June 27th 2017 DHBA Board Meeting held at the Kirkland Library:

In attendance:

Bryce Kisker – President

Kathleen Kelly- Treasurer

Duke Campbell

Stephanie Murphy

Tim Coulter – Secretary

Jon Claus

Absent – Nancy Stevens

The meeting started at 7:00PM ending at 9:00PM.

Bryce Kisker started the meeting with a discussion regarding an update on the caretakers along with other items on the agenda.

* Seth and Anita are doing well after having experienced their first winter season at the Head. The consensus was that the board may have overburdened them with too many projects with them not knowing weather and logistics issues in the San Juan Islands. Bryce will attempt to gain caretaker feedback and provide guidance on how to best manage project priorities and make sure we don’t burn out the caretakers going forward. Overall the board is very pleased with the caretaker’s management of the heads resources, with their strong emphasis on controlling expenses.
* Bryce will work to set expectations regarding the management of scheduling regular boat pickups at normalized times, coupled with extended weekend hours of operation when usage peaks.
* The BOT decided not to reduce the boat fees on empty boat trips to Skyline for member pickups or when the caretaker leave the Head for their days off. Issue to be deferred to annual membership meeting.
* The wireless internet system at the head is no longer supported by the manufacture and will need replacing. Cabin 7 repeater is not working, consequently, the system is providing spotty service to cabin 7 and 8 from the dock repeater. Bryce will look into a short term fix along with a permanent replacement for the aging system.
* The slow sale of shares continues to be of concern. However, interest is up with some recent visits made to the Head by prospective buyers. The Realtor consensus is that sale of properties in the San Juan’s is slow but should pick up in the summer months with ferry accessible islands seeing the first stage of any pick up in activity. Shareholders also need to bring friends and family to the Head in order to experience the Head and develop prospective future buyers.
* Bryce will cover the following items in the shareholder newsletter: 1) remind members of the caretaker’s days off and request that they not request any services from the caretakers on these days. 2) Loading of the Strait Shooter at Skyline needs additional time added versus what was needed at Washington Park. The added time is especially needed if cars need moving around Skyline after unloading. 3) With drones becoming more prevalent, it has come to the attention of the board that noise from their usage can impact the natural setting of the Head. Bryce will provide this concern to shareholders in an attempt for membership self-manage the issue (limiting time and usage) before having to initiate a firm policy on their use at the Head. 4) The Heads firework policy will be conveyed to members along with local San Juan ordinances addressing this issue.

Kathleen Kelly reviewed the Budget for the eight month period from October 2017 to May 2017.

* The main emphasis was centered on the caretakers doing a good job of managing expenses. Boat costs are down by approximately $18k with insurance, repair and maintenance well under budget. The roof budget for cabin 2 was approximately $4k under budget due to not having to replace the underlayment. Also having Seth replace the roof provided significant savings versus cabin 8 and 7 roof replacements. The chimney extension on cabin two has not been completed and expensed.

Stephanie Murphy provided the following update on the facilities:

* The roof on Cabin 2 is complete and under budget. Cabin 4 remodel of the bathroom and rug replacement are complete.
* All scheduled projects have been completed with the exception of follow-up work on the chimney extension on cabin 2 and the floor replacement and bathroom repair work which will be deferred to the fall.
* Overall the BOT are very pleased with the quantity and quality of the caretakers work over the past year.

Jon Claus provided the following update on the boat, parking and buoys.

* The boat prop was damaged over the winter which caused it to be taken out of service. Repairs have been made and the boat is operational.
* Parking has been secured at Skyline. (See e-mail addendum minutes below)
* Buoys 7 and 8 have been replaced. All buoys need inspected at a cost of $200 each. The BOT will look into membership assistance/diving expertise on this issue.

Tim Coulter provided the following update on the lagoon dredging:

* Tim has made contact with Francine Shaw at Planning and Permit Services LLC. Francine, who will spearhead the permit process, is working to get bids on the engineering, biological and geological services for the project.

**Decatur Head Board e-mail minutes – 1-20-17 to 6-27-17**

The board voted to secure 7 parking places at Skyline. Some of the spaces are near the DHBA slip and some are in the Skyline parking area. Parking fees will be the same as Washington Park and billed along with cabin usage. Additional parking will be available at Skyline on a per night basis for $7.50, Washington Park for $6.00, or on-street in the Skyline area.

Roof repair on cabin 8. Damage that occurred from the chimney cap falling on the roof during a wind storm required an action plan for repair of damages. It was decided by the board to repair the damage using the original roofer in order to protect the warranty. The $3,500 cost to repair will be offset by any homeowner’s insurance payout. Less expensive options existed, however, based on the recent installation it was decided to protect the warranty at this early stage of its life span.

A membership task force recommended changes to prime time reservations. After much discussion by the board it was decided to retain the existing seven day reservation draw for weeks one, two and three. However, to address member concerns about adult children bumping out shareholder members it was decided adult children would be eliminated in the first weeks drawing, limiting them to the second and third weeks.

The following Caretaker cabin and family cabin usage guidelines were approve by the board:

Use of DHBA boat for Caretakers’ transport to & from Anacortes

• Family members & guests of the Caretakers will not be charged for trips to & from Anacortes

• Family member & guest trips should be combined with other member or caretaker use when

 possible, need to be documented in QuickBooks, and will be reviewed on a quarterly basis.

• Reimbursement of cost of other commercial boat transport if required instead of DHBA boat trip

 (for caretakers only)

Use of a cabin for Caretakers family or guest visitors, with the following limitations:

• May be used only during non-prime time.

• Can be bumped by members

• Needs advanced approval by the Board President / Liaison

• Is documented in advance on DHBA Calendar

• Family member & guest cabin stays, need to be documented in Quickbooks, and will be reviewed

 on a quarterly basis.

A new Caretaker contract development by the Anderson Hunter law firm was approved by the board. The contract was revised to deal with recent changes in employment law covering exempt/nonexempt employment compensation, coupled with minimum wage and other issues.