**DHBA BOT Annual Retreat September 15 &16, 2018**

Attending: Bryce Kisker, Duke Campbell, Stephanie Murphy, Tim Coulter, Molly Rothwell, Jon Claus, Kerri Donovan

**Bryce-Year in Review**

Feels it has been a very good year. The website was updated, 7 memberships sold and we have 7 more potential buyers. New boat, truck, trailer, and buoys replaced. Seth will finish roof on 6 and the shed at a reasonable cost. Cabin 2 bathroom, flooring, etc. done.

Need to support/educate/orient new members. Don’t want to burn out caretakers. Goals are to keep refreshing while managing budget and supporting caretakers.

**Tim-Budget Overview** (budget spreadsheet handout)

Buoys done, but high costs for dredging permit. We have $10K in savings because it wasn’t needed for boat repairs. Transfer fees used for truck purchase, $15K add’l for dredging, buoys. We are in good financial shape.

**Seth & Anita-Caretaker Overview**

They have had more work recently orienting new members. There was an issue this summer where a member wanted to be rowed out to the Island Express (tide too low for ramp or dock) and loaded their gear from the middle of the bay. Seth did this for them, but felt it was inappropriate. Board agreed that members should not be asking caretakers to do such things. Some members not using truck log and/or using the truck for many hours. Board and caretakers agree there should be a limit on truck use. Should we get a golf cart? Seth states new members want more mobility. Should DHBA manage a few community bicycles? Issues of rust and repairs. Could be liability for association. Anita prefers 2 night minimum for prime time. Issue with member asking her to clean and leaving a significant amount of dirty dishes. Anita contacted member via email, but did not receive a reply.

Prioritized Projects:

Cabin 6-window leaking, Seth to reseal and re-shingle as part of roof replacement. Materials already purchased and are coming next week.

New treads on dock ramp, locker room ramp, stairs on 7 & 8 for safety. Dock end is also slippery and hard to get clean. Should treads be applied there?

Cabin 8-loose step and railings.

Seth stated he had too many projects going into primetime this year.

Multiple electrical problems. Caretakers unable to get an electrician to come out. Kerri knows an electrician that may be able to come out and she will contact them.

Caretakers working to mouse-proof closets and under sinks. New members reporting mice. Have killed >500 mice this year.

Opalco wants to run new electric lines. We could consider replacing our water line at the same time. No timeline at this point. There has already been one water main break this year (cabins 1, 2).

Caretakers would like to focus on deep cleaning cabins and safety this year.

**Stephanie, Caretakers-Walk of Property** (handout Maintenance & Capital Improvements)

**Cabin 8**-needs bigger fridge (future). Anita has idea to make a high table with storage and a butcher block on one end (cabin does not have pantry). Need backs on stools for safety. Picnic table bench needs repair. Lounge chairs should be replaced.

**Cabin 7**-gutter on front roof overhang working well. Roof has a lot of moss. Cleaning can damage roof.

**Cabin 6**-needs gutter like cabin 7. Need a mat in front of the fireplace.

**Cabin 5**-needs gutter as well. Furniture is uncomfortable.

**Cabin 4**-needs lounge chairs. Roof very mossy (insurance wants us to replace it), need bigger fridge.

Needs eventual reconfiguration (future). Cabin is dark and the seating area is too small and awkward. Not enough kitchen counter space. Ideas are: add skylight to stairs, add windows between kitchen and fireplace, change table to counter height, add windows to south wall, remove hanging cabinet in kitchen, move fridge to space under stairs, then put more cabinetry and a counter where fridge was.

Also need to replace sofa cushions-have lost too much density.

**Cabin 3**-needs new gas range

**Cabin 2**-roof leaking onto wood storage, need nightstand for loft. Benches flip up if you sit on the end!

**Cabin 1**-sofa cushions need to be replaced, refinish table, repaint kitchen cabinets, same problem with bench flipping up. Seth to move support closer to end of bench.

**Tennis court**-many cracks and major dip -safety hazard. Basketball hoop needs to be replaced. Prefer freestanding hoop that doesn’t put weight on fence.

**Misc**. - replace flashlights with LEDs

**Jon-Dock, Buoys, Boat**

Buoys 3 and 4 need to be changed to “screw down” within 9-10 years. They are the oldest and are attached to concrete blocks. Buoys 2 and 3 too close to each other.  Can Seth drag 3?

Dinghies-now have 4 Head dinghies for membership use. Need to label them as “DHBA.” Seth would like membership to donate a 5th, if possible. Would be nice to share crab pots as well. Seth states that unmarked crab pots will become Head property.

Boat-Seth can pull the boat out at the county ramp for servicing. Seth rented space at Loveless’s which is dry and covered. Can do service there. When and for how long should he pull the boat out in winter? Nov-March and can put back in water if needed. Rescind special offer for boat trips for people interested in buying a membership. Seth states that technically we are not insured for the boat if a storm is announced.

Need boat slip with better parking options. Should we cancel our current slip for the winter? Membership used boat for 12 hours total from Nov-March last year. Anita can take water taxi for errands.

**Tim-Dredging**

Have spent $43K thus far. We can submit our request to the county now (cost $1K). George Lamb asking for $3K to do dredging. Window for dredging will probably be August, should maximize dredging while we have permit (10 years) because may not be able to get another one in the future.

