

## **2023 DHBA Annual BOT meeting October 6-8, Decatur Head**

### **Attendance:**

**President-** John Mannetti

**Vice President, Reservations/DHBA Policy -** Jeff Garfield

**Secretary- Cabin Standards & Fit n' Finish-** Sharon Schell

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

**Buoys/Dock-** Kelly Price

**Facilities/Maintenance** Richard Mesher

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

**Caretakers: Seth and Anita Pratt, 10:30-11:30, Saturday morning.**

### **BOT Retreat**

**Saturday, 8:30 am, Cabin 8**

Meeting was opened by BOT President John Mannetti.

Review of discussion goals for the weekend- **John/BOT**

- **Review of member survey results (21 responses)-** Review Prime Time Draw process
- **Review survey results of 2023 member concerns (27 responses)-** Long term goals, global warming, maintenance, communication.
- **Hiring new caretakers-** role description, hiring process. purchase of tractor question

**9am 2022/2023 Budget review** (estimate of where we will finish this fiscal year) –

**Chris:** Led discussion and review of past fiscal year: Fiscal year is October to September. Chris noted that actual 2022-23 expenses are \$209,000. He led a an overview of items that required expenditures exceeding budgetary expectations:

- Due to King Tide damage the road maintenance materials were double the budget allowance. King Tide flood damage required the purchase of additional fill materials and labor to repair and restore- gravel, log removal, road repair, PEX repair. The emergency repair budget was expended this year.
- Implementation of high speed internet
- New washing machines required
- Two new propane grills added, due to ban on outdoor fires
- Water lines placement (actual was \$16K vs 10K budget allowance) Original installation estimate was based on services provided by a local contractor who was unavailable. New contractor services were higher priced.
- Materials required for dock repairs.

**9:30-10:30 Seth/Anita Overview of Short/Medium/Long-term Maintenance Priorities**

Seth and Anita submitted a written outline and provided a review of maintenance priorities:

- Water lines have been installed, still finishing up.

- **Dock and Buoy maintenance**

- Noted no permit is needed for replacement upgrades, “same for same”  
Section replacement, T dock, bidding (plastic floats with wood)
- Damaged dock boards will be replaced as needed
- Current dock can be replaced, section by section using the same materials
- To annually move the dock into the lagoon, we need to utilize Andy’s assist. 8’ of draw is required.
- Buoys maintenance- need professional inspection every couple of years, the next inspection for spring, 2024. The bouys should be inspected annually by caretakers by pulling up the first 6 feet of each. Anita will add this task to the Caretaker Maintenance list.

- All roofs have been replace
- Plumbing update- in process of replacing PVC with PEX
- Deep cleaning in all cabins scheduled during winter months
- Seth will review electrical- tightening outlets in all cabins

Reminder to BOT that the King Tide event of last winter is a natural anomaly occurring twice a century.

**Road maintenance recommendations:** 30 yards of gravel/year is needed to raise the level of road from cabin 5 to 8. Recommend the road beside the lagoon to Cabin 3 also be built up and strengthen the shoulder with 10 yards/year.

Discussed the option of procuring a tractor. Caretakers noted this is not an advisable investment due to cost to bring in and the cost of building a place to store. Recommend that we annually contract locally available tractor services, since this expenditure is about 1K.

**Protecting and maintaining cabins:**

- Suggest consider raising cabins to protect from high tides and storm events.  
Recommend starting with Cabin 6 (lowest cabin, water came within 6 inches last winter), then Cabin 4 (6” higher than Cabin 6), then Cabin 3. The septics were flooded last winter and floating logs were knocking against cabin support logs.
- Cabin 6 deck is weak and need repair and support.
- Will be replacing deck boards in cabins 3 & 1
- Cabin 2-no issues, will stabilize the staircase as needed.
- Cabin 3-treating post for powder post beetle. Laundry shares the same electrical panel with living spaces. Electrician needed to look over the panels and address electrical needs.
- Plumbing- will continue replacing with PEX this winter
- Ants in Cabin 4 have been treated
- Siding loose in Cabin 5, due to settling and needs replacement.
- Cabin 4 exterior delamination
- Fire pumps status: Working fine and checked annually

Discussion and questions followed. The BOT thanked Seth and Anita and they left the meeting.

### **10:30-11:30 Caretaker Hiring Discussion - John/All**

Skill sets need to include basic plumbing, roofing repair, electrical.

What makes sense to contract out?

- possibly online bookkeeper skills
- with updated system, reservations could be handled online to allow members 7 day week access
- Cabin cleaning and turnover coordination is important. Two people are required to handle these responsibilities.

Current caretaker compensation/benefit package includes a transportation allowance, cell phone, cable expense, internet, housing and utilities. The BOT agreed to advertise this position with the current salary/benefit package.

