

DHBA BOT Annual Retreat Minutes

September 21-22nd, 2019

Attending: Bryce Kisker, Duke Campbell, Stephanie Murphy, Chris White, Kerri Donovan, Jon Claus (Tim Coulter absent)

General topics for Day 1

1. Budget Review
2. Caretaker presentation/feedback-what's working and what's not.
3. Maintenance/capital improvement prioritization/discussion
4. Boat, buoy, dock plan
5. Review members feedback and priorities from survey
6. Caretaker review/discussion

General topics for Day 2

1. Review priorities with Seth and Anita and volume of work (w/Bryce and Stephanie).
2. Sales procedure review
3. Budget discussion
4. Build annual meeting schedule
5. Miscellaneous and close-out.

With **Tim Coulter** away for this meeting, Bryce ran through some of the highlights of the budget. Overall, this year's budget came out approximately \$2,000 from what was projected.

Noted:

- Cabin use was down by around \$1,000.
- Boat fees were down a little. (What's the reason? Convenience/Location?) There were 45 round trips over the 3 summer months.
- Electricity cost was up. We are considering mothballing (no heat/shut off/drain water) cabins 5-8 during the winter months of least use.
- The cost of the water line trenching was less.
- We will have Tim present and analyze the budget at the Members Meeting in October.
- Our SJC tax assessment has gone up and we will pay a higher tax next year. The property has assessed for \$1.9 million for land and \$1.4 for improvements, for a total of about \$3.3 Million. The increase is roughly \$5,000.00 more next year.
 - (Note: Since our meeting we've talked to the assessor and the increase has been decreased).

Seth and Anita' feedback:

General notes:

- Weather and high tides this year was a challenge.
- There was a mink nest under Cabin 7 and 1.

- Skiff tie downs is a must this year. Seth had to work harder than expected to contain all the boats from blowing away. The wind breaks at the SW corner of the cabins that have them (#'s 4, 5, 6, 7) all blew off or got loose. There was an electric short under the locker room deck that had to be fixed by removing and reinstalling the deck itself.

Tasks completed since last retreat:

- October 2018: #6 Roof, moved #1 and 2 fire(wood)-shed and water pump house
- November 2018: Locker shed roof
- December 2018: Flood/Storm damage. Cleared roads, debris, restored fire pits. #7 had a mink nest.
- February 2019: Wind storm and freezing weather. Wind damage to cabins, dock, truck and spark arresters. Locker shed electric short (see above).
- April-May 2019: Water line work with the contractors and archeologist on site. Cleaning cabins, linens etc. Clean up of grounds. Seth poured new concrete anchor pads along top of beach for anchoring the skiffs.

Bryce noted that Seth and Anita provided and cleaned linens for the workers who came to trench the water line. The Membership benefited the cost savings but Seth and Anita still need to be compensated in some way for doing the extra work.

Fire safety:

- There was a brush fire from a controlled burn that got away last year on the bay. There is a new (used) fire truck purchased by Randy Stricker (Decatur resident) with his own money for firefighting. The Decatur residents and other communities on island were in some disagreement about whether or not, and how, to obtain one. ½ the island wanted one while ½ did not; mainly due to cost, insurance, restrictions and requirements to operate a fire truck. In the end Randy purchased one on his own. Seth voiced his opinion that it would be good to offer Randy some money or other compensation. No amount was discussed and the cost of the truck is not known at this time.
- Seth test runs the DHBA fire pumps on a regular basis and members that would like to see them and how they work are encouraged to ask Seth about them.

South Beach:

- The Decatur Island community continues to use DHBA beach access and parking when using South Beach. The merry go round and the pirate ship continues to get lots of use. Signage for weight restrictions, "Use at your own risk", "No Parking", was discussed. Mention of a gate was discussed with the consensus that 2 gates might be employed. One gate would be at the bottom of the large hill, and be left open most, if not all of the time. This would serve more as a marker of private property than anything and be a location for signage. There is a small space under the large fir tree there that golf carts and cars could park outside the gate. We must maintain easement access to the two other properties (Russel's and Beck's) that are on the bay. The second gate would be

closer to the cabins but before the merry go round so that at times it could be shut to prevent vehicles from entering and parking along the narrow road. There would be the ability to walk or ride a bike around each gate.

- The pirate ship needs some work.
- During busy times, the membership could help Seth and Anita police South Beach, and other areas. There have been non-member dogs running about etc....
- It was noted that we could put a doggy bag station on the shed with a white-board for who has the Truck, when it will return, and who might want it next. When the truck is gone, the truck log is gone too.

