

Discovery Bay Resort
Board Meeting Minutes Draft
January 26, 2023
by Zoom, Meeting Recorded

Call to Order: 10:01

Leaseholders Present: 20

Staff Present: Barb Gilger

Board Members Present: Tenna Matthews, Sheryl Haller, Susie Thrune, Penny Barrett, Kena Warrick

President's Opening Statement: Tenna Matthews

I will be traveling for next month's Work Session. Sheryl will chair the meeting.

Secretary's Report: Kena Warrick

Motion to Approve by Sheryl and seconded by Susie

- Board of Director Meeting Minutes - December 2, 2022
- Work Session Minutes - January 19, 2023

Approved unanimously

Treasurer's Report: Susie Thrune

The cost of running the park ranges between \$20-25,000 per month. Financials through the end of December 2022 were reviewed and are included with these minutes. A discussion regarding ending payments for the Reserve Deficit that has been in place since 2021 will be covered later in this meeting. Susie, Karen Jeanne, our new bookkeeper, and our CPA will be consulting regarding an error in the Accumulated Depreciation category on our financial report.

Park Manager's Report: Barb Gilger

See report sent with Work Session Minutes.

Committee Reports:

- Activity - Donna Stiles - No report
- LARC - Karen Kittlehurst - LARC has continued to meet and revise standards. A major rewrite of the landscaping and sustainability section is being led by Judith Musik. LARC has received three new requests this month and is monitoring 23 open permits. One permit has been closed. Further plans include creating an appendix of projects that don't require a Request Design form and LARC approval. Leaseholders were reminded to visit the website for updated LARC topics.
- Finance - Susie Thrune - Reviewed the Profit and Loss report through December, 2022 (included with these minutes). All donations to the legal fund will now

appear on a new line, separate from other donations. We spent close to \$50,000 on legal services in 2022. Budgeted money and generous contributions from leaseholders covered these expenses. Increased cost for septic services resulted in a slight over run in the 2022 budget.

- Green Team - Judy Fields (committee is on hiatus)
- Long-Range Planning - Jackie Cairns - No report
- Pet - Chair position is open - Board liaisons, Penny and Kena, will meet with current Pet Committee to determine a plan for the remainder of the winter season.
- Renewable Energy Task Force - Sherrie Musgrove - No report
- Safety - Marion Head / Kerrie McMillen - No report
- Web Team - Lynn Brem - The Web Team is entirely dependent on information from committee and leaseholders. Please contact the Web Team if you have input.

New Business:

- Changes in Monthly Billing for Leaseholders:
Sheryl motioned, Tenna seconded - For a trial period, the office will send out two invoices at the beginning of each month, one for electric and one for rent, monthly assessment, and other fees such as rental spaces (if applicable). In the middle of the month a statement will be forwarded to leaseholders that reflects payments on the earlier invoices and shows balance and debits. After three months we will evaluate this system.
Motion carried unanimously.
- Background Checks for New DBWC Members - Feedback from the community indicates that there is little support for running background checks for new members. The Board recommends requesting background checks for prospective employees, however.
- RFA: Change Rule for Leash Length - There is support among leaseholders who contacted Board members to change the leash rule to include retractable leashes. The addition of another guideline for longer training and exercise leads will be discussed with the Pet Committee. Pet Committee liaisons, Penny and Kena, will submit language for a modification to Park Rule 13.5 at the next Work Session.
- Alternatives to Volunteer Recycling - Board members believe that our issues with low volunteer support for the Recycling Program may be resolved by:
 - Having a reliable bi-weekly recycling day that is only changed because of inclement weather
 - Having staff load the trailer with bins and cardboard, and, if necessary assist with runs to the recycling center if volunteers are not available
 - Scheduling the trip to the recycling center later in the day

Sheryl has agreed to coordinate the recycling runs until new volunteers arrive in the spring.

- Motion to End the Reserve Deficit Fee:

Prior to approving the 2021 Budget, leaseholders voted to approve a \$2520 reserve deficit fee to replenish our reserve funds which were depleted by increased costs for replacing the septic system. This fee could be paid all at once by leaseholders or in increments of \$42 per month. Leaseholders voted that in the future when our reserves grew to 70% funded we would curtail the reserve deficit payments. At this time we have reached and exceeded the 70% funding mark. Anyone with an outstanding balance for the reserve deficit fee will be relieved of their obligation to continue paying. Some leaseholders who are still paying the fee have expressed a desire to continue their payments. The park would be grateful to receive this money as a donation.

Susie motioned and Sheryl seconded: As of February 2023, the reserve deficit fee will be retired.

Unanimously approved.

Other:

The Board responded to leaseholder questions regarding the Club's tax obligations and the reasoning behind separating rent from monthly assessments and when they may be raised. Please see a forthcoming email and letter from the Board that will address these and other issues related to our reorganization.

Motion to Adjourn: Made by Sheryl, seconded by Susie at 11:12

Minutes submitted by Kena Warrick