

Discovery Bay Women's Club
Board Meeting MInutes

November 20, 2025
by Zoom

Call to Order: 10:01

Members Present: 24

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 Wright - Following this meeting the Board will meet in Executive Session to discuss a legal matter.

Secretary's Report: Kena Warrick

Kate motioned and Sherri seconded to approve minutes from the following meetings:

- Board of Director Meeting Minutes - October 23, 2025
- Work Session Minutes - November 13, 2025

Unanimously approved.

Report on Board Actions via Email:

The Board approved the addition of Deb Currier to the Winter Activity Committee

Treasurer's Report: Sam Blake - A total of \$388,000 has been reinvested in CD's as well as an additional \$50,000 from our prepayments for the eventual septic assessment. The interest rate for the reinvestment into CD's is 3.8%.

Office Manager Report - Julia Zorthian - Things are good in the office and slower. She is helping committees out, responding to emails and still reorganizing and updating files in the office. If you are not signed up for text alerts on our One Call emergency notice system, please text the word, "Alert" to 22300. Julia will provide this information to members who do not communicate by email.

Facilities Manager Report: Kena for Tanya Yada

Facilities has completed the setting of posts behind the food barn. They will be building a fence to help keep underbrush and blackberries at bay. Becky, Nan Gerber and Colton have relocated the blueberry bushes. Watch for holiday lights being put up in a week or so.

From Judith: Mike Moren has been in the park completing explorations and repairs and working on requirements that the State has for us for the drainfield.

Committee / Task Force Reports: 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 Committee - Paula Cassano - The Finance Committee is pleased by the responses to our prepayment plan for the septic assessment. We have received about \$50,000 (5 sites account for \$25,000 of that amount) but we have already spent an unplanned \$55,000 from our reserves on the septic system. Prepayments only apply to individual sites. They do not reduce the overall special assessment that will apply to all RV Members. Some members are paying lump sums while others have set up a monthly payment schedule for themselves. We are currently under this year's budget overall because of CD interest but we are over budget in certain categories including maintenance and payroll.

The committee is working on some continuing improvement including the implementation of a new process of using AI meeting notes to help us record the level of detail that they provide. There will not be a Finance Committee meeting in December. In 2026 we will begin working on our No Site Visit Reserve Study review that will be done in May. We are talking with Tanya about doing a park walk through in April to assess the small and large projects that are on the Reserve Study and others that are not on the Reserve Study. This will also help with preparing for Budget Week.

Judy Fields - Pet Committee - No pet incidents reported in the last month. The Pet Committee is going to have one meeting per month on the first Monday at 3:00.

Marianne Nolte - LARC - A reminder that there is a Wednesday, 2:00 p.m. deadline for LARC Design Requests. This will allow Julia to have time to process the paperwork needed for the LARC meeting the following week and allow the committee to create the agenda which will now be emailed to all members on Mondays. Julie Aegerter is now facilitating LARC meetings and we are dividing other LARC duties among the members of the committee. Please read the LARC standards before completing your LARC request. If you have questions or need assistance contact a LARC member. If you are planning a large project, be sure to complete your LARC request before you hire a contractor. The committee is in need of more volunteers to serve on LARC, especially members who live fulltime in the park.

New Business:

- RFA: Plan for sanitation measures during an emergency - Jackie Cairns
- Sherri moved and Kena seconded that we accept Jackie's RFA to store pallets and sawdust to use for composting during an emergency. This is with the understanding that Tanya will advise where the pallets and sawdust may be stored. Unanimously approved.
 - Board Comments:
 - Judith shared that she was skeptical about this and has done research where she found a community of 70 households that have been successfully doing this method of composting for years.
 - Kate agrees. She has found that Jackie's experience with this type of composting was really helpful
- RFA: Water hydrant anchoring - Paula Cassano

- Board Comments
 - Kate pointed out that when we discussed this last week there were two options, one where the RV member would take care of arranging the repairs and the other where the park would take care of the repairs and bill the RV Member. Which are we going with?
 - Sherri suggested a hybrid where we would give a deadline to the RV Member to get the work done and if they failed to, then the park would have the work done and bill them.
 - Judith's preference is that the RV Member take the initiative to get the work done instead of having park staff have to arrange for the work to be done. If an RV Member fails to get the work completed and the staff has to arrange it there should be a service charge for the staff member's time.
 - Sherri will do some measurements and take pictures of the concrete work she had done on her site to create a standard for this job.
 - Judith stated that this information should be included in the LARC Standards document.
 - Sherri envisioned that she and Judith would provide a list of items that need to be done on each Site as they go around and do Site visits. At that time RV Members would be notified if their hydrant needs repair and be given a deadline for when it must be done. The RV Member will be informed that if the work is not done by the deadline then the park will hire Rob to do the work and the RV Member will pay him as an independent contractor and a service fee to the park.
 - Kate asked if the RV Member hires someone to do the work are they responsible for assuring that the work meets the standard?
- Member's Comments:
 - Paula stated that if RV Members do have the option to hire the work to be done then they should have a standard provided by the park about what should be done so that it will be done correctly and uniformly among all sites. Paula is looking for a statement that if an RV Member does not do anything then the park will and the RV Member will get the bill.
 - Leslie questioned if the standards for this job do exist. An offsite plumber will need specifications for this job or they could damage our system.
 - Lynn B. - Pouring concrete is not necessarily in a plumber's skill set.

A motion was made by Sherri and seconded by Judith to accept Paula's RFA with the understanding that the RV member is responsible for the concrete around the water hydrant. If work needs to be done, the Board recommends that the RV Member contact Rob, as an independent contractor, to complete the work on his own time. If the member chooses to hire an offsite contractor, the member is responsible for assuring that the contractor completing the work knows and accepts DBR's standard for that work. In the event the work is not done within a time specified by the Board, DBR will contract to have the work done and bill the RV member for the cost of the work plus a service fee. Unanimously approved.

Old Business:

- Approval of revisions to Pet Committee Rules – Section 2.6 was removed last week. Judith asked that the following statement be added to the Pet Rules: “The documentation of any complaints goes in the RV Member’s file and is reported to the Board”

Kena motioned and Kate seconded that we adopt the revised Pet Rules. Unanimously approved.

This document will go to document review for editing.

Announcements:

Sign up sheets for the Attitude of Gratitude celebration in the office are being picked up today

A motion to adjourn was made by: Judith and second by Sherri. The meeting was adjourned 10:39 a.m.

Minutes submitted by Kena Warrick, Secretary