Reservations:

- There is a 2 night minimum stay during prime time. A one day “turn” is more work for the caretakers. They keep a tight schedule and sometimes have maintenance that needs to be done when a cabin is open here and there during the summer. So as a general rule, they request that everyone be certain they have a confirmation before coming to the Head if you have emailed for a cabin at the last minute.
- Anita suggested Cabin 2’s occupancy could be changed from 4 to 5 people based on beds. Discussion was had about what the occupancy numbers represented; guideline or absolute? There was some consensus that it was guideline but that septic tank capacity was important and we should not allow abuse of the occupancy number.
- We need to update the Handbook that is in every cabin. There are some discrepancies in some of them due to updates and older print-outs. The board will take a look at separating Policy from Procedures. Things like Selling Procedures and Reservation information and Fee Schedules, should come out of the handbooks on site as they can change over time and should be in an appendix or available on-line so that when changes need to be made, they are made in one place.
- Anita could use a better contact list for Adult Children of Members (ACM) and that it was hard to keep track of who’s on the schedule. Currently, there are about 78 ACM’s. Chris volunteered to help with that, more to follow.
- Please read the checklists when cleaning cabins on your own. Clean up the cleaning products and leave used rags in the laundry room to be washed.

Dock:

- Seth would like to pull ½ the dock around Oct 1st and the ENTIRE dock around Dec 1st, due to weather damage over the last number of years. The dock should be installed again by Seattle Schools Spring Break. The DHBA BOT was in agreement with this.

Property Topics

Dock and Boat Report:

- See above regarding dock damage from last year. Seth rebuilt one section and it's great.
- Slippery dock boards are an issue. Bryce's wife Jen fell this year and injured herself. Others have as well as Seth in the last year. The plan is to add more no-slip surfaces to the dock—likely similar to what has been done on the ramp section.
- The boat use over 3 years was presented by Duke. The cost savings of the Straight-a-Head (new boat) has been significant and very helpful for the overall budget and budget projections. The one main question is how to fund the future upgrades to the motor and boat, which have different life expectancies and warranties. We discussed whether to use existing monthly dues and/or budget wind-falls, to develop an earmarked fund for future motor replacement (the current motor will be out of warranty in 5 more years), or to use special assessment at the time of need.

Mooring Buoys

Note the changes to the summer letter about mooring buoy and boat sizes:

New Screw style anchors are:

- **Buoys 1, 2, 7, and 8** for boats up to **24ft**
- **Buoys 5 and 6** for boats up to **36ft**

Older block style anchors are:

- **Buoys 3 and 4 are estimated for boats up to 34ft**

Note: these are guidelines for all weather and boat owners should use them according to their comfort level and knowledge of local weather.

Permit for dredging the lagoon has been issued.

- The US Army Corps of Engineers has confirmed that the 4 month notification for dredging is required and the issue of the permit does not indicate it has been done. Jon sent notification 9/24/2019 and left a voice mail for the Dredging group we need to notify. Once they confirm, we can start the clock on the proposed dredging, but it will not be before January 25 and we can't dredge between Feb. 15 and July 15 so not much of a window for dredging this winter is available for us.
- Jon plans to notify as required, the other groups but they are all about 2 week prior to dredging notifications. He will do it now so we don't have any requirements if we decide to go with a dredge in the January 25 to Feb. 15, 2020 window.

General comments and discussion:

- Slippery dock boards have resulted in some injuries.
- LED light bulbs could be installed in all possible fixtures.
- Cabin #1 log is closer to the fire pit area than necessary and could be moved closer to the road; just enough for the truck to back in and turn around. We took care of this during the retreat.
- We need to pull the dock sections in winter to protect them. (See notes about dates).
- A few of the cabins need new stoves.
- Electrical baseboard heaters that are old could be replaced.
- Some electrical outlets that need replacing should get a new receptacle that has USB charging ports on the receptacle. We decided that a minimum of 3 of these per cabin would be nice to have.
- Night stands should be provided in bedrooms that are as tall as the mattresses.
- 2 lawn chairs per cabin in good working order are needed.
- Lighting in general could be much better with some forethought and perhaps architectural lighting design. Light emanating from the cabins could be reduced while enhancing the quality of light throughout.
- We discussed the heaters and if there was a better way to heat the cabins. It was agreed that newer units would be better than a different style.
- Screen doors will be replaced in all cabins this winter.

Cabin Walkthroughs:

Cabin #1:

- New stove needed.
- Tub wall has mice and related stink and needs to be opened up and cleaned out. It will need to be accessed by removing the wood panel in the adjacent bedroom. Replacement of the paneling should be done with clear cedar 1x6 V-groove cedar boards to match the rest of cabin 1's living spaces. It was agreed that we could re-panel with cedar boards the entire room for continuity and upgrade.
- Slow draining tub needs to be cleared.
- Anita is planning on repainting the bathroom.
- The outlet behind microwave is old and needs replacement

Cabin #2

- The light above the dining table needs to be swaged just a little to center it over the table and out of reach of tall peoples head room.

Cabin #3

- Blinds for the front windows requested to keep sun and heat out while giving caretakers privacy.
- Bathroom sliding door in Laundry Room will be replaced with lighter swing door.
- Chimney cap needs attention.

Cabin #4

- Kitchen will get a small makeover this winter when Seth has some time available.
- The refrigerator will be tucked into the space under the stairwell.
- The baseboard heater there could be moved into cabin 7 as a replacement as it is too long and in the way once the fridge is moved.
- The hanging cabinet can be taken down for visibility (and looks) and placed or a replacement put on the far wall where the fridge was.
- New roof is scheduled for October 2019
- A new skylight will be installed above the stair well for light.

