

Discovery Bay Women's Club/DBWC Eastland
Annual Members' Meeting Agenda

August 2, 2025, 10:00 a.m.

DBWC Ramada and by Zoom

Call to Order: 10:00 a.m.

Board Members: Judith Wright-President, Gillian Herbert-Vice-President, Sam Blake - Treasurer, Kena Warrick-Secretary, Kate Blagdon- Member-at-Large

President's Opening Statement: Judith Wright - Judith welcomed members to the meeting and acknowledged Gillian Herbert is leaving the Board after her two year term. Our staff dedicated and knowledgeable staff members were also recognized as one of our greatest assets. (Judith's full comments are attached.)

Secretary's Report: Kena Warrick

The Quorum Count: 75 Sites were represented at this meeting (Members from 23 Sites are required for a quorum.)

Motion to approve August 3, 2024 Annual Meeting Minutes made by Gillian and seconded by Kate. Unanimously approved.

DBR/DBWC Office Report: Kena Warrick, Board Liaison to Staff (see attached Office report) Kena thanked Barb Gilger, Annie Haller and Sheryl Haller for their work to update office procedures, policies and forms following our reorganization. The BOD hired Sonia Frojen to succeed them and subsequently, Julia Zorthian, to replace Sonia. Julia is updating members' Emergency Information and Electronic Communication Authorization Forms and asked everyone to complete and return them to the office. Members who are leaving the Park for the winter are also asked to complete a Departure Form. Finally, members who have guests staying at DBR are asked to have their company complete a Liability Waiver and other forms depending on the length and site where they are staying.. Kena recognized Karen Jeanne, the Club bookkeeper, for her persistence and dedication to the Club as she has reorganized our bookkeeping system, corrected problems with our books and educated the Board and the Finance Committee about how to interpret financial reports and our Reserve Study.

Treasurer and Finance Committee Report: Sam Blake, Board Liaison - Sam advised the group that the 2025 Reserve Study is almost ready for publication and it will be posted on the website in the Finance Committee section. The Reserve Study forecasts the use and depreciation of our buildings, property and assets over a 30 year span. Every month we deposit \$7,927 into our Reserve Account so that when items need to be replaced or repaired there will be money to handle those expenditures. We are trying to fairly distribute the cost of depreciation over years of membership in the community. The Reserve account is currently funded at 68.9% of what is needed to meet identified needs. Ideally, we should be funded above 70%. Our current balance is \$797,000. These numbers may change when our new Reserve Study report is finalized. Another part of the treasurer's job is investing our money. We currently have 7 CD's with \$753,000 invested in them. They are earning between 3.9% and 4.2%. The CD's are ladderred so that every few months we have money becoming available if we need it for an emergency.

Finance Committee - Paula Cassano, Chair (see attached Power Point presentation)

We are in a strong financial position in terms of our near cash reserves. Our financial strength grows every year because we responsibly keep feeding our Reserve Fund. We live in a beautiful place that is expensive to run and maintain. Essentially we are running a small town with all of the necessary infrastructure and amenities. The Finance Committee's mission is to work with the staff and treasurer to prepare an annual budget, we work with the bookkeeper and treasurer to review income and expenditures and to update the Reserve Study annually, we provide advice, analysis and recommendations to the Board as needed or when requested. Our meetings are open and everyone is invited to attend them. A variety of slides were presented depicting our expenditures, the majority of which have been related to fixing and maintaining the septic system. Income and expense summary slides from 2024 and 2025 year-to-date were shown. As of this time, we are \$1900 over budget for this year. A slide displaying our budget distribution reveals that we spend the largest portion of our money on labor costs. We are well in line with where the Bureau of Labor and Statistics reports corporations spend the majority of their money. The Balance Sheet slide shows what cash we have on hand and what is available for capital maintenance. As of now we have \$889,000 on hand. Because we have this available, we do not have to borrow money from a bank; we can borrow from our own accounts and pay ourselves back, interest free. We are DBWC Strong!

Facilities Manager Report: Tanya Yada (see attached Facilities report)

Tanya discussed recent issues with the septic system. She assured the community that she is collaborating with our septic engineer and the Department of Health to fix multiple problems with the system and the drainfield. She will keep members informed about issues with the system and potential fixes. She reminded members that there are some things we have in our control relative to keeping the system healthy. Only human waste and toilet paper should enter our septic system. Grease, flushable wipes and cat litter will damage the system. Also, be mindful about what is put in our dumpsters and porta potties. If human waste appears in our dumpsters or trash shows up in our porta potties, the companies that serve us could cancel our contracts and there are very few of those providers in our area. Tanya shared a list of Facilities' accomplishments for this year. (A comprehensive list is included in her attached report.)

