

Minutes
Driftwood Key Board of Trustees Meeting
November 10, 2011

The meeting was called to order at 7:04 p.m. by President Schwerin.

Roll Call:

The following trustees were present: Hell, Goldingay, Schwerin, Brooke, Borgomainerio and Bryant

The following trustees were absent: Remington, Buegel, Arnesen

A proxy was held by the secretary for Buegel.

Agenda: The following changes were made to the agenda:

Committee reports: Governance Documents and Safety

Old Business: Gage moorage was removed

New Business: Office Operations was added.

Minutes

The minutes of the October 13, 2011 Trustees meeting were approved without changes.

The minutes of the November 3, 2011 Special Trustees meeting were approved without changes.

Officer Reports

President: No report

Vice President: Not present

Secretary: No report

Treasurer: Hell provided a treasurers report. The copy of the report is included as **APPENDIX A** in the hard copy of the minutes and is available electronically on the website. Hell provided an overview of the Club and Marina fund and reported that total unrealized revenue for the club is -\$9,352. The club expenses are over budget to date and the current reserve contribution is less than budgeted. Unrealized revenue for the marina is -\$4200. The marina expenses are over budget to date and the current reserve contribution is projected to be significantly under budget projections.

The member account status reflects 14 members who have existing liens on their properties. 14 new liens will be filed after December 1. 22 members are making payments on their accounts. Total outstanding dues and fees are in excess of \$49,000.

The following members have account balances two or more years in arrears:

Studebaker, David

Keating, Michael

Walmsly, Tim

Bowors, Shirley
Comstock, Robert and Sylvia
Amaral, Scott and Fieldds, Monique
Bayne, Walter and Kelly
Van der Merwe, Carl and Karin
Cole, Georgia
Folwell, Russell

A community member asked if Feola had paid the sanctions that were imposed for the frivolous lawsuit filed in early 2011. The sanctions were paid and the insurance claim to DKC's carrier is still awaiting resolution.

Committee Reports:

Building & Grounds: Geno Borgomainerio gave the report in Remington's absence. He provided a GHAAC update including information on the speeding/traffic petition sent to the county. The county has responded with a letter indicating their intention to look at the Little Boston, Hansville Road, Twin Spits and Hood Canal arterial loop as a whole. The county is also selectively enforcing a sign ordinance that may impact the sandwich boards used to advertise DKC events.

Hell moved that Jack Larrison and Steve Lindberg be approved for membership on the Buildings and Grounds Committee. 2nd; PASSED Unanimously.

Hell moved that the current members of the committee (Arnesen, Borgomainerio, Kirby Jones, Bob Bennion and Don Richens) be affirmed by the Board. 2nd; PASSED Unanimously.

The next meeting of the Buildings and Grounds Committee will be November 29, 2011 at 6:00 pm. The draft charter will be discussed at this meeting.

The written report is attached to these minutes as **APPENDIX B.**

Pool: No report

Architectural Control: Buegel reported via e-mail that there is no current ACC activity to report.

Docks & Waterfront: Buegel provided a written report which is appended to the minutes as **APPENDIX C**

Policies & Procedures: Don Jones presented the following policies that are being considered by the board on first reading: BR07-Board Communication Policy; BR04 Member Voting Policy and BR05 Balloting Procedures. These will be taken up for final action at the December 2011 meeting of the Board of Trustees. Copies of these proposed policies are included in the minutes as **APPENDIX D.**

The board has access to all approved policies and procedures and draft policies on the Driftwood Key Skydrive via the link sent to all board members.

The committee will be taking up charters for all standing committees that do not currently have an approved charter.

The next meeting of the Policies and Procedures Committee will be Monday, November 28, 2011 at 9:30 a.m. At that time the committee will consider BR10, BR12 and OC04.

Events : Mary Bryant reported on plans for the Tree Lighting event that will be held on Friday, December 9th at 6:00 p.m. The event will include cookies, cider, hot cocoa and a sing along.

Lot Clearing: Constance Borgomainerio provided a report on the lot clearing activity. The written report is included in the minutes as **APPENDIX E**.

Public Safety: Constance Borgomainerio reported on the safety committee that is chaired by Ginny Bell. An emergency preparation meeting was held recently and block coordinators were re-established and that effort is being revitalized. The written report is attached to these minutes as **APPENDIX F**.

Governance Document: Marilyn Johnson reported that the committee is beginning their work and a special workshop needs to be held with the board to discuss the plans for the covenant revisions. This special workshop is tentatively scheduled for Tuesday, November 22, 2011 at a time to be determined.

Old Business

Habitat Grant: The board discussed the current status of this grant and the use of the remaining funds.

