

Discovery Bay Women's Club

Work Session Minutes

March 16, 2023

By Zoom - Meeting Recorded

Call to Order: 10:01

Leaseholders Present: 23

Staff Present: Barb Gilger

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

President's Opening Statement: Tenna Matthews - Spring is almost here!

Discussion Topics:

- Use of Email Blasts - Sheryl - As activity increases in the park, more people are requesting that the office send email blasts to announce events and activities. For some, there are issues with receiving too many emails from the office. There are also limits about how many emails may be sent with our account. There are other available methods which can be used to communicate with members:
 - Utilize the TV in the office lobby where the calendar is broadcast to advertise events.
 - Create a one-way Facebook Group (Discovery Bay Women's Club Group) where information about events and activities may be posted. This account will be administered by the office. Sheryl will send invites to community members to join the group. Information submitted for posting should include date, time and duration of event, location and any other pertinent information. Information should be formatted in such a way that it may be copied and pasted.
 - Continue using the calendar which appears on the office TV and is posted on the website. Calendar maintenance is challenging because it relies on crowd-sourced information. Please remember to submit information to the Calendar Girls and always include the name of event, date, time and duration and location.
- LARC Landscaping Proposal- Judith Musick - Referring to LARC Standards 11.6.1, 11.6.2 Greenhouses -

There have been requests on the part of some leaseholders to place greenhouses on their sites. LARC has researched the multiple types of greenhouses that could be used:

 - ☐ Seasonal Greenhouses:
 - Simple soft coverings for pots and plant boxes. These do not require LARC approval.
 - Soft-sided structures that can be anchored easily and will be taken down at the end of the growing season. It is recommended that the size not exceed 60 square feet and a height of 8 feet. There are many products available for purchase online that meet these specifications. These structures must meet LARC review for size and placement.
 - ☐ Year- Round Greenhouses: These are made of durable rigid materials that are built to sustain harsh weather conditions. They must be securely anchored to prevent collapse.

They must not exceed 60 square feet in size and a height of 8 feet. Preferred placement is at the rear of the site. They must be LARC approved for size and placement.

Leaseholder questions and comments:

- How many properties in the park could accommodate greenhouses?
 - Request that space be increased to 64 square feet to avoid waste of materials should a leaseholder choose to build her own greenhouse.
 - The LARC Standards chart notes 3-foot setback from front of site, is this correct?
 - Concern about the appearance of self-built greenhouses, LARC approval may mitigate this issue.
 - Can a greenhouse be on a deck? Discussion: Greenhouses could be placed on a deck if it does not exceed the height of the park model.
 - Definition of “seasonal”. With the climate in the PNW growing season is nebulous. The point of the use of the term “seasonal” is to differentiate stand-alone greenhouses from year-round greenhouses that will not be taken down.
 - It might be helpful to create a pamphlet, Power Point, video or other tool to assist leaseholders with their greenhouse project. Lynn Brem reminded everyone that the Web Team can post this type of information on committee web pages.
 - Thanks to Judith for her time spent researching and collating information on greenhouses. Kudos to the LARC committee for all of their efforts.
- Meeting Attendance Expectations for Those Who Submit RFA's – When a person submits an RFA, that person or her representative is asked to be present at the meeting where the RFA is to be discussed. The language on the RFA form will be adjusted to reflect this. The Board will send a note to the author of the RFA and let them know when their topic will be discussed.
 - DBWC Logo Contest - Does the community want to have a logo contest(for apparel, header on Facebook page, etc.) every year, with the winner announced at the Annual or a forever logo? Framework will be determined. Tenna will create a flyer. Please send her your ideas.

Other:

- A Lease Holder had a concern about timing of board meetings for people who have appointments and other inflexible events. This topic will be put on the agenda for the Annual Board Meeting since the remainder of this year's meetings have been scheduled.
- Are recordings from meetings accessible? At the advice of our council, recordings should only be available to assist the secretary with minutes. After the minutes are approved, the recordings are destroyed.
- Question from leaseholder about an RFA that was submitted in January and has not been responded to. Do we have contingency plans for paying taxes in the event that we are not granted our federal tax exempt status?

We have filed our taxes as tax exempt as we always have and there should not be a problem with the federal government. We received federal tax refunds for 2020 and 2021. If an issue arises with the State of Washington Business and Occupancy taxes, our liability is estimated to be \$3000-\$4000 per year, equating to \$3-4 per site since they would be based on our gross

receipts. If we receive our 501c7 status from the federal government we should be recognized as tax exempt by the state as well.

Announcements:

- Finance meeting next Tuesday, March 21, for January and February financials. Invite will go out tomorrow.
- CERT 6 no longer exists so we have joined CERT 8 with the surrounding community. Karen Kittlehurst has been invited to serve as the co-captain for CERT 8.

Motion to Adjourn: Sheryl, seconded by Penny at 11:13 a.m.

Minutes submitted by Kena Warrick