Discovery Bay Women's Club
Board Meeting Minutes
August 28, 2025
by Zoom

Call to Order:

Members Present: 49

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

Staff Present: Julia Zorthian

President's Opening Statement: Judith asked Jackie Cairns to make the announcement that Gloria Reed passed away this morning after being admitted to the hospital this week. Members of the Park who knew Gloria spent yesterday afternoon with her. Jackie, Kathy Angelero, Marianne and Pat along with other friends have been supporting and assisting Gloria during her illness. Gloria was one of the first to buy in the Park when it was founded. She was a hard worker assisting with planting trees and taking care of the grounds when we did not have hired staff. Judith offered the assistance of those in the Park for memorial planning for Gloria.

This morning we will be adjourning the DBWC Board Meeting and opening a DBWC Eastland Board Meeting to conduct some minor business relative to our non-profit status.

<u>Secretary's Report</u>: Kena Warrick
Kate motioned and Sam seconded to approve the

- Board of Director Meeting Minutes - July 24, 2025
- Work Session Minutes - August 21, 2025

The motion was unanimously approved.

Report on Board Actions:
Via electronic communication, the BOD voted to source and purchase six used porta potties for DBR to be used in the event that we need them and none are available for rental. The purchase price for these units including shipping was $3360.

<u>Treasurer's Report</u>: Sam Blake stated that we had another CD mature. We pulled out the interest, $1,094, and reinvested the principal amount for 4.25%

<u>Office Manager Report</u> - Julia gave a reminder that we have parking spaces opening up for vehicles under 25 feet. Please sign up for the waiting list if you would like a parking space up top. If you are leaving for the season, please complete a Departure Form (available in the office or on the website). These forms help us know who we can contact in the event that there is an emergency on your Site.

<u>Facilities Manager Report</u>: Kena (for Tanya) reported that we just put in a new pool pump, our old one was leaking and giving out. Our septic engineer, Mike Moren, completed his

evaluation on our septic issues and submitted it to the State Department of Health. (The report is attached with these minutes.) We will now wait to receive direction from the State about our next steps in fixing our drainfield. For those of you who are leaving and our winter warriors as well, please take a look at your Sites with fresh eyes. Would your house benefit from a good pressure washing, is there anything on your Site needing repair or to be replaced? As a friendly reminder, if there are items stored under your house, skirting is required. We want to maintain our non-conforming RV Park status and keep things looking cohesively tidy and in good repair. We will be having many visitors in the Park in the coming months including representatives from the County and the State Department of Health.

<u>Committee / Task Force Reports</u>: *Chairs or Members who have a report for your committee/task force, please raise your Zoom hand at this time. (If your Zoom hand is not functioning, please raise your human hand.)*

- Finance - Paula Cassano - The Finance Committee met last Tuesday. We reviewed the profit and loss budget performance. We are over budget on CD interest. We looked at items that are over and under budget. We looked at things with an eye for how we will need to budget for items during Budget Week, especially areas that may need modification. Thank you to Sheryl Haller for cancelling our old phone service. That will save us money. (See financial reports attached with these minutes.)

- Safety Committee - Kerrie McMillan - Our flu clinic is coming up next Tuesday, September 2 for 10:30-noon. Please sign up in the office. The Sequim CERT Safety Fair is coming up on October 4 at Carrie Blake Park. The annual earthquake drill, The Great American Shake-Out, will take place on October 16 at 10:16 a.m. Could the Work Session scheduled for that day be delayed until 10:45?

<u>New Business:</u>

- Judith motioned to move the starting time for the October 16, 2025 Work Session to 10:45 to accommodate DBWC's participation in the Great American Shake Out. Kate seconded. The motion was approved unanimously.

