

**Discovery Bay Resort BOD Meeting Minutes
April 30, 2020, 10:00 AM, via Zoom**

Call to Order: 10:00 AM

Count of lease-holders Present: 27 (including partners on Zoom)

Board Members Present: Mary, Char, Tenna, Susie, Penny

Staff Present: Barb, Melinda

Present's Opening Statement: Again, I'm glad so many folks are here via Zoom! There is a lot to cover, so let's get started.

Minutes from Previous Meeting: *Susie motion:* "I move to approve the Work Session Minutes of 4/23/2020." Tenna seconded, all approved.

Secretary's Report: Record of BOD e-meeting approvals 2019-2020 – Per By-Laws 7.5, Action taken without a meeting, Susie read into the Minutes 10 BOD approvals from 10/22/2019 through 04/11/2020. *Report attached.*

Treasurer's Report: Char has been reinvesting our CD's for 30 and 60 days, so the RJ Services contract bill requirements of the second \$150,000, \$50,000, \$78,000, and finally \$30,000 can be paid when needed. An unexpected R J Services invoice for \$40,875 was paid for them to reroute a water line that would have affected the new drip drain-field. *Char made two motions:* "I move the BOD approve an additional credit card for Dave Iverson." Susie seconded, all approved. "I move the BOD increase the credit card limit from \$1,500 to \$2,500." Susie seconded, all approved.

Office Manager's Report: Four lots have new leaseholders since last fall. \$500 will be added to Operations Savings, from Operations checking, on a monthly basis, when possible, in order to get a bit higher interest. A new Zoom Pro account has been opened for DBLA. Melinda has ordered a web-cam for the lounge, so residents can attend Zoom meetings, following social distancing protocols. Everyone is reminded not to flush disinfectant wipes down the toilet. *Report attached.*

Committee Reports:

- ALRC – Jolda provided a list of current ALRC requests. *Report attached.*

- Finance – Kate reported that the Finance Committee met yesterday, via Zoom, to work on the Reserve Study off-site update. Kate noted that the Water Distribution System has \$52,143 in the Reserve Fund, so she recommended that the BOD approve using this money to pay for the unexpected water line reroute. *Susie motion:* “I move the BOD approve the Kate’s recommendation.” Penny seconded, all approved. Kate also explained that a sub-committee of the Finance Committee has been working with a new insurance broker, to obtain better coverage for DBLA. They recommend Shannalee Phillips, Insurance Services Group, in Sequim. *Char motion:* “I move the BOD approve Shannalee Phillips as DBR’s new Insurance Broker.” Penny seconded, all approved. Kate discussed the need for a revised deductible on our insurance package. More information will be available later. *Report attached.*
- Other – Web Team – Lynn described projects worked on during the winter: easier log-on, local resources section, board meeting section, changes to the on-line calendar, new facilities section, “under the hood” changes. *Report attached.*

Old Business:

- Septic Replacement Issues – Barb described needing to cut more trees in the drip drain-field; other issues of lot maintenance, recycling, green waste, no body or Clorox wipes in septic. *Report attached.*

New Business:

- Covid – 19 Guidelines for returning leaseholders – Mary sent out an e-mail blast to all leaseholders on Wednesday, April 29, 2020, in case some were in- transit to DBR, so they would be informed immediately. To make the guidelines officially approved, *Tenna motion:* “I move the BOD approve the Covid – 19 Guidelines Mary prepared and sent to leaseholders.” Susie seconded, all approved.
- Approve RFR lot 74 purchase – *Susie motion:* “I move that the BOD NOT exercise our Right of First Refusal on lot 74.” Tenna seconded, all approved.
- No DBR business on Chitchat by BOD/staff – *Penny motion:* “I move the BOD and staff not conduct any DBR business on the DBR Private Chitchat

Group; critical notices can be announced, if necessary.” Char seconded, all approved.

Other:

Tenna said that DBR residents can use their cell phone for Zoom meetings, or just use the audio on their phone, so they can still participate even if they don’t have a computer, lap-top, tablet or I-Pad.

Motion to Adjourn: There being no other issues, Mary asked to adjourn the meeting. **Char motion:** “I move to adjourn the Zoom BOD meeting.” Tenna seconded, all approved. Meeting adjourned at 11:03 AM.

Minutes prepared by: Susie Thrune, DBR BOD Secretary