**Stephanie-Maintenance**

Seth needs a break from huge projects this year. Seth says fall is better for roofing. Will do cabin 4 in October 2019 (cost $8K materials, $2K transport). Will do cabin 6 and locker room shortly.

Caretaker priorities are sealing for mice, electrical, safety, deep cleaning cabins. Caretakers’ range needs to be replaced.

Need to improve kitchen supplies. $500/cabin? Molly has an inventory list she will find. Think about putting a par stock list in large and small cabins so easier to see which cabins are under or overstocked. Board suggestions: Libby wine glasses, replace non stick pans when necessary, long tongs and metal spatula for grills, new potholders, grill brushes (keep replenished), need higher quality “smoke stacks” for starting BBQs, need good quality grater, peelers, garlic press, knives and replace or sharpen when dull. Maybe replace Correlle dishes. William Sonoma plates in cabin 8 are very nice.

Lighting: Dated, falling apart, dark. Need to replace some lampshades. Need to ask caretakers to use LED lightbulbs instead of incandescent.

Blinds: Cabins 1, 2, & 4 all have new blinds, will continue to replace as old blinds break. Vertical blinds in cabin 4 don’t move very easily.

Cabin 4: consider moving fridge to space under stairs and then make a cabinet and counter top where fridge used to be. Can we remove any of the vertical beams/studs from the kitchen? Kerri volunteered her husband, Ron, to evaluate this.

**Stewardship**

Nancy Stevens holds this position with Molly as liaison to the board. Nancy has thus far not made contact with the board regarding any current objectives or projects.

Thistles aren’t native and could be sprayed with Milestone (per Jon). Never heard from county again about Spartina.

**New Members**

Need committee/support group for new members. Maybe easiest for new members to ask questions of this group via email. Need to introduce new members at meeting. Member Handbook is on website. Invite new members to come early to annual meeting for informal question/answer time with board.

**Member Priorities**

Comment from survey regarding motorized toys in bay. Jet skis are not allowed in the San Juans. Davis Bay does not belong to DHBA so cannot police it. Other toys are not prohibited.

**Kerri-Real Estate Lawyer** (overview)

Kerri spoke with real estate lawyer. He states that adult children should not be part of the draw, but more importantly that we have conflicts between our Articles of Incorporation/Bylaws/Policies and this needs to be fixed. Example: Articles say 40 memberships and Bylaws say there could be 42. More on this later…

**Caretakers**

Board comments: professional, stay out of the gossip, control costs, taking good care of boat, very hard working, we want to keep them!

Need to encourage them to use boat more for time off.

Remind them to ask about things like boat storage.

Can we help them pay down their student loans as part of their compensation?

Caretakers having hard time with members bothering them on their days off. Want us to use truck log and not keep asking them about using truck. Need to clarify this with membership.

Seth and Anita will need direction for lighting changes and kitchen supplies. Will switch to LEDs. Have Seth do 1 roof a year, max. Limit truck use to 90 minutes unless specifically authorized. Reservation policy needs to be updated on the website.

\*Bryce and Stephanie met with caretakers separately

**Kerri-Sale Procedure** (handout)

Recommendations from real estate lawyer:

Notification of intent to sell should go to board only, not membership.

Selling price can be disclosed to membership after sale closes.

Transfer fee- flat fee for simplification.

No need to notify membership about details of sales agreement.

Should be the seller’s responsibility to give new members appropriate documents.

Need to rewrite sale documents.

If price changes by \_\_% need to resubmit to board. E.g. if price changes by >25% need to resubmit to board for review and then board has up to 30 days to approve sale or buy share.

The board has “up to 30 days” to decide whether or not to buy/approve the sale. The seller doesn’t necessarily have to wait 30 days, just until they are given the go ahead by the board.

Offers out of the blue don’t need to go to membership.

Need to amend bylaws if changing transfer fee procedure, e.g. $4K or 5%, whichever is greater-can change each year.

Condo resale certificate can be modified to meet our needs.

Need to ask membership if anyone knows why there exists the right for the board to purchase memberships.

Board agrees that voting at annual meeting should be only on budgets and/or something that members were well aware of ahead of time. There are many proxies and the annual meeting and it is not very well attended so voting on new topics should only happen via email so that more members can participate.

Take home is that Bylaws/Procedures/Articles of Incorporation cannot conflict. Need articles change for notifications (email/fast mail). Articles say 40 shares so Bylaws need to say 40 shares. Also conflicts among these documents as to what constitutes a quorum. Adult child privileges are in procedures, but not Bylaws or Articles. Changes in Bylaws or Articles need to be refiled to the state. No need to cross out changes, just rewrite it and leave old stuff out.

**Tim-Budget (**handout)

Monthly dues cover basic needs of the association at this point.

Cabin 3 new range $3K and cabin 4 roof $10K=$325 assessment.

Boat loan is $37 K, can offer assessment for part or all of that amount.

Waterline will be unknown expense.

Budget can accommodate $500/cabin for kitchen equipment updates.

**Caretaker Compensation**

Raise of %5 this year

Recreational boat use 5 hours/month

Pay cable bill $50/month

**Miscellaneous**

It is the 3rd year for Bryce, Duke, Jon and all agreed to remain on the board.

Molly will remain as secretary unless/until share sells.

Jon will look into changing slip location so it’s better for parking.

Need to confirm timing for pulling boat out of the water in off season and notify membership.

Jon and Duke will think about boat fee structure and possible changes.

Board agrees not to allow chartering at this point.

Only vote at meeting this year will be on budget.