Bryant moved that the available grant funds not be used to purchase additional plants but be used for continuing noxious weed removal from the habitat area if the county concurs with this use. 2nd; PASSED Unanimously.

New Business

Reserve Study: The reserve study conducted by Reserve Associates has been completed and is available for review and comment. The board of trustees and the relevant committees (Finance and Buildings and Grounds) will need to review the study. It was suggested that the company be contacted to determine if someone will be available to make a presentation on the study and its findings to the board at a special workshop tentatively scheduled for January 16, 2012 at a time to be determined. A copy will be available in the office after any comments or questions from the finance committee and board have been resolved during the comment period.

Docks & Waterfront Rules revision: A proposed revision to CP 01 Marina and Harbor Operating Policies. After discussion the board chose not to take action to pass the revision in its entirety.

Bryant moved that CP01.10 be amended as follows: CP01.10 - Marina Slip Pricing: The annual price for marina slips is determined by the current and future needs of the Marina. Leases are paid in advance for a full year based on Driftwood Key Club's fiscal year (July 1st to June 30th). Annual lease rates are based on four slip lengths (20' - 30' - 35' - 40') plus any overage. Overages beyond the designated slip length will be charged on a per foot basis. Overages are determined by the total length of the boat in normal moorage configuration including all accessories and attachments (e.g., swim steps, outboards in the up position, outdrives, bow or stern pulpits, anchors and anchor rollers, bow sprits). In no case shall the registered or documented length of the boat be longer than the designated length of the slip. Any moorage subject to a lease in effect as of July 31, 2011, regarding that reports a documented boat length in conflict with this provision, change will may retain moorage subject to said lease until such time as the lease expires or is earlier terminated. 2nd; PASSED Yeas: 4 (including 1 proxy); Nay: 1 (Brooke); Abstention: 2 (Borgomainerio and Goldingay)

The revised version of CP01 is attached to these minutes as **APPENDIX G**. The amended language is noted in the document in italics.

Lockwood demand for lot clearing sanctions: Mr. Lockwood has had several communications with the Board of Trustees demanding that specific DKC members whose overgrown lots are obstructing views be sanctioned by declaring them not in good standing. At Mr. Lockwood's request this was placed on the agenda. Mr. Lockwood was not present to address the issue. The board discussed this and suggested the lot clearing committee in conjunction with the board develop more defined guidance for declaring members not in good standing for non-financial reasons and similar to the timelines established for late dues and assessments. The mediation process and the role of the mediator was a topic of some discussion. The Lot Clearing chair and the board have received the new county regulations on lot clearing in wetlands and surrounding areas. A copy of this new county policy is available from the office electronically or in hard copy.

Hell moved that a revised letter be sent to Lockwood in light of the board's consideration at this meeting and express our intent to not declare members "not in good standing" at this time and review the new county regulations for their impact on this issue at the December Board Workshop. 2nd; PASSED unanimously.

Zetty status: The board discussed the current situation with Mr. Zetty's illegally moored boat. In addition to being moored illegally on DKC property, the boat is a nuisance, a hazard to navigation and a danger to the community.

Schwerin moved that DKC hire Sea-Tow out of Port Townsend to move Zetty's boat to our transient dock where it will be secured for a period of 30 days then put up for sale in accordance with law. 2nd; PASSED Yeas: 6 (including 1 proxy) Abstentions: 1 (Hell)

Office Operations: Hell provided a written report on current issues related to office operations that is attached to these minutes as **APPENDIX H**.

Hell moved to rescind the motion passed at a previous meeting to subscribe to MOZY for back up to the office computer systems. 2nd; Passed Yeas: 6 (including Buegel Proxy) Nay: 1 (Brooke)

Policies

The approved policies are attached to these minutes as **APPENDIX I**.

Bryant moved that BR02 Conducting Meetings be approved with the modification presented by Jones related to the chair pro tem language. 2nd; Passed unanimously.

Bryant moved that BR13 Managing and distributing policy documents be approved with the understanding that additional language relating to source control of documents will be brought back to the board at a future meeting. 2nd; PASSED unanimously.

Hell moved that the meeting adjourn at 9:35 p.m. 2nd; Passed.

Good of the Order

Submitted by Mary E. Bryant, Secretary

Larry Schwerin, DKC President

Mary Bryant, DKC Secretary

Approved by the Driftwood Key Club Board of Trustees 12/8/11

Approved by the Driftwood Key Club Board of Trustees 12/8/11

APPENDIX A

The treasurer's report is available in hard copy from the office or can be accessed on the Driftwood Key Club website at www.driftwoodkey.org .