- RFA: Establish a Forest Committee - Michele Ransom and Becky Stinson
  Michele stated that there are numerous steps we would need to take to study and work on the health of our forests. The first would be to create a grid and identify what is growing in each section of the forest. We would then be able to get some guidance from the Department of Natural Resources for how to plan for our increased care for the forests. The work products from this project will be available on Google Docs.
    - Board Comments
        - Kena is enthusiastic about our becoming more active stewards for our forests. She appreciates Michele and Becky's guidance and is impressed by the number of professionals that would be available to provide assistance to us in our management endeavors for our 37 acres of forest. She is supportive of forming a working group, a task force or a committee to more actively plan out how we may increase the care of our forests.
        - Judith suggested that Michele put out a sign up sheet to assess interest in a group for this project.

        - Kate expressed her appreciation to Michele and Becky for spending the time to take the Forestry class and for their willingness to take on this project.
        - Sam would prefer that we have a task force that would bring to the Board information about the forest project. There is a lot to learn and we will need to decide what to do with the information they bring to the Board.

Sherri moved that a task force be formed and charged with providing the Board with the steps of mapping out the forest area followed by an outline of remaining steps for forest management. Kate seconded. The motion was unanimously approved.

- RFA: Requesting a discussion about how women are vetted for RV membership, how sites are marketed, how we may educate the community about price gouging on rentals and sales - Sharon Murphy
    - Board Comments:
        - Kena thinks that Sharon has asked some excellent questions. Perhaps we could dedicate some time in a study session to discuss them. Some of our terminology changed during the reorganization and we changed a few steps in how we handle the business of lease transfers and subleasing Sites in the Park.
        - Judith, Kate and Sherri support discussing Sharon's questions at a study session following a Work Session.
        - Sherri is concerned that if we don't have discussion about these topics we are not addressing Sharon's concerns as articulated in her RFA.
        - Kena questioned what is the Board's role in discussions about price gouging and affordability in the Park?
        - Judith sees a difference between the community meeting we recently held, which was to develop standards where there weren't any. We already have existing processes and rules about how leases are transferred. She pointed out that the topic of price gouging and values related to affordability in the Park could be discussed in a meeting convened by concerned RV Members.
        - Sherri believes that a conversation about values is important. She would like to know how feedback that would come from a community meeting would relate to the Pillars.

Sherri moved that the Board respond to Sharon's RFA, as it pertains to price gouging and community values around selling properties, by suggesting that a community discussion be organized by RV Members separate from the Board. The Board will hold an educational session at the next Work Session that will provide information about the legal process of conveying a property. Judith seconded. The motion was unanimously approved. (Documents related to lease transfers and subleasing processes and procedures are available in the documents section of our website.)

- Pet Rule Revisions - The Pet Committee requests Board approval for the recent revisions to the Pet Rules. The committee is recommending one rule change which states that animals shall not have free access outside the house when owners are not in the Park.
    - Board Comments:
        - Kena appreciates all the work done by the Pet Committee to update the Pet Rules but she has some concerns that we may be relying on the county to respond to some of our pet nuisance issues when perhaps they could be

addressed here in the Park. She also has some concerns about the readability of the document, for example, flow charts that are written in narrative form are difficult to follow.

