**Decatur Head Beach Association**

**BOT Annual Retreat Weekend**

**Decatur Head**

**Friday, Saturday, Sunday- Sept. 23-25, 2022**

**Attendance:**

**President-** John Mannetti

**Vice President, Reservations -** Jeff Garfield

**Secretary, Cabin Standards-** Sharon Schell

**Treasurer-** Cabin 4 Committee & Environmental Committee- Chris White

**Special Projects/Dock, Cabin 4 -** William del Valle

**Special Projects/-Committee Liaison-** Kelly Price (unable to attend Sat. afternoon)

**Facilities/Maintenance Boat (sale)/Buoys** Richard Mesher  (via Zoom on Saturday, in person Sunday)

Caretakers- Anita Pratt, Seth Pratt

**AGENDA**

**Friday, Sept. 23** BOT assessed their respective cabin and documented any structural or repair concerns and emailed to Rich for BOT retreat discussion.

**Saturday, Sept. 24 Morning Session 8:30 am- 12:30**

*BOT / caretakers* **Welcome and Agenda Review/Overview**

Welcome by President John Mannetti and agenda overview. Brief review of 2021-22 year accomplishments, including; DHBA boat sale, new truck purchased, tennis court resurfaced, fiber network ready for install, progress made in Cabin 4 remodel planning and Cabin “Fit and Finish” initiative.

A round table discussion followed sharing BOT priorities for 2022-23: dock repair, the importance of developing long term capital goals (5 & 10 year planning) with financing/member assessment implications, fire safety planning, DHBA policy review that addresses ongoing member questions, exploration of property conservation rights, acknowledging committee accomplishments and work-to-date. Kelly agreed to research property conservation rights.

***BOT / Caretakers*** **2021-22 Budget Overview**

Treasurer Chris and Anita presented and reviewed a copy of the 2021-22 budget. Report highlights- ending balance of approximately $4K, savings are untouched, boat proceeds of $84K intact. Budget copy is attached.

***BOT / Caretakers***  **Proposed Capital Projects and Infrastructure Improvements**

Caretaker presentation by Seth and Anita included a review and discussion of 2022-23 proposed capital and infrastructure improvements. List of projects and improvements is shown below.

* $3000 each year needed for additional gravel to build up the driveway near the locker building and dock- King tides in the winter flood out that area. *(included in proposed budget).* Recommend using 2” gravel first, then follow it with ¾” minus on top for smoothness. Dupar Construction on the island has a quarry with what will be needed.
* The T-dock especially is living on borrowed time and should be replaced in the next year or so. Seth will look into aluminum pricing with wheels so we don’t need to depend on the opening of the lagoon to move current dock into winter safe harbor. In addition the ramp can also be replaced with a 20 foot long dock to extend it so the angle is not so steep. (this is dock related and not necessarily maintenance.)
* Cabin 6 deck is pretty weak and we propose replacing it with Trex which will last much longer.
* Cabin’s 2 and 5 replacing plumbing underneath with PEX as we have multiple breaks in those cabins every year. The PVC is getting brittle. Cabin 8 has PEX and doesn’t have the breaks. Seth could do the install. We could research pricing for the member meeting.
* Build up the road area, putting more boulders there from near the shop, tie down the logs with screw down ties and cables, filling in with soil and putting plugs of the existing grass in place. The goal is to build this area up gradually, adding more gravel on the drive each year. The berm should end up looking like the area in front of cabin 6 and 7. We need to be careful how much is done close to the beach as DNR and Fish and Wildlife are cracking down on Salmon habitats/nursery areas.
* Remove the “wagon wheel” in front of the locker building. It’s really heavy, a shin kicker and is falling apart. Plant to have a friend with a backhoe will take it away.
* Pirate Ship-remove larger, leaning mast and refreshing the deck, making it safer for smaller kids.
* Finish the back of cabin 5 roof.
* Touch up all painted cabinets and benches.
* Waterline hook-ups in Spring-assist Kent Schaefer-we are waiting for a firm bid which he will do when he inspects the septic systems this Fall. George Lamb  has retired.
* New dishes to match all others(Williams Sonoma)  in cabin 4- should be around $150
* New curtains in the loft of cabin 8.
* Add gravel pad areas under all charcoal grills for fire safety.
* Install full size fridge in cabin 8. (already included in proposed budget)
* Add another coat on the tennis court-there is some leftover from the Spring and recommend using it up as the unused paint buckets can’t tolerate the cold temps.
* Refresh/oil outside wooden chairs in cabin 1.
* Insulate under office with foam insulation, already on site.

