**2024 DHBA Annual BOT meeting**

**September 20-22, Decatur Head**

**Attendance:**

**President-** John Mannetti

**Vice President, Reservations -** Jeff Garfield

**Secretary, Lighting Committee-** Sharon Schell

**Treasurer- -** Chris White

**Facilities/Maintenance** Richard Mesher

**Special Projects/Docks & Buoys-** William del Valle

**Saturday, 9:00 am, Cabin 1**

Meeting was opened by BOT President John Mannetti.

John highlighted key discussion items for the weekend:

● Dock maintenance, replace boards as needed

● New BOT members will be added by member vote-discussion of onboarding

● Review of active committees

● Property insurance overview and analysis

● Discussion- purchasing and installing an additional wood burning stove

**Budget Review- Chris, Treasurer**

Chris reviewed highlights of the 2023-24 budget and noted the DHBA account ended in the black with an approximate checking account balance of $37,500 and a savings balance of $67,089. The DHBA received additional income from a $7,500 transfer fee for the sale of a share. Several categories slightly exceeded the proposed 2023-24 budget, including caretaker compensation, buoy registration/repair/inspection, cabin improvements, truck expenses. Approximately $20,000 of savings was utilized to remodel and upgrade Cabin 4, as implemented by caretakers.

**Review of “wins” for 2023-24- All**

The following were noted and reviewed:

* **Budget** ended in the positive. This past year we did not experience any damaging weather events or unanticipated expenses.
* **Cabin 4 remodel** was started and completed by our caretakers within the estimated budget and time frame, resulting in significant cabin improvements and space utilization.
* **Member supported and approved lighting initiative** is underway. Lighting designs and product specifications were completed for all 7 cabins. Lighting products were ordered, delivered and have been partially installed by caretakers in Cabins 1 and 4. Caretakers will continue installing per consultant provided plans as their time allows.
* **Upgrades and revisions to the annual draw** delivered increased transparency and equity for all members. The draw went much smoother than in previous years.

**Review annual member survey results, and member concerns- John**

John shared the results of the all member survey. There were 17 responses. He noted the following concerns were shared:

* need for improved cabin cleaning by members.
* addressing the steepness of the dock during low tides
* concern with being unable to enjoy an outdoor wood fire during burn bans
* consider reducing sulfur odor in the drinking water

The BOT discussed possible solutions to these concerns:

1. **Cabin cleaning:** It was suggested that possibly an outside company could be hired to deep clean all cabins annually. Would this be supportive to caretakers? What would it cost? This may be added to the annual meeting agenda.
2. **Water quality:** Is it possible to add a filter to the entire water system to address sulfur concerns? If so, what would it cost? It was also noted there are “double strength” Brita filters available that do a great job.
3. **Burn bans on wood fires:** It was discussed that the current trend for summer burn bans will likely continue with anticipated climate change. Discussion of adding the option of purchasing and utilizing propane fire pits (placed within the existing fire rings). BOT agreed to propose adding 3 propane fire pits for shared member use during burn bans. Estimated cost for 3 is $600.
4. **Burn bans on charcoal fueled grills:** The DHBA currently has 3 shared propane fueled grills. Discussion followed considering the addition of one more for shared member use.
5. **Reduce steepness of dock during low tide.** The option of lengthening the dock section will be discussed with Seth and other possible solutions. Also adding surface mounted measures to increase dock “grip” and improve footing stability. We also discussed the longer term option to eliminate the concrete buttress and allow the dock to simply rest on the beach, eliminating a steep slope.

**Maintenance Priorities for the upcoming year- John/Rich/Anita/Seth**

Overview of long, short, medium and long term maintenance items

John and Rich met with Seth and Anita prior to this meeting to discuss their insights and prioritize current maintenance items. The following were reviewed:

1. **Replacement of the shed roof.** It is currently leaking and will require replacement this year.
2. **Berm strengthening.** Recommended 20 yards of gravel added to strengthen and reinforce the existing berm.
3. **Electrical outlet maintenance.** All cabin outlets will be replaced/tightened as needed.
4. **Plumbing overview:**
* Cabin 3 has low water pressure issue with possible gravel in the plumbing.
* Cabin 7 plumbing will be removed and replaced with PEX.
* Cabin 4 has a bathroom drainage issue that will be addressed.
* Storage shed questions- survey membership on preferences to retain cast iron pans? Preference on glass top stoves?
1. **Deck, stair, railings-all cabins.** Inspect and replace boards as needed and make needed repairs on all.
2. **Cabin 5** Shower knob needs repair.
3. **Fire prevention**
	1. on goingbrush and tree inspection and removal.
	2. disseminating fire plan information to members and adult children
4. **Broken tailgate on DHBA truck.** Seth said he could fix the mount with help from someone on island and a replacement gate can be found for $100 on ebay. The BOT agreed that we should proceed with the repair.