APPENDIX B

Buildings and Grounds/Pool: (John Remington)

Broken window at Library. The new window has now been installed.

Playground fence. No change. Materials have been received and stored off site. Wooden fence rails were quite green and needed some time to dry out. Post holes will be augured and construction started in the next several months once the materials are sufficiently cured.

Decorative rope at Clubhouse. Gary Edin and I sorted out the front entry hawser symmetry last week. We also completed the required additional nailing of posts at both Clubhouse and boat launch area using two 60d, 6", galvanized spikes at each post to maintain uniform sag.

Pool report: Alan Arnesen. No change on security lights. Two motion-activated, LED security lights have been purchased for the pool area and will be installed in the next several weeks. Alan Arnesen and I met at the pool and tentatively located them Wednesday, 12OCT11. He will move forward with the installation when he returns from his WSF training on the east coast.

The security camera research continues. With the input from the board I hope to have a proposal for the December Board meeting including the requirements for the marina. We are looking into a magnetic latch for the pool gate like the one installed at the marina entrance. This would solve the alignment problems with the existing latch on the pool gate.

Reserve Study for DWK buildings and pool. The study, prepared by Michael Fleming of Association Reserves, has been received. It is posted on the website. While the acquisition of a Reserve Study is an HOA requirement beginning next year, there is no requirement to implement any of their recommendations. An HOA may decide to follow all, some or none of the recommendations. The document is under study.

\$2,500 Backyard Habitat Grant for removal of noxious weeds at 2 acre wetlands behind Clubhouse. Board to advise on whether or not to proceed with additional planting from a new firm to expend the remaining funds after the non-performance of the previous landscaper. The remaining Grant money is there if we choose to use it. DWK does not incur any cost whether or not we stop now or move ahead with additional planting, as long as the total expenditure does not exceed the \$2,500 grant limit.

GHAAC.

Jeff Shea of Kitsap County gave a presentation on speeding and safety in DWK and surrounding community areas.

APPENDIX C

Docks and Waterfront Committee Report: (Bill Buegel)

The committee met on November 3rd at Steve Lindberg's home. Six members were in attendance. The discussion included the Board's upcoming action on Mr Zetty's vessel. All in attendance agreed to the Board's decision.

We have new signs including two more "no wake" signs, a new Club sign identifying DKC marina as private property and providing the Harbor Master #. These will be mounted to the appropriate pilings soon. We also have an information board and dock map for the new Marina office.

The brochures are finished at no cost to the club. Unfortunately they included the marina policy that will be out of date and a disclaimer will be attached referring members to the office for the updated version. The next printing will include the updated policy.

Dave Perea is fabricating our new gate and hopes to have it installed soon. I've seen pictures and it looks good.

Winterizing will take place soon so if members want one more wash-down they should get'er done. The ramp water has been turned off.

As of Saturday Nov 5 the Marina office has been fully funded by donations and volunteer labor and on behalf of the board I would like to thank all that participated, I believe this structure is an excellent addition to our Marina and community.

Also as a safety suggestion, those of us who venture out alone may want to let Max know where they plan to be and when they plan to return. A grease board has been provided at the Marina office for those who wish to place this information for Max and others to see. This info could be extremely important in the event a member is overdue for whatever reason.

APPENDIX D:

Policies on First Reading; Will be voted on at the December Board Meeting.

BR04 – Member Voting Policies

THESE POLICIES REFER TO ALL VOTING BY MEMBERS EXCEPT FOR AMENDMENTS TO THE PROTECTIVE COVENANTS.

BR04.1 –Overview and General Policy: The Board will diligently follow the numerous provisions in the DKC governance documents regarding voting by members. The Board Secretary (or Board member designee) is responsible for the integrity of the voting process. The Board will provide the Secretary with detailed procedures for balloting by members. Member voting always takes place at the Annual meeting, but can occur at any time of the year with proper notification. Members will be given ample opportunity to provide input to the Board on ballot measures before the ballots are finalized and sent to members.

BR04.2 – Electing Write-In Candidates: As provided in the Bylaws, the ballot for electing Trustees shall include provisions for writing in the names of one or more members. When the vote tally results in the write-in being ranked so they are eligible for a position, the candidate must satisfy two conditions to be elected: (1) be a member in good standing; (2) verbally accept the position for which they qualify within 72 hours of being offered the position. If a negative response or no response after numerous attempts, then the position is offered to the write-in candidate with the next highest vote tally. If a positive response, the candidate will be sworn in with the other recently elected Trustees at the next business meeting. There is no minimum number of votes necessary to be elected.