Rich agreed to handle the Caretaker hiring process and requested administrative and organization support. Chris offered that Bridget Sevigny could possibly assist with admin. (also Nilo, Kerri Donovan, Bryce Kisker and several other volunteers) BOT agreed to utilize advertising resources from the previous hiring process. Bryce is available to provide information on the previous hiring process. Rich noted that he intends to meet with Bryce. The 2023-24 budget will include the estimated advertising budget to post ads.

### **11:30-1:00 Lunch Break**

### **1:00-2:30**

#### **Review of Prime Time Draw Survey Results - John**

BOT reviewed the member survey to understand comments and member concerns.

Discussion of findings followed:

- Change in the Prime Time draw process is needed. In 2015 adult children options were added into current Prime Time drawings 1 & 2.
- Currently, with 40 members total, there are physically not enough weeks to meet the expectation of 3 weeks of reserved Prime time.
- More transparency is important in the overall process.

#### **Discussion:**

- Clarify to members that there is not enough prime weeks for 3 weeks annually /owner. Only 2 weeks/owner are possible.
- Consider utilizing "Snake" system, which alternates voter ascendancy order between rounds. (similar to Fantasy Football, etc)
- Currently adult children are included in the 3<sup>rd</sup> draw only. Note that all draws are member draws.
- Possible to modify open source software to do this online?
- Can we schedule the draw earlier in the year?
- We can guarantee every participating owner 2 reservation periods. Move to 3<sup>rd</sup> draw only after all participating members have 2 reservation periods. Anyone without 2

reservation periods after the second draw will be offered remaining calendar spaces. Randomized 3<sup>rd</sup> draw will be open to all.

#### Prime Time Draw Goals per discussion

- **Increase owner usage**-ensure that every participating member has been given 2 reservation periods before proceeding to the 3<sup>rd</sup> drawing. To accomplish that we will have a pause after the second draw to allow members to pick a reservation period from remaining available time.
- **Increase transparency** of the process. Discussed the option of hosting a live event or online via zoom. Both present a problem with the length of the draw process, especially given the time needed to contact members after the 2<sup>nd</sup> draw who have not received two reservation periods.
- **Increase equity** Utilize the voter ascendency or “snake” in draw 1 &2 to increase equity. Pause after 2<sup>nd</sup> draw so all participating members receive 2 reservation periods. Post draw orders before the draw occurs (these will be non-transferable). 3<sup>rd</sup> draw to be randomized and open to all participating members.

#### 2:30

BOT reviewed a summary of maintenance items that are still outstanding from 2022-23:

- Fire prevention, brush and tree inspection
- Add Zell or Venmo payment option and provide directions to members
- Add barbecue grill pads
- Fireplace inserts. Add one more.
- Clarify with caretakers when chimneys are swept.

#### Member priorities (from survey) – John

Member priorities were highlighted. BOT discussed the need to increase communication to membership from BOT. Sharon agreed to assemble BOT and caretaker updates and provide members with a quarterly email.

#### DHBA Insurance Updates - Kelly

Kelly provided information as follows:

- Confirmed existing \$2 million umbrella coverage in place for the BOT. Noted we have the individual option of getting additional coverage.
- DHBA property insurance policy has not been reviewed for some time.
- Current insurance coverage is \$60/sf for covered cabin damage. Insurance currently pays for only 20% of that coverage, with DHBA responsible for covering the remaining 80%. Kelly will meet on or about October 17<sup>th</sup> to review current coverage and discuss our options to increase coverage.

#### Lighting Updates- Sharon

Sharon provided an update on the project status. An invite review committee work-to-date was emailed to BOT earlier this week.

- The committee is ready to order lighting upgrades in 2 cabins in 2023-24. Seth has agreed to handle implementation. The committee has targeted the most popular large cabin, Cabin 1 for upgrades. Since Cabin 4 remodel is on-hold, BOT discussed selecting a smaller cabin for implementation. After discussion, Cabin 5 was selected to implement in 2023-24. There will be no member assessment in 2023-24.
- Sharon and Rich will confirm with Seth that he is prepared to implement this fall/winter.

### **Discussion by BOT on possible purchase of the caretaker Gator and Boat – John**

The BOT is currently redoing DHBA insurance and due to liability concerns is not interested in purchasing and insuring the gator. It was suggested that if the caretakers are unable to sell the gator on the island, DHBA can possibly assist to transport the gator to the mainland.

The BOT also agreed that purchasing the 14' Livingston boat with a 15 hp motor is not in the best interest of the DHBA.

**Meeting adjourned at 4:20 pm. (est.)**

**Sunday, Oct. 8<sup>th</sup>, 8:30-9:30**

### **BOT continued a review of Prime Time Draw Process: All**

Motion was made by Jeff as follows: First two rounds will utilize “snake or ascendency” method in draw, and randomize the 3<sup>rd</sup> round. Straw vote by BOT approved a randomized 3<sup>rd</sup> draw. Kelly agreed to draw up a document for the member presentation and an advisory vote.