Additionally, Rich requested the BOT email him with any repairs needed in the cabins they are staying in this weekend.

**Capital Improvement Projects (shed roof, lighting, fireplaces)- Rich, Will**

**2024-25 capital improvement projects:**

1. **Shed roof-** cost estimate in progress
2. **“T” dock replacement** Dock support is failing and needs to be replaced. Seth reported that the reason for the need for T dock replacement is the flotation and how it moves in rough weather conditions. “Replacement in kind” does not require a county permit .

**Options to consider:**

1. **Do nothing**
2. **Replace in kind dock bids provided by local companies.** Seth has secured two preliminary bids, one for $40,000 from a Bellingham company and the second for slightly lower cost from a Lopez company that would build on Lopez and tow the completed dock over to DHBA.
3. **Seth to replace in kind and construct on site.** Cost would be approximately $18-20K for lumber and pontoons, and approximately $3K for labor and hiring assistance, as needed. Seth stated he would need to purchase lumber in spring 2025 to have it on hand for production starting in the fall.

The BOT discussed various options and agreed to explore the option of Seth building the new “T” dock section, which would represent a significant savings to the DHBA. John and Rich will meet with Seth to confirm interest, availability, proposed timeline, and specific needs.

After meeting with Seth it was confirmed that he is willing and committed to build the replacement for the “T” dock.

**New board member onboarding process-All**

The BOT reviewed who will continue to serve on the BOT and who will be leaving.

* Jeff Garfield has completed his 3-year term and confirmed he will continue serving on the board for at least one additional year.
* Sharon Schell and Rich Mesher have also completed a 3-year term and have agreed to continue on the board.
* President John Mannetti will serve one additional year before he reaches the term limit of 6 years.

Replacements needed for:

* Chris White has reached the 6=year term limit and will resign from the BOT.
* Will del Valle has served a 3-year term limit and will resign from the BOT.
* Kelly Price sold his share and is no longer on the BOT. He will also need to be replaced.

There are currently 3 vacant positions on the BOT: John agreed to reach out to all the members who have expressed an interest in serving on the board. He will ask each candidate to submit a short bio that will be shared with membership when voting occurs.

**Prime Time Draw Debrief- Jeff**

Jeff led discussion of the 2024 draw process and the BOT reviewed the positive outcomes. It was agreed the new process successfully provided increased transparency and equity.

* Chris attended the draw in person and noted it was a great team with a tightly run, efficient process.
* Draw results were recorded and the calendar was updated in real time.
* The out and back “snake” process determined draw position and this was communicated to each member in advance.
* Approximately 10 phone calls to were made to members during the evening.
* Tips and “tribal” knowledge were shared in advance with all the membership.
* There was no negative feedback from members.

Suggested updates for 2025 draw include:

* Providing a zoom link to members who wish to view the process
* Explore programs that would automate the process. (This was deemed too difficult and beyond anyone’s capabilities at this time)
* Look into succession planning for the draw team. Wanda, JoLynn, Jeff and family have been providing this volunteer service to the DHBA for many years.

**Insurance**

John discussed the importance of reviewing and evaluating our current insurance policies. Our goal is to fully understand our coverage and limitations and source alternatives, as needed.

Currently annual insurance premiums are:

Liability $5,400.

BOT Officer Insurance $1,112

Property $7,612

Vehicle $1,600

Annual Property tax is $17,622.

The BOT discussed the possible option of self-insuring.

John agreed to communicate with our Property Insurance rep and request clarification of current coverage and report back to the BOT. Insurance evaluation and planning will continue to be a 2024-25 board priority.

Additional board items for 2024-25 include developing 5 year capital plan and a phased dock replacement plan. There was a discussion of adding an additional member cabin and the financial benefit to the organization.

**Proposed 2024-2025 Budget- John**

John led a discussion of the status of current lighting implementation in Cabins 4 and 1. Caretakers have indicated they do not want to finish installing the specified lighting in Cabins 4 & 1. The BOT discussed and agreed that the DHBA may need to hire an electrician to finish the fixture installations, as well as budget for future cabins. It was acknowledged that since the membership voted to hire a lighting consultant who has provided expertise in design and product selection, it is important to implement the lighting according to the plans/products specified. Rich and John will continue their discussion with caretakers.