BR04.3 – Measures Placed on the Ballot By Members: The Board, by vote at a business meeting, shall determine whether the requirements for member-initiated voting (Bylaw IV.2) have been met. The specific process and criteria for meeting these requirements shall include:

- a written petition with the specific ballot measure(s) included on each page of signatures
- a printed name and signature for each member signing the petition
- those signing the petition are members in good standing
- only one member of record signing the petition when there are multiple lot owners (as per the

Bylaw provision regarding the number of votes that may be cast). Signatures of additional members of the household signing the petition (e.g., spouses) will be ruled invalid. If the Board determines that a member-initiated ballot meets the requirements of Bylaw IV.2, the Board Secretary shall send out the proper meeting notice, as per the Bylaws. If the Board determines that the requirements of Bylaw IV.2 have not been met, they will communicate this fact to the entire membership. The Club will pay the expenses for member-initiated voting. The Board may include a separate position statement on the ballot measure.

BR04.4 – Board Secretary Running For Trustee Position: When the current Board Secretary is running for a Trustee position, another Board member will be appointed to coordinate and oversee the balloting process.

BR04.5 – Establishing That a Member is Not In Good Standing Eligibility to Vote Based On Member Status: The Board may change a member’s status to “Not In Good Standing” following the Bylaws and Board policy document “Enforcement of DKC Rules and Regulations” (BR08). A member not in good standing who attempts to vote will have that vote declared invalid. Also following Board policy, when a member has failed to pay their dues and assessments by August 1st, the Treasurer will declare the

member not in good standing. Establishing a payment plan, approved by the Treasurer, before this due date will maintain the member's good standing and will allow their vote to be counted.

BR04.6 – Valid Proxy Voting: A duly executed proxy (a requirement of the DKC Bylaws) is one that:

- uses the special proxy form provided by the Board Secretary
- includes the printed name and signature of the member in good standing who is authorizing the proxy vote (only one name per form)
- includes the printed name of the member in good standing who has been give the authority to cast the proxy vote (only one name per form)
- includes both the date of the proxy authorization and the ending date after which the proxy is no longer valid
- whereby the completed and signed proxy, along with the marked ballot, is inserted into the uniquely
- numbered return envelope included with the mailed ballot materials.

If a member has authorized a proxy vote, then later decides to vote in person or by mail, the previously authorized proxy vote will become null and void for that round of balloting.

BR04.7 – Voting Rights in Complex Lot Ownership Cases: The overriding principle dictated by the Bylaws is that the names(s) on the titles of property in Driftwood Key dictate Club Membership. The companion principle, stated in the Bylaws, is that: "No owner shall have more than one Membership, regardless of the number of lots owned." When there is multiple ownership of multiple lots, the above two principles translate to the following: If any given name exists on more than one title, there is a single membership for all lots whose titles contain that given name, regardless of how many other names are on the titles than the given name is listed.

Draft #16 prepared by the P&P Committee, last revised 11.09.11

BR05 - Balloting Procedures

THESE PROCEDURES REFER TO ALL VOTING BY MEMBERS EXCEPT FOR AMENDMENTS TO THE PROTECTIVE COVENANTS.

BR05.1 – Balloting Procedures Overview: There are several distinct phases of DKC balloting that must be followed diligently: finalizing the ballot text; preparing the ballot for mailing; mailing the ballot and processing the returned ballots; tallying the ballots and certifying the process; reporting the results; retention of voting records. All balloting procedures shall be consistent with the member approved governance documents and the Board approved voting policies.

BR05.2 – Finalizing Ballot Text: The Board Secretary (or other designated Board members) shall prepare the ballot to be voted upon. For ballots that propose amendments to the governance documents, the ballot shall contain a description of the exact section to be amended (e.g., Bylaw X.1), current document language, recommended new language, and a brief explanation for each recommended change. Strike through text is to be used where appropriate. The ballot may include an endorsement of the ballot measure(s) by the Board of Trustees.

The Board should finalize the ballot at least two weeks before the actual mailing. Ballot text and all supporting materials should be locked in no later than four days before the mailing to give adequate time for copying.

BR05.2 - Preparations For Mailing Ballots: At least two weeks in advance of mailing ballots, the Board Secretary will assure that all necessary supplies are in stock, including two envelopes per member (one larger #14 brown envelope for mailing the ballot packet and one smaller #10 white self-addressed return envelope).

The Secretary will prepare a Ballot Returns List that includes:

- the ballot title and date
- a listing of all members
- a unique identifying number assigned to each member
- a notation of Members-Not-in-Good-Standing as of the cutoff date established by the Trustees.