Committee Reports:

Election Committee - Deb Wertz announced the results of the BOD Election (three open positions):

Sam Blake - 87 votes

Sherri Poindexter - 87 votes

Judith Wright - 88 votes

Results of Full Audit Vote

Total Votes 90

Votes to Waive Audit 83

Votes to Conduct Audit 7

Results by Percentage: Yes - 92% No - 8%

Activity Committee - Julia Aegerter, Thea Albert and Sherri Poindexter, Chairs - The Activity Committee became seasonal this year, with a winter committee and a summer committee. The winter committee had a number of volunteers and sponsored at least one event per month as

well as a monthly birthday party. This year the summer committee did not have a group of volunteers but Julie A. and Thea provided leadership for Memorial Day, July 4 and Annual planning, birthday parties and other events.

Document Review Committee - Jeri Solomon, Chair - This was a mild season for document review compared to a couple of years ago when we had to review all of our documents. We are now working on directories with the office and the web team. Karen Spoelman assisted with reviewing a shop manual. Be Patterson will be joining Jeri on the committee for the coming year.

LARC - Sherri Musgrove, Chair - Through a skit, the LARC committee reminded members about the initial processes for obtaining LARC approval for Site changes or improvement. These involve consulting the LARC Standards and filing a LARC design form by Wednesday afternoons in order for the form to be discussed the following week. LARC Standards and Design Forms are available on the website and in the office. Sherri assured members that LARC is here to help every person be successful in getting their plans approved. Leslie Turner volunteered to assist members with how to create a plot plan for their designs to submit to LARC.

MaGIC - Marion Head, Chair - MaGIC conducted 16 tours in the park this past year. They interview people who come for a tour and complete a questionnaire about their interest in the Park. The questionnaires are filed in the office for RV members who hope to rent, sublease or transfer their lease.

Pet Committee - Judy Fields, Chair - Everything is good with the Pet Committee. Thanks for the poop management. Thank you to Sherri P for her assistance in reviewing and revising the Pet Rules and supplying another pet refuse disposal can in the dog run.

Strategic Planning Committee - Lynn Brem, Spokesperson - (See attached report) A few weeks ago the community gathered to talk about the data that we had analyzed and synthesized from our Vision Survey in 2021. From there we identified the most important things to us as a community. They are

- community and mutual support
- safety and security
- natural environment, sustainability and stewardship
- respect, kindness and integrity.

We called the first three things our Pillars and the last, the ground our Pillars stand on. Thanks to everyone who gave us feedback after that meeting and especially to those people who pointed out that respect and kindness can be aspirational sometimes. The committee has edited the Strategic Planning documents to reflect the aspirational nature of these characteristics. Because those four areas have been identified as so important, the committee believes that the Club will get the most benefit from our efforts when we focus on projects that make improvement in those areas. Since that last meeting, the committee has done more analysis and has generated a list of the biggest issues within the park. There is a form in members' mail boxes and they are asked to rank order these topics and return them to the ballot box in the office.

Web Team - Lynn Brem - The website team manages the online calendar, our website and the digital display in the office. Lynn is the “Geek”, Nanci S. is our Calendar Girl. Jeri S. is the document czar who does editing for documents. Kena is our liaison and “cub reporter”. Let us know if you need assistance accessing the website or the calendar.

Safety Committee - Kerrie McMillen, Chair - (See attached Safety Committee report)
Our purpose is to identify and develop initiatives to assist with community safety and emergency preparedness planning and implementation. The Safety Committee provides proposals to the BOD and implements project initiatives. For their accomplishments this year, see their attached report. Upcoming plans and events include a park earthquake drill preceding the Great Shake in October, the annual flu vaccination clinic in September and a transfer of some durable medical equipment to ground level in the old cardboard bin (now by the shop) so it may be more accessible for those who need it.

Final Comments - Judith Wright, President - Judith shared a list of the accomplishments of the Board of Directors of DBWC and DBWC Eastland over the past year:

- Hired a new CPA firm to assure the integrity of our financial records
- Improved the DBWC Harassment Policy
- Established steward positions for the Radclyffe kitchen and library
- Developed a donation policy
- Recruited and hired two Office Managers
- Added an “Open Forum” to our Work Session agenda
- Voted to finance enhancements to safety in the Park
- Took legal possession of Eastland
- Confronted the issue of speeding in the Park, once again
- Approved the placement for sheds near the laundry room to store emergency items
- Instituted community study sessions and will hold a Community Meeting on August 20 to discuss the issue of disaster preparedness in the Park
- Created the “Poo Crew” to support and assist the Facilities Manager as she responds to the septic system issues

Judith concluded the meeting by asking members who are also doing a great variety of things to serve each other and build a wonderful community to stand and be honored. (See Judith’s comments attached to these minutes.)

Announcements:

- The new Board of Directors will meet today at 12:15 p.m. in the office to decide who will hold which office and to determine Board Member liaison assignments for committees and the meeting schedule for the coming year. Members are welcome to attend.

President’s Closing Statement: Judith Wright - (See Judith’s speech which is attached).

Motion to Adjourn: made by Kate and seconded by Sam. The meeting adjourned at 11:27 a.m.

Minutes submitted by Kena Warrick, Secretary