- Judith commented that over the years we have gotten away from our original rules and have come up with an impossible document. Things that get reported to the county should also be reported to the Pet Committee as well. A couple of years ago when the Pet Committee was pressured to release a dog from a ruling that came from the county, we started to defer to the county to handle issues that could be addressed here. We can still put restrictions on a dog's behavior even if they do not rise to the level of county regulations which are arcane in some cases. We don't have anything in our documents about repeated nuisances in the park. A pet complaint should go to the Pet Committee, not the office. There are also some editing issues with this revision as well. Judith suggests that we continue to use the rules as posted on the website while we work on what we as a community wants. We all want someone else to fix the problems. We don't want to speak with our neighbors. As a community we need to work on this and come up with some faith that confronting these issues won't create enmity.
- Sam agreed that this version is unclear in places. A member recently complained to her that a lot of the rules penalize the owners of "good" dogs.
- Kate said reading the document was challenging. Judith's point is valid. If I live next door to a barking dog, I need to go to my neighbor and work for a solution. We need to communicate more with an open heart and respect. It is more important to be respected than liked.
- Sherri, who is the Pet Committee Liaison, explained that the Pet Committee started with the rules that exist and tried to clarify them. They did not intend to rewrite the rules or take additional authority from the Board. What she hears is the Board saying they are fine adding some more rules around behavior beyond what the county prescribes.
- Judith stated that we have not been clear as a community or as a Board about what we want from a Pet Committee. A fresh look at what issues occur in the Park that the Pet Committee has had to deal with, have been unable to deal with or have not wanted to deal with are all good places to start in evaluating existing rules. She would be fine adding some definitions of behaviors. She is not comfortable with blanket rules that cover all dogs but she would accept a regulation that if a dog has been declared a nuisance, the owner would have to follow certain rules. This is a behavior followed by a consequence. We should be clear in the rules that a violent attack has to be reported to our Pet Committee as well as to the county.
- Sherri suggested that she go back to the Pet Committee and work with them to look at the areas that they believed were off limits to deal with because of county regulations. They can work on definitions of animal behaviors and ways that the Pet Committee may respond before an issue escalates to the county. The Pet Committee will be happy to come back with a document that is more refined. Sherri also said that there are questions about fines regarding pets that are mentioned in the Park Rules

but are not discussed in the current Pet Rules. Perhaps we should research where this topic was addressed in the past.
        - Kate commented that the term “nuisance” can be subjective.
        - Judith thanked the Pet Committee. Over the years we have created an impossible situation for people who have volunteered for this committee. It’s a tough job.

Sherri motioned that the Board defer voting on revised Pet Rules until an additional revised document is provided to the Board. Judith seconded.
The motion passed unanimously.

- RFA: Water storage barrels on Sites - Donna Parker
    - Board Comments
        - Sam asked for clarification on what this RFA says.
        - Judith stated that the RFA requested that any planned restrictions of water barrels stored on Sites be stopped at once.
        - A question about LARC approving one water barrel was asked. LARC approved one galvanized can and one water barrel but this was never approved by the Board.
        - Kate said that the feedback from the community meeting indicated that members approve between two and three visible water barrels be allowed per site.
        - The Board members discussed whether a camouflaged barrel would count as a visible barrel and decided that it would.
        - Sam believes a visible water barrel is any barrel that is out where it can be seen on the site. A water barrel in a shed or put behind a lattice fence would not be visible.

Kate moved to approve three visible water barrels per site. Sherri seconded. All LARC Standards would apply to placement of water barrels.
The motion was approved unanimously.

- RFA: That the Park accepts and provides a location for a donated pre-fabricated shed to house emergency supplies. The area near the existing safety shed by the laundry room would be preferable or some other common area recommended by Facilities. - Sherri Poindexter
    - Board Comments
        - Kena has come to believe that a shed placed northwest of the lower restroom would be acceptable. It does not detract from an area that already houses a dumpster, recycle area, a restroom and a bunch of rubbermaid bins. It responds to the members who are anticipating that the area around the Ramada would be a staging area for supplies in the event of an earthquake. It allows for the shed to store food in a somewhat shady area that is far away from the highway.
        - Judith looked at the area north of the restrooms with an eye to how the people who have houses with a view in that direction. It appears that a shed in that area would not obscure their views. It seems to her that placement near the safety shed near the laundry room might be preferable because it’s easier to bring items down the hill than up in case the area near the Ramada collapses after the disaster. She is, however, open to placing it near the Ramada. We need to approve these sheds and move

forward. We can work out the issues of how it will be established and maintained as we go along. We need to prepare for disaster. She admitted that she is not as involved in long range preparations as some others but that we all need to work together on fundamentals and incorporate disaster planning more into Park life than it has been so far. The Park would own the shed but there would be management of the contents in the same way the stewards of Radclyffe and the shop manage their contents. When something breaks in those facilities the Board is not responsible to replace it. We should accept the shed and be alert and aware that there is a lot left to work out.

