**October 25, 2022 7pm - 8:42 pm**

**DHBA Annual Member Meeting- via Zoom**

**Attendees by membership or log in name:**

John Mannetti  **President**

Jeff Garfield  **Vice President, Reservations**

Sharon Schell  **Secretary**

Chris White **Treasurer**

William del Valle  **Special Projects, Cabin 4**

Kelly Price **Dock & Buoys**

Richard Mesher  **Facilities/Maintenance**

**Membership Attendance-per Zoom participant titles**

Jolyn Thornburgh

John Mannetti

Bridget Sevigny

Debbie and Jon Claus

Wanda Garfield

“Abby’s Guardians”

The Peng Family

Bryce Kiske

Christi Price

Troy and Suzie Young

Dave Hoerlein

Emily Mannetti

Matt Snow

Nancy Stevens

Nealla Kendall (& Sam Warren)

Duke Campbell

Mike and Sara Wietholter

**AGENDA**

**Welcome and Year-in-review - John**

* Introduction of BOT members
* 2021-22 highlights were reviewed:
* Sale of boat
* New truck purchase (old one needed repairs)
* Old truck sold for $1,500
* Tennis court upgrades (pickle ball courts added)
* Fiber optic internet installed, ready to connect by Rock Island this fall
* Dinghy upgrades, reducing the total number of dinghies on the shoreline, making them available & equipped for members during high use times.
* Cabin 4 upgrade planning complete (thank you to Charlie Davis, Will del Valle, Chris White)

In 2022-23 DHBA will continue with a forward-looking approach. As the BOT developed a list of proposed capital improvements, we took into consideration of a combination of previous BOT priorities, member survey input and emerging issues.

Seth and Anita were acknowledged for the hard work that they continue to put in to keep Decatur Head in great shape. Our caretakers asked that members be reminded that firewood is a scarce resource, and to use it Judiciously. Also they asked to remind members to respect their days off, recognizing that emails will not be responded to until they are back at work.

**Previous Budget Results - Chris**

The 2021-22 budget was reviewed and kudos given to Anita for her bookkeeping skills. Highlights were noted. File is attached and was reviewed per Zoom:

* There was a $14K carry over from the previous year
* Actual ending budget is $2,431.
* Usage fees were down in 2021

Discussion: There was a small amount of 2021-22 net savings from reduced boat operating costs.

**Proposed 22/23 Operating Budget - Chris**

The budget was shown and highlights were noted. File is attached and was reviewed per Zoom:

* Annual DHBA maintenance budget is $175,000 (does not include any capital improvements)
* Includes an proposed increase of 5K annually for caretakers
* Includes a proposed increase in maintenance due of $25/month. (there has been no increase for 5 years)
* Budget is similar to previous year. Includes the following maintenance items:
* 3K for road improvements
* Full size fridge for cabin 8
* Completion of cabin 5 roofing

**Maintenance Update - Rich**

Key maintenance updates were reviewed:

* Roof replacement on Cabin 5 to be completed
* Gravel replacement for the road, replacing what was lost due to erosion by king tides
* Bern in front of cabins 5 and 6 to be built up to protect the road from tidal damage
* Water line hook up scheduled for the spring of 2023
* Dock improvement- attaching a point on land
* Additional topcoat to be applied to tennis courts
* Pex plumbing to replace pipes as needed. (Pex is a more durable product)
* Pirate ship mast is unstable and will be removed, to increase safety

**Discussion:** The waterline hookups will be connected in the spring 2023. The cost is already included the budget from 2021-22, however it has not been spent.

**Overview of Voting - John (5 min)**

The BOT agreed to bring four items for consideration by the membership for capital assessment in the upcoming budget year. Those items are the cabin 4 remodel presented by Will, cabin lighting improvements (study and upgrades), winter heating improvements (as requested by members), and beginning a process to study dock repair or replacement. The final ballot will be sent in the next couple of days.