***BOT* Maintenance / Capital Improvement Prioritization Discussion** –

BOT discussed the following maintenance and capital improvements. Attached excel document summarizes projects/responsible parties. Seth and Anita to oversee implementation unless noted otherwise.

* Consider alternative energy sources. John agreed to research solar options for cost savings.
* Create comfortable all season cabins by adding wood burning inserts in cabins 6,8, 1. Chris to oversee.
* Strategically replace and repair decks with natural wood as opposed to replacement with alternative products.
* Reduce fire risk by:
	+ upgrading outdoor fire rings-building up rock circle and expanding gravel circles.
	+ add barbecue grill pads.
	+ continue to stress fire safety considerations and ongoing owner/user education.
	+ emphasize need to have a charged hose nearby when outdoor fire is burning
* Implement lighting initiative (contract, lighting design and upgrades). Assess need for electrical upgrades. Cabin Committee to oversee working with Seth and Anita.
* Manage boats on dock - use your own skiff, keep 2 dinghies available for member use. Kelly to follow up with Anita.
* Cabin 4 committee and remodel and budget efforts. Will and Chris to continue to oversee.
* Finish Cabin 5 roof
* Install full size fridge in Cabin 8
* Re-stain outdoor furniture
* Upgrade cabin dishware, utensils and appliances to standard
* Implement plumbing pex upgrades to reduce annual breakage
* Retain existing buoys & upgrade as needed
* Crab station?
* Install gravel, rock and berm to repair wash out from flooding
* Strengthen water line protections
* Explore repair and replacement options or dock and ramp including materials, configurations and costs, timing, locations.
	+ Consider short term fixes and long term planning. Do we need a pier? What permits are needed?
	+ Consider utilizing a consultant and their input to understand all the options/costs/jurisdictional requirements/timeline expectations.
	+ Kelly agreed to contact Ashley Shoreline and Permitting to research options and assess pros/cons/costs of utilizing a planning consultant.
* Review Cabin 4 member expectations. Clarify roles for Seth and Anita. Determine remodel costs and if an assessment is needed, clarify next steps and up/down member vote.
* Create a 5 year capital plan with and share with membership.
* Clarify dock etiquette and reinforce with a sign.

The DHBA bylaws were reviwed and the annual meeting was confirmed be held on October 25th at 7pm via zoom. Per bylaws, secretary will issue an email notification of the meeting to all DHBA members by September 25th.

**Noon-1.00** Lunch break

**Afternoon session**

***BOT / caretakers* Walk of property led by Seth & Anita.** Walk through of cabin interiors and exteriors. Caretakers pointed out planned repairs, maintenance, upgrades. The BOT directed caretakers to replace and repair cabin decks as needed with natural wood.

**BOT Caretaker Review - Member Satisfaction- Survey Review
Caretaker Review:** Review of member survey input and comments on caretaker performance were discussed. Overall the survey returned highly positive reviews and comments. Members requested adding Venmo and Paypal to current payment options. John and Anita to work together to facilitate this.

Discussion followed on the need to increase caretaker compensation and recognize a job well done. Various ways to increase their compensation package were discussed, and specifically searching for a vehicle that addresses caretaker financial goals.The BOT unanimously agreed to make a $5,000 annual contribution to fund a self managed IRA ($2,500/year in each of their names). Rich? agreed to discuss this proposed contribution with caretakers before proceeding to set up an IRA.