- Kate believes that the shed up by the laundry or down by the restroom could both be great or could be a challenge during a disaster.
- Sherri stated that electricity would be required and need to be permitted. The cost to install electricity would be donated. The truck to deliver the shed would be no heavier than the tractor we drive in the Park. Tanya has been involved in the conversation about the practicalities of delivery of the shed and where it will be placed.
- Sherri commented that the cooking area in the case of a disaster will be located near the Ramada area, the emergency food supply should be placed nearby.
- Kate questioned whether there is more shade in the area near the lower restrooms. Sherri confirmed there is.
- Judith said that we need to continue to discuss who will be working on plans for the delivery, installation and use of the shed. Sherri shared that this is only step one but she has written up a plan for future steps. This will be an item for the next Work Session.

Sherri motioned to accept a donation of a shed not to exceed 200 square feet. Facilities will determine the most practical placement of the shed with the intention that the northwest area near the lower restroom would be preferable, The area near the safety shed in the vicinity of the laundry room being the second option. Judith seconded.
The motion was approved unanimously.

- The RFA from Carol Odee to remove the side by side speed bumps and the RFA from Marion Head requesting that the washers be treated for a musty smell which were discussed at the Work Session have received a response by Facilities and do not require Board action at this time.

- The retaining wall between the shop and Radclyffe is deteriorating quickly. The fence is falling and the wall is tipping outwards. We have a bid for $10,000 putting in a new retaining wall. Any other bid to compete with it would have to be lower. We have money from operational savings to cover this expense. Michele stated that money for infrastructure repair in reserves is also available.

Motion made by Judith to allot $12,000 from operational savings and/or reserves to rebuild the retaining wall and fence between the shop and Radclyffe. Kate seconded.
The motion was approved unanimously.

<u>Old Business</u>:

- Proposed additions to DBWC Rule 13.1 Harassment Policy (Section 13.1 A was approved at 6/26/25 Board Meeting):

13.1 A   Discovery Bay Women's Club members are strongly encouraged to peacefully resolve their own conflicts, but in the event that is not possible, a written complaint may be submitted to the Board of Directors. The Board will give the other party an opportunity to reply, conduct any further investigation it finds necessary and will agree on a resolution. In cases where DBWC employees, vendors, contractors, etc. are subject to harassment, the complaint may be brought to the Board by a staff person or manager with knowledge of the situation.

13.1 B   If an accusation of harassment is made ***by or against*** *a Board Member, that Member will not participate in any portion of the hearings, Board meetings dealing with the issue, or decisions by the Board regarding the accusation.*

13.1 C The person making the accusation against a Member of the Board, ***or being accused by a member of the Board****, or the staff person or manager representing an employee, accusing* ***or being accused*** *by a Member of the Board, may request that the issue be heard by a committee other than the Board. In that case, the Board will call for volunteer Hearing Officers. The accuser or accused or their representative and the involved Board Member will alternate selecting four names from the volunteers, who will then interview both parties, conduct any further investigation, and recommend a resolution to the Board. The volunteer Hearing Officers* ***must be RV Members*** *and are constrained in their recommendations by the policies articulated in the DBWC and DBR governing documents. The Board is obligated to follow the recommendations except when doing so would violate the governing documents.*

Paragraph 1 (13.1A) adopted 6/26/25

Motion made by Kena to accept revisions and additions to the DBWC harassment policy as written in this Board Meeting agenda. Seconded by Sam.
The motion was approved unanimously.

<u>Announcements</u>: It's time to recruit for the Winter Activities Committee. Please sign up in the office if you would like to volunteer.

After this meeting adjourns we will open a DBWC Eastland Board Meeting to deal with a brief business matter.

<u>Motion to Adjourn</u>: made by Kate and seconded by Sam. The meeting adjourned at 11:38.