**Cabin 4 Remodel - Will ($82,422, if approved to fund using proceeds from the sale of the DHBA boat – no assessment required):**

Thank you to Cabin 4 committee for all their work, Chris White, Charlie Davis and Will Del

Valle. Dating back over 2 years there have been membership requests to update/renovate Cabin 4. The 2020 BOT established a Cabin 4 Committee to design and propose a budget to address the membership desire. At the Annual Meeting the committee presented the three options and there was an advisory

vote of the membership. “Alternative 3” was selected through the ranked choice voting as the desired direction of the membership. Slight variations are shown in the final design, the window seat is eliminated, the deck remains, bathroom is unchanged, west wall is pushed out, upstairs sleeping area expanded for more light and sleeping area. Seth and Anita have been extremely willing to take on a lot of this effort. The budget relies on their assistance along with other contractors for framing and electrical. Should we proceed, Cabin 4 will be off-line in mid Sept. 2023 until December 2023. (Cabin 4 budget documents and floor plans are attached and were shared with the membership via email files and reviewed via zoom meeting)

John spoke about the importance of following the process the DHBA has laid out previously. At the 2021 annual meeting, 90% of the membership approved the sale of the association boat and 80% of the membership voted that the proceeds from the sale should be put into an account for capital Improvements, where spending would be approved by member vote. The net proceeds from the sale of the boat were $83,250. In March 2022, the Cabin 4 committee provided the updated 3 cabin alternatives and a survey using “ranked-choice selection” to narrow the options for pricing. Option 3 came out the as the final choice. The committee then proceeded to determine pricing and planning for alternative 3 with the intention of bringing it to the membership for a final vote at the annual meeting. The intention is to take a up/down membership advisory vote to use the capital funds from the sale of the boat to fund the remodel of Cabin 4. If approved, would be no additional assessment needed to fund the remodel of cabin 4.

**Discussion:** Confirmed there will be adequate space to accommodate a picnic table in front of the remodeled cabin.

**Cabin lighting improvements ($7,500 or $188 per member share in year 1): Sharon**

Thank you to Christi Price, Debbie Claus, Stephen Schell for their work on this committee. In 2021 the Board requested the cabin committee take up the task of checking in with owners to understand how they feel about the cabin exteriors and interiors. A member survey was sent out focusing on what members valued most and what they would like to see improved. Survey results showed a relatively high level of satisfaction among owners, but it was also noted that owners felt there was room for improvement. In the survey owners were asked to identify the top 4 priorities to upgrade in the cabins. Priority #1 was upgrading/replacing lighting and electrical, noting that 73% of owners selected this.

The committee put together an action plan of how to best address this priority. The plan is designed to provide a long term, solid road map that will simplify current and future decision-making.

**Lighting strategy and plan:**

Step 1: Fully assess ambient and task lighting and electrical upgrades needed in all 7

cabins. Create a working document.

Step 2: Team with a lighting specialist to inform and fine tune fixture selection and an

implementation plan that is done right, ensuring that we nail the fixture functionality and

electrical issues while respecting the rustic beauty of the cabin architecture.

Step 3: Develop a budget utilizing wholesale lighting fixture resources. We are

excited about the help from members to access quality lighting fixtures at a wholesale price.

Step 4: Create a phased implementation timeline and budget.

John shared that the board chose to separate out the proposed assessments so we can make sure we have the funding to implement the capital improvements members have requested. If accepted as proposed, members would be assessed $7,500 or $188 per member share in year 1 to provide the funds to implement phased lighting and electrical upgrades and improvements to 2 of our 7 cabins (starting in 2022/2023). Implementation in remaining cabins will be phased over the next two years at an estimated cost of $2,500 per year or $63 per member share per year. If we under run on other capital project budgets we may not need to request additional assessments. There were no questions from membership.

**Cabin Winter Heating Improvements, Proposal for Wood Burning Fireplace Insert, one**

**cabin ($6,872 or $172 per member share in year one): Rich**

The BOT discussed putting wood burning fireplace inserts in the cabins to effectively heat the cabins in an efficient manner during the shoulder and winter months, using modest amounts of firewood. Anita obtained a bid to purchase and install an insert. The BOT recommends purchasing one insert in the coming year with a tentative plan is to install it in Cabin 1. The cabin 4 remodel also includes a wood stove that will provide adequate winter heating. If this works out as planned we may want to consider additional installations in other cabins in subsequent years. There were no questions from membership.