**22/23 BOT Priorities**

**Lighting Consultant –** BOT revisited the discussion of utilizing a lighting consultant vs. member volunteer to create a long term plan to address current lighting issues and fixture upgrades for 7 cabins. BOT voted unanimously to budget NTE $5,000 for lighting consultant, and $2,500 for implementation of fixture plan utilizing contractor pricing available through Jeff. Implementation of lighting fixtures will likely be phased, with emphasis on prioritizing Cabins 1 and 8 in 2022-23. Lighting and fixtures in Cabin 4 will be updated when remodeled. A member assessment may be needed to finance this plan.

**Fiber Optic Internet Agreement –** John reviewed the proposal from Rock Island Communications and overall costs needed to implement dedicated 100mbps service high speed fiber optic internet to service all 8 cabins. An easement is required to install. This was discussed and reviewed. It was noted the easement is located within the existing water line easement. The BOT approved the easement request. The approximate project cost of $4,500 will be accommodated within the 2021-22 budget and will be completed this fall.

**Sunday, Sept. 25 Morning Session**

8.30-9.00 Anita, Seth, John, Chris

Review Priorities with Seth / Anita - Check volume of work.

Will and Chris presented the Cabin 4 remodel and pricing for review. The proceeds from the sale of the boat were discussed and the BOT agreed to propose to membership that these proceeds be utilized to complete the Cabin 4 remodel. The BOT further agreed to present this proposal to the membership at the annual meeting for an up/down vote. Will, Seth and Anita agreed to meet and true up the remodel costs in preparation for the annual member meeting.

The 2022/23 draft budget was presented to the BOT for review and discussion by Anita and Chris. 2022-23 priorities include the water system installation, Cabin 4 remodel and lighting project (consultant and implementation plan). It was agreed that the BOT will revisit and review current usage fees. A discussion followed regarding the need to increase member monthly dues. An increase of $25/month was agreed to propose to membership. BOT requested that separate book keeping accounts be set up for capital projects, and Anita agreed to implement.

BOT roles and responsibilities were reviewed for 22/23 and discussed. Kelly agreed to assume responsibility for Dock and Buoys. Jeff agreed to oversee Policy updates and to research and address member questions regarding adult child use of cabins. It was agreed to continue the work of the Cabin Committee and Cabin 4 under current leadership. The CHAOS Committee and Stewardship Committee have completed their work and will not be continued. Committees will be recognized for their contributions.

The annual member meeting agenda was discussed. A five year capital plan will be presented with projected project costs and estimated assessments needed to support them. The BOT agreed to present a proposed $25/month increase to dues to counter inflation and address ongoing maintenance costs.

The annual meeting agenda will be finalized after a BOT Zoom meeting on October 10th at 7pm. The 2022-23 draft budget will be revisited, with specific attention to the Cabin 4 remodel costs. Seth and Anita agreed to meet with Chris and Will in the next two weeks to discuss how their labor can reduce Cabin 4 estimated cost. It will be determined if a membership assessment is needed. The path forward will be reviewed for the Cabin 4 remodel (Option 3 budget/timeline) and the cabin lighting initiative and other capital improvements.

**Meeting Adjourned: 12:30**

**Submitted by Secretary Sharon Schell 11/9/22**

**Next Meeting: 10/10/22**

**ADDITIONAL BOT RECORDS: Record of email votes and updates incurred since last meeting in April, 2022:**

**I. May 14th , 2022 DHBA Boat Sale-**President John Manetti requested via email a BOT yes/no vote executing the sale of the DHBA boat/trailer for a price of $92,500:

The BOT voted unanimously to proceed with the purchase.

**II. August 28th , 2022 Truck Purchase & Fiber optic Internet Connection**- President John Manetti emailed the membership outlining the costs/rationale/timeline for the following two items and requesting approval to proceed. No negative feedback was noted.

1. **$4,000 purchase for a 2012 Dodge RAM** to replace the current DHBA truck which is experiencing mechanical and maintenance needs.
2. **Approx. $4,500 to Rock Island Communications to connect DHBA cabins to fiber optic internet**