**Agenda and Voting Plan for the Annual Meeting**

Proposed meeting agenda items include:

 **1.) Status update on Lighting Initiative**

* Lighting installation costs for Cabins 1 & 4.
* Suggest deferring implementation of lighting fixtures for the next 2 cabins to 2025-26, since current cabins are not full implemented.
* Consider the option to assess for implementation or spend savings
1. **Fireplace Inserts**

Currently we have 2 cabins with inserts, in addition to the wood stove in Cabin 2. Proposal to purchase and install one additional fireplace insert for Cabin 6. Approximate cost: 7-8K

**Other proposed budget items to consider:**

-New shed roof. Cost estimate?

-Funding replacement of “T” dock $20K?

-Lighting installation cost?

-Purchase of an additional propane barbecue

-Pirate ship updates-Rich has agreed to lead the process to update and strengthen the structure and possibly add other play features in line with the Decatur Head aesthetics.

-Anita will be authorized to select and purchase maintenance items:

* New carpeting for Cabin 6
* Larger area rug in Cabin 1

**Meeting adjourned @ 4:30 pm, to be resumed.**

**9 am, Sunday, September 22 Cabin 1**

Meeting reopened with John and Rich sharing the results of their meeting with caretakers. Seth and Anita have agreed to complete the lighting installation in Cabins 1 and 4 per plans and specifications provided by our lighting consultant. Future installations may need to be completed with the services of a contracted electrician, if caretakers are unable to assist.

The BOT continued discussions of the following items:

**Cabin Conditions**

Will shared that Cabin 7 needs to be refreshed. Plumbing is slow with reduced water pressure and interiors are looking tired. This will be communicated to our caretakers. A question was raised on whether recording repair/cleaning needs in the cabin notebooks is the still the most effective way to communicate to caretakers. Rich said he would consult with caretakers for their input on the best communication mechanism. It was also suggested that the BOT take responsibility to remind members to follow cleaning guidelines. BOT agreed that it is important for caretakers to continue reinforcing protocol and contacting the BOT when cleaning is substandard.

**Lighting Initiative Schedule**

BOT agreed that given installation delay in the initial two cabins, it would be best to reschedule implementation for future cabins until 2025-26. Completed implementation in Cabins 1 and 4 will allow all members to experience the new lighting before moving forward.

**Propane Fueled Fire Pits & Barbecues**

The board discussed and agreed to purchase 3 propane fire pits. These fire pits would be for shared member use, and only operated within the existing fire rings. The purchase of 3

propane fire pits will be handled by our caretakers. It was also recommended that we continue to use the existing propane barbecue grills and they be tightened up.

**Fireplace Insert**

The board discussed and agreed to request a member advisory vote to utilize savings to purchase/permit one additional fireplace insert for installation in Cabin 6. A bid for a new stove/installation will be needed.

**T Dock Replacement**

It was agreed to request a more detailed production estimate and timeline from Seth, before presenting to the membership.

**Insurance**

The BOT is committed to analyze our current insurance need and evaluate coverage needs. Rich and John agreed to lead this initiative and will set up a call with the current broker this week. John will follow up with additional information.

BOT discussed the savings account amount and Jeff suggested the idea of holding on to a portion of our savings for future needs and serving as self insurance against loss, incremental dock replacement, etc.

**Maintenance**

It was noted there are still are a number of member dinghies lining the DHBA shoreline. It was suggested the orange dinghy become a third shared member boat. No action was taken.

**Prime Time Draw- Adult Children**

The question was raised on the need for a 2024 advisory vote clarifying the inclusion of adult children in all levels of the annual Prime Time Draw. It was discussed and concluded that in the 2023 advisory vote members supported the inclusion, so no further action is needed.

**Proposed Annual Member Meeting Voting Items**

* Proposed 2024-25 budget
* Replacement of the T dock 50/50 (savings and member assessment)
* Fireplace Insert 50/50 (savings and member assessment)

**Proactive Fire Safety Measures**

The concern for fire safety and prevention remains a top priority for DHBA and membership. Rich will check with caretakers on the hose readiness drill and the need to proactively trim foliage and trees.

John noted that the BOT will have a zoom meeting between now and the annual member meeting on October 15th at 7pm,. There was no additional BOT business and the meeting was adjourned at 11:30 am.

Respectfully submitted,

Sharon Schell, Secretary