**Potential Dock Repair or Replacement Contingency Planning (up to $12,000 or $300 per**

**member share in year one depending on scope) : Kelly**

Kelly shared an update on the dinghy sharing program.There are several positive outcomes. We have gone from over 30 dinghies on the beach to somewhere in the high teens. Dinghies are now on one side of the dock. During prime time this year we had one dinghy on the dock for member use, with an increase to two or three expected for next year. Five dinghies have been readied for member use; they are numbered, oars are also matched and numbered.This work will continue as we head towards prime time next year.

There is concern that our dock has some significant and difficult repairs that are needed. The dock is considered nonconforming. Preliminary research indicates that anything we do to replace or rebuild any portion of our dock will require a permit and be subject to two initial studies. We have had some preliminary conversations with the few consulting firms that specialize in dock permitting and construction in the San Juan Islands and have gathered some information about the type of studies and how they are done. The initial two studies, eel grass and under water ground contour studies are estimated to cost $10-12K. The studies would tell us what is possible, what is not, locations that are possible or not, what is feasible. We are talking about this as a board and will come back to the membership with more information and recommendations to preserve the long term value of the dock. We may put out a member survey to assess membership opinions and feelings about the dock. This will inform direction for the BOT in this multi-year undertaking.

**Discussion:**

* No decisions have been made at this time, the BOT is trying to understand what would be required should we go through a permitting process.
* The DHBA needs additional input from consultants to fully understand our options.
* The dock is considered non-conforming because does not conform to current standards.
* The current dock is grandfathered, however it cannot be repaired/replaced it without a permit.
* The current issue is the T-section of the dock is on “borrowed time” and Seth is no longer access the underside of the sections to make necessary repairs.
* At this time we do not know if it is possible to trade outone T section with another and need to explore all the options.
* Several years ago the DHBA had an eel grass study done for dredging purposes. Jon Claus can be consulted for information on the study and eel grass work that was done.
* The DHBA would need to work with theState of Washington, County, Tribes, Coast Guard and Army Corp of Engineers in the permit process.
* A current concern is the sheer size of the dock section if it needs replacement.
* The dock is an important asset to the DHBA and is considered a joint use dock, a single dock serving 40 families.
* The DHBA would benefit from reaching out to Decatur Shores and Decatur NW.

All options are on the table, the BOT needs to do the research to understand our options. This capital request will be to initiate the process of studying repair and replace options, and if

needed, spend the money on planning or studies. The assessment will not be levied until we

confirm that the studies are required and present a path forward to the membership.

**Wrap up & Next Steps:** The voting survey will be sent out in the next few days. It will be open for at least two weeks. We will compile the results and send them back out to the membership.

**Discussion:** The estimated date for high speed internet installation is in the next few weeks.

John closed the meeting by thanking all attendees for their attention and thanking board members for their assistance.

**Meeting Adjourned: 8:42**

Submitted by Sharon Schell, Secretary

**Oct. 28th, 2022 Addendum email to DHBA members:**

After listening to the discussion from the membership about the dock, the BOT has decided to postpone the vote on planning funds for dock repair options. Kelly will be sending a survey to membership regarding dock usage and preferences to kick off the process of evaluating dock options. As the options come together, we will report back to the membership and if any funds are required, the BOT may ask for an assessment at that time.

The last line of the voting form is for member comments. The BOT would appreciate any feedback or comments related to the voting or anything else.

Voting as outlined below, open until 11/11/22. (link will be attached to online voting form):

1. Approval of annual operating budget
2. Approval of cabin 4 remodel
3. Approval of cabin lighting improvements
4. Approval of wood burning fireplace insert.

**Nov. 12th, 2022 Addendum Results of member vote sent by email to all membership.**

**Members unanimously approved the following items. 37 of 40 members voted.**

1. Approval of 2022-23 annual operating budget. **100% approval**
2. Approval of cabin 4 remodel. **94.3% approval**
3. Approval of cabin lighting improvements. **91.3% approval**
4. Approval of wood burning fireplace insert. **85.7% approval**