
 - **Sheryl Haller** 86

Results of Full: Audit Vote:

- Total Votes 89
- Votes to Waive Audit 75
- Votes to Conduct Audit 14
- Results by Percentage 84.3%

Kate reported that the Board is looking for a new CPA, which will provide a new set of eyes to review DBR's documents and processes.

Facilities Manager's Report: Barb noted that nothing ever goes as planned, and nature does not cooperate either, so there have been many delays in completing the Septic Project. Things are starting to move quickly now. The leaking pipe between 1st and 2nd streets is fixed. The large gravel filter in the meadow is almost done. The big tanks will be placed inside a huge hole (the big dig) soon to be dug. The upper drain-field zones are near completion. When everything is in place and works well, the ADC engineer believes we may be able to have washers and dryers, maybe in a year or so. Thanks to everyone for conserving water these past three plus years. A big thanks to Connie Arburua, lot 120, for the use of her lot. My thanks and appreciation to all DBR residents for your support and kindness. I love working and living here! Report attached.

Office Manager's Report: Melinda began her report by welcoming all of us to Zoom meetings these past several months. She welcomed new leaseholders Bevin Bermingham, lot 33, Joyce Bradley, lot 68, and Sheryl and Ann Haller on lots 79/80. She thanked Char for all her assistance these last 5 plus years. Melinda is grateful to work at DBR, stating that it is a safe place to come to work. Melinda is assisting the BOD and Finance committee in finding a new CPA. Melinda then went into a very humorous monologue, describing what it has been like as your Office Manager during the Covid 19 changes to our lives. And she mused about all the packages people order from Amazon, etc, wondering where folks put all the stuff they buy in their tiny park models. Full Report (possibly) attached!

Brief Annual Committee Reports:

- **Activities** – Evelyn reported that there have been fun kayaking trips, biking, the scavenger hunt, social cocktails via Zoom, and birthday celebrations, not to mention spray painting the septic tanks.
- **ALRC**- Jolda reported that the weekly meetings are going well. They want to continue them through the winter. From March through July, there have been 34 ALRC Requests, 27 completed, 16 new ALRC Requests, and 2 waivers sent to the BOD for approval. There were two donations to DBR – a shed, placed behind the lower restrooms, and a fire log rack/bin for kindling. ALRC Committee goal is to review/revise the ALRC Guidelines.
- **Green Team** – Becky reported that the team will be re-grouping and start working on some new projects to increase our sustainability and green-ness.
- **Pet** – Judith reported that there have been no pet complaints, so the committee has been dormant. Robin continues to maintain the doggy bag bins.
- **Safety** – JoAnn reported that the committee continues to develop initiatives and assist with community safety, regarding disaster preparedness. In July, the committee held a meeting in the Ramada, to review the Safety Manual. The Safety Committee will be providing the community with the latest information concerning the Covid 19 pandemic. JoAnn announced that Rite-Aide will come to the park soon, to give flu shots to all who want them. Everyone is highly encouraged to get a flu shot as soon as they are available. Report attached.
- **Document Review Committee** – Bevin, no report.
- **Long Range Planning Committee** – Kate reported that the committee is on hold, but will possibly start meetings in the winter.
- **Property Sale Task Force** – Susan reported that there is a great deal of interest so far, with about \$110,000 pledged. A full report is in process.
- **Web Team** – Lynn reported that DBR owns the Web domain name, so can provide Melinda an e-mail address that better supports our needs. The results of the Holey Moley Scavenger Hunt are: 5th & 6th street tied for third place, with 437 correct answers; 1st street second place with 934 correct answers, and 3rd street got first place with 1,038 correct answers! Many thanks to Thea for the terrific list of questions.

Announcements: There will be a Special Board Meeting at 3:00 PM today via Zoom, for the BOD to elect new officers, assign BOD liaisons and determine the meeting schedules for the rest of 2020 and 2021. The BOD will be meeting via Zoom year round now.

Motion to Adjourn: Susie made the motion to adjourn, Tenna, seconded the motion, all leaseholders via Zoom approved at 11:32 AM.

Minutes Prepared by: Susie Thrune, DBR Secretary