The unique identifying number will be stamped on the smaller, self-addressed return envelope (but not on the original mailing envelope nor on the ballot). This return envelope shall NOT include postage. Members-Not-in-Good-Standing who are ineligible to vote at the time the Returns List is prepared are still mailed a ballot in case they become Members-in-Good-Standing before the cutoff date. From the current list of all members, the Office staff will prepare address labels for the larger mailing envelopes. A tally sheet will be prepared for each counting station. The number of counting stations is dependent on the number of ballot measures.

A cover letter will be prepared and signed by the Board Secretary. The cover letter shall include:

- date of the balloting
- date, time and place of member meeting
- purpose of the meeting
- validating criteria for casting ballots including the final date to determine membership status
- summary of the four ways to cast a ballot including the final dates and times to return the ballot
- list of ballot enclosures.

Ballot enclosures shall be color coded. White should be used for the Secretary's cover letter and green for the ballots. Each type of enclosure should be one color. The cover letter and ballots should be printed single sided.

The Board Secretary appoints an Elections Committee for folding, stuffing and mailing of the ballot. This committee must be diligent in matching up the numbered return envelopes with the member addressed on the outer mailing envelope. The outer mailing envelope will be stamped with the word "Ballot" and the inner stamped with the member's unique identifying number. A sample of the complete ballot package will be taken to the post office to determine the correct postage. The correct postage will be printed on special postage stick-on labels using the appropriate computer application from USPS.com.

BR05.3 - Ballot Mailing Requirements: The ballots will be mailed in accordance with Bylaw IV.3:

- Meeting notice shall be sent no less than fifteen (15) or more than fifty (50) days prior to the date of the voting meeting.
- Meeting notice must be hand-delivered or sent by first-class United States mail to the mailing address designated by the member.
- Meeting notice must provide all materials required for Members in Good Standing to exercise their Voting Right including a ballot explanation and ballot.

BR05.4 – Preparing For Ballot Counting: All ballot envelopes returned by Members are date stamped

and kept in a locked cabinet in the Office until time for counting. The Board Secretary (or Board member designee) will add volunteers to the Elections Committee as needed to achieve three tellers per station. The number of counting stations will depend upon the complexity of the ballot. The Secretary should not be directly involved in tallying the ballots, but instead observe the whole process and arbitrate any issues that arise. This tally group will count the ballots during the week preceding the Member meeting established for the purpose of voting. In preparation for counting, the Board Secretary will verify that the following items are at hand: the numbered Ballot Returns List, the prepared tally sheets, some extra ballots (about ten or so for last minute replacements in case of lost ballots).

BR05.5 - Ballot Tally Process: The tally process proceeds as follows:

- check the unopened and numbered ballot envelopes against the numbered Ballot Returns List; do not open the envelopes at this point.
- pull the ballots arriving from Members-Not-in-Good-Standing keeping them separate.
- remove the folded ballots of Members-in-Good-Standing from the numbered envelopes and place them in piles of ten (the envelopes kept separate so the ballots cannot be identified with the numbered envelopes).
- give each station a pile of ten ballots to count with one teller unfolding the ballots and announcing the results. The other two tellers at each station, each having separate tally sheets, will mark the results simultaneously.
- after each pile of ten ballots has been tallied, the tellers will stop to verify that the count totals on each tally sheet are the same.
- ballots hand delivered by members at the start of the member meeting will be counted and added to the tallies.
- Elections Committee double-checks all envelopes for any unopened ballots.

During the tally process, the Board Secretary (or Board member designee) should decide ballot disqualifications for any one of the following reasons:

- ballot was not received by the date stated in the ballot instructions
- member submitting the ballot was not in good standing as defined in the Bylaws
- ballot was marked incorrectly (e.g., marked two votes for one Trustee)
- ballot was not received in the special numbered return envelope provided or the number was tampered with in some manner.

The Secretary (or Board member designee) will announce the ballot tally results at the member's meeting called for this purpose, stating that the results are unofficial until the process has been properly certified. The announced results shall include the total number of ballots mailed and received plus the number judged to be invalid.

BR05.6 - Certification of Balloting Process: The Board Secretary (or Board member designee) will determine whether or not the entire balloting process has been completed in accordance with requirements of the DKC governing documents and the Board policy and procedure documents. If the process has been completed properly, the Secretary (or Board member designee) will certify the voting by completing a specially designed ballot certification form(s). This signed certification form(s) will then be attached to the minutes of the meeting at which the vote occurred and a copy filed in the Club's voting archives. This certification process shall occur whether or not the measure being voted upon has passed or failed. If a Board member is listed on a Trustee election ballot (except as a write-

in), they must recuse themselves from the certification process and designate this responsibility to another Board member.