- Agreement to remove cancellation policy changes from the Draw proposal.
- Discussed allowing one night stays for members with mandatory responsibility to clean thoroughly and work out any concerns with the caretakers. This change will not require member approval.
- Draw instructions will be updated to include member tips and suggestions to increase member success.

**Dock Discussion** – It was agreed that since Seth has stated he is maintaining the dock as needed with board replacement and section by section replacement, the BOT will revisit this discussion next year.

### **10:30-11 2023/2024 budget discussion – Chris**

#### **Proposed Budget**

Chris agreed to update the proposed budget with known costs that will cover increased operational expenses expected in 2023-24. Several examples of those costs include: Hiring costs \$2,500, potential double insurance premium rates to 16K, new caretaker

compensation package, current caretaker bonus amount. The updated proposed budget will be reviewed by the BOT in our planning meeting scheduled for October 17th.

BOT discussed proposed fee increases and balance the 2023-24 proposed budget. Additional revenue is needed to address increasing operational costs and inflation.

Discussion followed and BOT is proposing to update the fee schedule as follows:

- Increase cabin rental fees. Recommending \$17.50/nightly increase.
- Increase monthly due payment by \$25.
- Increase pet fee to \$5/day.

The proposed increases will be presented to the membership for an advisory vote. Chris agreed to check with Anita and request data on cabin usage patterns and rental income.

### **11-12 Building annual member meeting agenda – John**

**Cabin 4:** The \$80K that is budgeted and approved for the remodel is dependent on caretaker labor. Discussion followed.

We are reducing scope and will not be doing the level of remodel that requires a permit. There will be no change in the current footprint. Seth has proposed doing minor cabin changes to address existing structural issues. BOT has no alternative plan to propose at this time. The dining table space is undersized to serve a large group. Solutions need to be considered. William recommended that the BOT approach our caretakers to see if they are interested in implementing a scaled down “refresh”, that would not entail changing the cabin footprint or moving the fireplace. Rich agreed to discuss this with Seth and Anita following this meeting and report back to the BOT.

Chris was requested by the BOT to put the 80K capital fund into an earning position. Suggestions include Money Market fund or short term CD.

### **Planning for the Annual Meeting, 10/24/ (zoom), 7pm**

**John** will set up the Annual Meeting via zoom and send a member invite. He will also provide a meeting agenda and share the caretaker story. BOT dry run is scheduled for Tuesday, Oct. 17th, 4:30-5:30 pm (Zoom, John will send out the BOT invite). The task and discussion points were outlined as follows:

- **Chris/John:**
  - Review budget and proposed fee increases to cover 2023-24 proposed budget.
  - BOT to recommend membership take a break from 2023-24 assessment to install additional fireplace inserts and assessment for lighting upgrades in 2 cabins.
- **William** agreed to lead Cabin 4 discussion.

- **John** To review long term capital plan.
- **Jeff** will lead discussion of proposed Prime Time draw updates.
- **Sharon** To lead discussion of lighting upgrades, scheduled for implementation in 2023-24 in Cabin 1 and 5. Anita will handle product ordering, delivery and payment.
- **Kelly** to review current DHBA insurance coverage, and discuss premium increases.
- **Rich-** To review the caretaker hiring process.

It was agreed that the BOT provide oversight and direction of docks/bouy maintenance. Discussion followed. William agrees to be the board liaison with annual inspection/diver and assume the role of BOT liaison. It was noted there is a need to number bouys and standardize and modernize vessel hookups. In addition, the tangled lead lines on bouys needs to be addressed. It will be helpful for boaters if bouys indicate which are higher rated for weight and increased length. There was a past issue with damaged crown tackle on a buoy which resulted in an owner's boat getting loose. It was recommended that we look at ways to make it easier for owners to secure their boats.

**12-1:00 Working Lunch/Contingency Time - John / All**

**Lighting Upgrades Implementation update** : Sharon and Rick confirmed with Seth/Anita that he will implement lighting upgrades in Cabin 1 and Cabin 5 as planned.

**Long term capital costs:** Road maintenance plan discussion and review.

- **Road between Cabins 3-5:** Recommend rebuilding by annually replacing gravel. Estimated cost for 30 yard gravel/year is included in the proposed budget.
- **Cabin 2-Cabin 3 potential erosion.** There is no obvious solution to build up and protect the road. This will require further research and discussion.
- **Berms-** Discussed the option to annually add rock, concluding that is not advisable.

**Meeting adjourned at 12:40 (est.)**

Respectfully submitted,  
Sharon Schell, Recording Secretary

**Attachments:**

2023-24 Proposed Budget  
Caretaker Maintenance List  
2022-23 Actual Budget

