

Discovery Bay Women's Club

Work Session Agenda

January 19, 2023, 10:00 a.m.

By Zoom - Recorded

Call to Order: 10:01

Leaseholders Present: 30

Staff Present: Barb Gilger, Park Manager

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

President's Opening Statement: Tenna Matthews

All paperwork for our club application has been done. The application to the federal government for our 501c7 was sent off before the first of the year. This is the last piece of the reorganization that involves outside entities. We still have some more internal work such as editing forms, etc.

Park Manager's Report: Barb Gilger - See attached report.

Discussion Topics:

Changes in Monthly Billing for Leaseholders - Following our reorganization, and based on the recommendation of our tax attorney, we have separated our rent which is \$200 per month from our monthly assessment which is \$15. Any charge other than rent is legally considered an assessment. Our rent may be raised based on Seattle CPI and our assessment may be increased based on the cost of running the park. Any changes to the assessment would be decided during the normal yearly budgeting process by the Finance Committee. The monthly assessment is different from a Special Assessment such as we recently had to replace the septic system.

Because of these changes our monthly invoices and statements could look different. No decisions have been made yet.

Comments from Leaseholders:

- It would be helpful to continue showing charges and credits on the statements
- We need to see our monthly balance
- Some prefer statements that show only 30 days of activity (less confusing)
- Some prefer statements that would show activity beyond 30 days

Electric bills, rent and assessments may be paid separately or together. Checks may be made out to DBWC or DBLA. Payments for Special Assessments such as the Reserve Deficit Assessment still need to be on a separate check for banking purposes.

Question from a leaseholder regarding the way donations are handled: How can we get verification that our donations have been deposited? People who donate large sums of money should receive a

receipt referencing the donation and to which account it has been deposited. Barb indicated that this can be done through an invoice.

Conflict of Interest Policy - On the application for our 501c7 we were asked if we have a Conflict of Interest Policy. Our attorney recommended that we adopt a policy and sent a template to use. This policy requires that board members, committees of the board (LARC) and staff members commit to not self deal or in any way enrich themselves by benefitting from park business.

Not related to the Conflict of Interest Policy, a short discussion followed about the ethics of recusal by committee members who have a vested interest in the outcome of a decision being made by that committee.

Background Checks for New DBWC Members - For safety in the park do we as a community want to do background checks on new prospective members of our club? The State Patrol conducts these checks. The fee for such screening is nominal (around \$11) and would come out of the club application fee.

Comments from Leaseholders:

- Would a credit check be advisable as well?
- A credit check conflicts with our discrimination policy on our club application stating that we do not discriminate on a financial basis.
- Who will make the judgment about excluding an applicant based on a background check? This would be a subjective decision that could differ from board to board.
- The fact that other entities do background (criminal or financial) is not a good reason for us to conduct them.
- Do we really want to involve government/police in the business of the park by securing their help with background checks?
- The more barriers we put up to membership, the more we maintain a community of white women who have the wherewithal to own a home in the park and exclude others of more limited means and different backgrounds. The prices of recent lease sales in the park have reinforced these barriers already.
- Any policy that would actually protect us is almost impossible to put in place. A background check may have not helped prevent a recent issue that the park suffered through.

RFA: Change Rule for Leash Length - Bear Brown is requesting that the leash rule be extended to greater than six feet for exercising a dog who cannot be off leash in the park. Members of the pet committee suggested that leaseholders be allowed to use a 30 feet hand-held leash for exercising and training purposes. This would apply only for large grassy areas and never for use on the streets.

Leaseholder comments:

- Retractable leashes being used in the park are longer than six feet.
- The "six foot rule" was designed to keep dogs off of others' lots when walking on the streets
- A dog on a longer leash in the meadow could be a danger to smaller dogs who run on to the meadow without regard to other dogs.
- Can there be a dedicated time on the meadow for larger dogs?
- Dogs who are not under voice control should be on a leash according to park rules even in the meadow.

Alternative to Volunteer Recycling - There have been problems during the winter getting volunteers to manage and participate in the recycling program. The weather is a factor. Jeri Nieberding has resigned from coordinating the program. Either we need a new coordinator and dedicated volunteers, cease recycling or hire a service who will pick up our recycling on a regular schedule. Barb has researched this and has found that we can get a waste management service to pick up our cardboard recycling. Staff can be responsible for loading the trailer with glass, paper, plastic and aluminum recyclables and hopefully, volunteers will continue to make the run to the recycling center. Reimbursement for mileage is available to those who tow the trailer.

Leaseholder comments:

- Changing the recycle time from morning to afternoon may have helped with volunteers. Recently during the later time a good number showed up for the recycling run.
- Unflattened boxes take up excessive space.
- Is the lack of volunteers reflecting a low morale in the park?
- We all need to remind others to volunteer and help our neighbors recycle?
- Perhaps a predictable regular schedule that people can count on.
- We need a volunteer coordinator/organizer.
- Crushing cans and plastic bottles will create more space and necessitate fewer bags to take to the recycling center and cut down on the work of recyclers.

PUD Fiber Optic Installation Considerations for the Park - Barb is in contact with PUD. The park recommends that leaseholders contact the Jefferson County PUD Fiber Project to register their interest in fiber optic installation at fiber.jeffpud.org

For information on broadband availability in our area click on this link: [FCC Broadband Mapping - Washington State Department of Commerce](#)

Further discussion tabled.

Other: Procedures for signing new leases are being established. The office will send out a notice for when leaseholders may come and sign their new lease. As people return to the park, they may complete this paperwork.

Announcements:

- Karen Jeanne has been hired as the new DBWC bookkeeper. She will be replacing Melinda. She will do our books remotely from her home in Port Orchard, Oregon.

Motion to Adjourn: Sheryl, seconded by Susie, 12:06 p.m.

Minutes submitted by Kena Warrick