BR05.7 - Record Retention and Distribution: Copies of the following shall be kept in the Club archives indefinitely:

- Secretary's cover letter authorizing the member vote
- sample ballot(s)
- completed tally sheets for all ballots
- uniquely numbered Ballot Returns List
- completed and signed ballot certification form.

The following shall be kept in the Office files for one year: all returned ballots (valid and invalid). The numbered ballot return envelopes shall be destroyed after the vote has been formally certified and after double-checking them for unopened ballots.

The Club website and a subsequent issue of the *Keynotes* shall include a report of the results of the member balloting.

BR05.8 - Special Procedures For Election of Trustees: For Trustee elections, the ballot package should include biographical information for the nominated candidates. The election ballot will contain a provision for write-in candidates. The names of the newly elected Trustees are announced during the voting meeting without indicating how many votes each received. Only the completed certification form attached to the official meeting minutes will reflect the actual numbers of votes received by each nominee and each write-in candidate. If there is a tie after a recount when electing Trustees and when there is only one position left undecided, the election will generally be decided by a coin toss.

Draft #14 prepared by P&P Committee; last revised 10.17.11

BR07 - Board Communication Policies (2011 Revision)

BR07.1 – Overview and General Policy: Effective communication is essential to a healthy and successful homeowners association especially when it is as large and diverse as Driftwood Key Club. Effective communication does not just happen; it takes much considerable time and effort. It is also one of the most persistent problem areas with which each Board has most Boards have to deal. In this context, It is the explicit It policy of the Board to encourage Encouraging open, honest and timely communication between the Board of Trustees and members of the Driftwood Key Community is of the highest priority. All substantive matters dealt with by the Board should be totally transparent to any genuinely interested Club member. To achieve these goals, the following policy and procedural guidelines are important.

BR07.2 - Board Newsletter As Communication Tool: The Board newsletter (the *Keynotes*) is the primary vehicle of communication to the membership. It is Board policy to maximize the value of, interest in, and readability of the *Keynotes*. To assist in achieving this goal, the Board President shall, if possible, summarize in his or her monthly report important agenda items for upcoming Board meetings. The Board Secretary will arrange for the official minutes of Board business meetings to be published in the Board newsletter. Because there is a two month publishing lag time for the official minutes, the Board Secretary should publish a summary of the recent Board business meeting in the *Keynotes*.

BR07.2 – Priority Board Communication Tools: The Board newsletter, the Club's website, timely emails from the Office, Officer and committee reports at Board and member meetings, and one-to-one contacts are the priority communication tools of the Board.

BR07.3 - Application of Open Records Laws: Following RCW24.03.135 and RCW64.38.045 (section 2), "All records of the association, including the names and addresses of owners and other occupants of the lots, shall be available for examination by all owners, holders of mortgages on the lots, and their respective authorized agents on reasonable advance notice during normal working hours at the offices of the association or its managing agent." To facilitate these this State laws, copies of most Club documents the current membership list, various Club rules and regulations, and the Club's governing documents will be made available to members upon request. free of charge. [Note: unlisted phone numbers shall not be released to either members or non-members.] Copies of Board minutes, the Board Operating Manual Policy and Procedures Handbook and the Club's governing documents will be maintained by the Office staff in loose-leaf notebooks readily available for member perusal. to members. These notebooks shall not leave the Club Office, but single copies of a limited number of pages of Club documents will be made for members free of charge. [Note: (See Board the DKC Office Operations Policies document (CP07) for details on what documents are excluded and when members will be charged for copies.) of Club documents.] Club records excluded from this open records law include the following (there may be more): personnel records, records involving confidential attorney-client communications, other confidential agreements having privilege, minutes and notes of the Board in executive session. The Board member in charge of Office Operations will resolve questions and disputes about this policy.

BR07.4 - Incoming Written Communications: It is Board policy to encourage mostly Written communications to the Board (i.e., "put it in writing") are to be encouraged. The Board will encourage Members will be encouraged to put all compliments, complaints and suggestions into writing using the form provided by the Office. by providing a special form in the Office for this purpose. Incoming communications will be stamped with The Office Assistant staff will stamp the date received with one copy placed on all incoming correspondence and file one copy into the Office files. Copies of all incoming communications correspondence directed to the President/Board/Club will be given to all Board members in a timely manner. (before each monthly Board workshop meeting, if possible). Correspondence Communications directed to a specific Board officer or chair of a Board committee will be copied with one copy going to the Officer/Chair and one copy to the Board Secretary. The Board Secretary (or a specially appointed Correspondence Secretary) will log all incoming communications correspondence including when the communication correspondence was received, who has been designated is responsible to respond, when an appropriate response has been made, and whether copies of both the initial communication letter and subsequent the response have been archived in Office files.