Cabin #4 Future capital improvements needed:

Structural issues with the ceiling beams:

We all looked at the beams that run from the center of the cabin out over the sliding doors and extend over the deck to support the exterior balcony above. They actually rest on the sliding doors and have no header or bearing posts below. The sliding glass doors have begun to flex under the weight. In looking at the parallel beams that run E/W along the outer walls of the cabin, the roof is also beginning to show slight sag from lack of support.

Comments by members and the DHBA BOT point to the need to address these issues while making the cabin more usable, and structurally sound. The Board agreed that it would be good to have an advisory committee formed with Stephanie Murphy, and Chris White, heading it from the Board and asking for up to 3 member volunteers to assemble ideas, plans and if possible rough costs to bring to the membership for a future capital project. Volunteers will be requested at the annual meeting coming up in October.

Cabin #5

- The front siding is pulling away and twisting with weathering.
- The Stove control settings are hard to read.

Cabin #6

- There was once a handrail to the loft. We asked Seth to fix one up. Possibly out of an old oar.

Cabin #7

- The baseboard heater is old; needs replacement or the one from Cabin #4.
- New blinds are needed

Cabin #8

- New paint in the kitchen will be done this winter.
- Taller lamps in the bedroom(s) requested.
- There was a short in the upper chandelier that needs fixing.
- Deck rails need to be stabilized

Tennis court and shed areas

- Courts have been patched and are much more usable

Other Notes:

- Water line connections will need to be done from the new 2” stubs provided this spring, to the cabins themselves. We have not gotten any pricing on that yet.
- There were 2 properties/Decatur owners that approached members of the DHBA BOT late summer, with the possibility of selling. These were the Russell's and the Beck's. They both since have retracted their interest for now. They were open to giving DHBA notice if they ever decide to sell in the future.
- Skiffs: There are a number to take care of and tie down during winter months. Seth found some in the lagoon and struggled to keep them safe. It is the feeling of the DHBA BOT that we could initiate a voluntary reduction in the number of skiffs to 7 or 8 (not including the fiberglass boats that the caretakers use and provide for members to shuttle out to the buoys). The skiffs are heavy and a lot of the members don't want to use them, or use them infrequently. To be discussed further. A voluntary phase out or reduction in skiffs over a 3 year period is desired. (Oars: there are a lot of them). It was suggested that some of the boats might be stored up by the tennis courts during winter months.
- Motors: It will be necessary to have personal motors as the DHBA would not be able to maintain and license them. Jon Claus will look in to the insurance issues around the boats. One motor/membership is desired. Clean out of excess fuel cans and supplies requested from the sheds.

Member Feedback (abbreviated):

- There is desire for crab cooking stations that would shelter the fire and minimize the time cooking would be good. An area needs to be set aside for a small permanent structure. Size and shape to be determined. Seth is a mason and has skills to make us whatever we might ask.
- Cost control and cabin improvements were general requests from the membership.
- Annual Meeting time: It was agreed that we would change the meeting time from 7:30pm to 7: pm with the “Meet and greet” session for new members or old, starting at 6:30pm.
- The board will work to notify the membership when meeting notes or other information is posted to the DHBA website for faster notification.
- Open cabins during primetime and cancelations: The board discussed the issues of cabin usage and how to increase it. The BOT will reach out to Seth and Anita to see if they have some perspective on how that can be achieved. The issue of

communication with Anita for reservations during her time off came up and Bryce will discuss with her how best to handle the gap of time from Monday at 5pm to Thursday at 8am.

- It was again noted that last minute adjustments are just hard for the Caretakers

Reservations: (Kerri Donovan)

- It takes about 5 hours to do the reservations and it's getting more complicated as we have more adult children and more new members wanting to use the property. Not many got their 3rd request this year.
- Filling up the gaps and cabin use is not easy.
- Members need to remember that when requesting the prime-time draw to send \$50/week requested and it is advised that they send in the full \$150 for the 3weeks allowed. This will insure you can reserve for other time when you would like to reserve outside of the general 30day rule.
- Back to back weeks need to be asked for in separate draws. This makes it difficult to ask for 2 consecutive weeks in the same cabin, but that's how it is right now.

Annual Meeting Topics

- Overall Budget
- Skiffs
- Dock removal during winter
- Mothballing cabins in winter to save electricity and labor.
- Adult Children and New Member Orientation-"navigating membership".
- Dredge update and possible schedule.
- Gates at property entrance.
- Caretaker compensation, (gift cards, allowing for boat use to visit other islands and mainland with friends).
- New sale policy
- Reservations
- Cabin #4 capital improvements.
- General Safety and taking ownership (dogs, fire, unknown visitors to the property etc.)
- A new DHBA BOT Treasurer is needed to replace Tim Coulter who will be leaving the Board this year after having served for 3 years.

Date:

Chris White, Secretary - DHBA Board of Trustees