

Office Report - 2025 Annual Meeting (Kena Warrick for Julia Zorthian)

I will keep this report short as I want to make sure that Tanya has adequate time for hers. I've been thinking about the funny story she told us last year about her Aunt whose name is Parrot, Pigeon, Penguin or some bird name that started with a P. I was hoping for a similar story this year, but In light of all of the recent developments here at the park, she may have only potty humor for us today...

I cannot begin this office report without recognizing and again thanking Barb Gilger, Sheryl Haller and Annie Haller who are the bridges who brought the DBR office functions into the era of DBWC. The amount of work they did to create the procedures, policies and forms we needed after our reorganization was staggering. They paved the way first for Sonia and now, Julia, to manage our office and help us become more efficient and as user-friendly as possible.

If you take a look at our Unsung Shero posters (which I hope you will add to all afternoon) you will see Karen Jeanne's name in ALL CAPS. Karen became our remote bookkeeper before she moved to DBR. I don't think any of us realized the labyrinthine task we had asked her to do to get our books in order and to clean up a big mess created by our former bookkeeper and CPA. Karen stuck with us when all seemed irreparable and impossible. She has not only improved our bookkeeping processes but she has educated the Finance Committee and the Board about DBWC finances and how to improve our systems. They say that no one is irreplaceable but I think Karen puts the lie to that statement.

This new office and facilities team is striving to find ways to provide the best service to the members of our community. In an effort to enhance communication between the staff and the board and ultimately to help you, we now have a regular Staff and Board liaison meeting every Monday.

One big job the Board has asked Julia to take on is to audit every Site file and make sure all information that we have is complete and up to date. In order to achieve that, Julia has requested that every member complete a new **Emergency Contact Information Form** and an **Electronic Communications Authorization Form**. You will find these in your mailboxes today. Also, for those of you who will be leaving at the end of the summer season, we ask you to complete a **Departure Form** which you will find on our website or in the office. We need the information contained on the form to know who is your contact person at DBR in the event that there is an emergency in your absence on your site. We also want to thank you for having your guests sign a **liability waiver** and for referring to the DBWC website or soliciting office assistance if you plan to rent or sublease your site. We also ask you to please inform Karen or the office if you are not receiving your monthly statement and invoice.