The Board will review all letters received in the past month at the monthly workshop session and determine what course of action is required. After consulting with other Board members, a Trustee will respond to in an appropriate way to all incoming communications correspondence within thirty (30) days, if a response is deemed appropriate. The Board will not deal with unsigned or otherwise anonymous communications.

BR07.5 - Outgoing Communications Written Correspondence: Because of the limitations on of Office staff working hours, most outgoing communications correspondence should be will be written by Board members and committee chairs themselves. However, The Office Assistant staff will make Copies of all outgoing communications, authorized by the Board, Trustees the Board as a whole will be made available to Board members in a timely manner and archived in the Office. (usually written by the President), archive an office copy and make copies. Copies of outgoing correspondence

communications from the chairs of all standing or and *ad hoc* Committees will be kept by each chairperson and made available to the Board upon request.

BR07.6 - Board Authorized Communications: Communications to members by trustees and committee chairpersons present possibilities of confusion as to whether they are authorized by the Board and present the possibility of liability to the Club. The following specific policy statements are designed to avoid these problems. The Board has resolved to develop a communication policy to avoid this.

Trustee communications representing Driftwood Key Club's position shall:

1. Be authorized by the Board. Authorization requires 24 hours notice of the draft communication to all trustees and issuance only on condition that there are no more than three trustee objections to the communication made to the author.
2. Be on Driftwood Key letterhead if written.
3. Be signed as "Trustee" or Board "Officer"
4. Be copied to all trustees and the Driftwood Key Club office

Routine communications from the Treasurer regarding member dues and assessments in accordance with Board policy are authorized without the above notice requirement in #1.

Non-trustee committee chairperson communications reflecting Driftwood Key Club's position shall be authorized by the Board in accordance with 1, 2 and 4 above and signed as committee chair followed by "authorized by the Driftwood Key Club Board of Trustees."

BR07.7 - Communications Not Authorized by the Board: Communications by trustees that do not represent the Driftwood Key Club's position shall be signed by the Officer/Trustee as "Driftwood Key Club Member." All such communications shall be furnished to the Driftwood Key Club office upon request. Non-trustee committee chairperson communications not authorized by the Board may be signed as committee chair. The trustee or committee chair have the committee chair has the option of adding a phrase stating that the communication is not authorized by the Driftwood Key Club Board of Trustees.

BR07.6 - Electronic Email Communications With Members: Individual Board members receiving or sending electronic ("email") correspondence to members, dealing with substantive matters relevant to the Driftwood Key Club, will use their judgment as to when the above policies for dealing with written correspondence will apply to electronic correspondence.

BR07.8 – Intra-Board Member Email Communications: It will be assumed that all Board members have the capacity for email communication and that this form of communication will play a central role in Board operations. Trustees should advise fellow Board members if they will be unavailable for email communications for more than a few days. If you are going to be away for more than a week or so, of this fact. Email communications between board members are to be considered advisory in nature and are NOT to be considered as giving approval or consensus to any issue. A non-reply to an e-mail message is NOT to be construed to mean acceptance. Approval of any action or business matter of the Board and passage of any business is to be done exclusively at the board business meetings. The following etiquette is to be following when sending emails to Board members: (a) The message is to be sent to every each board member; (b) messages should be concise and to the point; (c) attachments should be kept to a minimum and sent in simple text format.

BR07.8 - For the Good of The Order Communications: Club members should be encouraged to participate after a Board meeting has been adjourned in the "For the Good of The Order" session on any matter they wish. Those choosing to participate at this time should not expect the Board to react, discuss, debate, resolve or vote on concerns presented. However, it is appropriate for the Board to ask

questions of clarification of the presenter. The Board will generally react to such presentations, if action is requested by either the presenter or a Board member, at the next monthly Board workshop. BR07.9 - Discouraged Forms of Communication: The Board believes the following types of communication are unethical and should be discouraged whenever possible: blatantly false information, distortions and half-truths, withholding important information, damaging rumors, and attempting to overwhelm with copious detail. Because damaging rumors these kinds of communications can become can be a serious problem in a community like ours, the Board will aggressively attempt to trace down and correct such communications rumors when possible. The Board will discourage written communications by Trustees and committee chairs that have a reasonable potential to be used against the Club in legal or harassing type actions.

Original approved by the Board of Trustees, October 2005

BR07.6 and BR07.7 approved by the Board, September 2011

Draft #3 revisions prepared by the P&P Committee, last revised 10.17.11

APPENDIX E

Lot Clearing Committee Report: (Constance Borgomainerio)

- It was decided to postpone the mediation between the Miller – Evans view issue until the Board has a chance to review the recently sent document from the County, which addresses “wetland trimming”
- The Miller, Lockwood, Lara view issue is still pending while awaiting to hear from the new owners of the Lara property
- The Hento – Erickson letters offering mediation have been sent out this week

APPENDIX F

Public Safety Committee Report: (Constance Borgomainerio)

- Received crime statistics for Hansville for the month of October from the Sheriff's department. Will post in December Keynotes
- Emergency Preparedness committee held its first informational meeting for DK members on November 1 here at the Clubhouse. 15 volunteers attended and was lead by Ginny Bell. There will be teams of "Block Coordinators canvassing their neighborhoods to gather as well as handout vital information. Ginny is going to put a notice in December Keynotes to alert residences of the canvassing.

APPENDIX G

CP01 – Marina and Harbor Operating Policies

CP01.1 – Objectives: The Marina shall be operated and managed by the Club for the benefit of and in the best interest of the Club membership and in a way that preserves the asset for its intended use. Leased marina slips, launching ramp slips and the launch ramp shall be for DKC member use only except as otherwise provided herein.

CP01.2 – Scope: The scope of this document includes leased marina slips, temporary moorage docks, launching ramp area, boat trailer parking, the harbor basin, entrance channel, private docks, and private marinas (as pertinent to the management of the harbor basin).

CP01.3 – Roles & Responsibilities: The Board oversees all aspects of Marina operation. Substantial changes in Marina and Harbor operation shall be approved by the Board. The Board shall appoint a Trustee as Docks and Waterfront Chair. The Docks and Waterfront Chair is responsible for forming a Docks committee that will advise the Board regarding the maintenance and improvement of existing Marina and Harbor facilities. The Harbor Master, under the supervision of the Docks and Waterfront Chair, is responsible for the day-to-day operation of the Marina. (See the “Docks and Waterfront Chair Responsibilities” and “Harbor Master Responsibilities” policy documents for more information.)

Club Office personnel handle the administrative duties of the marina including marina slip leases, waiting lists, private dock leases and guest moorage registrations.

The Club Treasurer is responsible for all Marina finances including payment of marina expenses and making financial reports to the Board.

CP01.4 - Marina Financing: The marina shall be a financially self-sustaining amenity for the use of the membership of the Driftwood Key Club. See the “Marina Finance” policy document for more information.

CP01.5 - Marina Slip Eligibility: Leased moorage is available to all DKC members in good standing on a first come, first serve basis. A waiting list for each slip length shall be maintained by the Club office. See the “Marina Slip Waiting List” policy document for more information. The following conditions apply to all Marina Slip leases (new or renewals):

- A signed slip lease shall be submitted to the Driftwood Key Club.
 - If the lessee has a boat when the lease, whether new or renewal, is signed, then at that time:
 - Proof of ownership and current state registration is required.
 - Proof of liability insurance is required.
 - The boat registration documenting the length must be submitted.
 - If lessee does not have a boat at the time of signing, he or she has 90 days to either obtain a boat or provide a purchase order for a boat. An extension of time may be granted by the Board.

- If a member sells his/her boat, the member must purchase or have a verifiable purchase order for another boat within 90 days. An extension of time may be granted by the Board.
- Leases are non-transferable under any circumstances.
- Renters are not eligible for slip leases under any circumstances.
- If the lessee acquires a new boat and intends to keep it in the leased slip, they must notify the office and submit the new registration documents within 30 days
- Sub-lease of slips is forbidden under all circumstances
- The lessee may permit guests to use their slip for a period not to exceed two (2) weeks per annum, provided the guest's boat is registered with the Harbor Master together with the time of such use.

CP01.6 - Types of Marina Lease Agreements: There are four different kinds of slip lease agreements:

- BOAT DOCK LEASE - for all new leases
- BOAT DOCK LEASE RENEWAL AGREEMENT - for annual slip lease renewals
- TEMPORARY BOAT DOCK LEASE - for lease of a second slip
- PRIVATE DOCK LICENSES AND AGREEMENT - for leasing Club owned tideland for private docks

All leases are for DKC members only. TEMPORARY BOAT DOCK LEASES for a second boat are available at the same price as the primary lease, as long as space is available. If a waiting list develops for these slips, the lessee shall relinquish the second slip.

CP01.7 - Restrictions on Marina Usage: The Marina is private property and as such shall not be open to non-members or their vessels, except as provided herein for guests of members or in times of distress as prescribed by Maritime Law. The owner of a distressed boat shall contact the Harbor Master for an expeditious removal of the boat. The Marina is not available for commercial enterprises (e.g., commercial fishing; selling fish; charter boats; boat sales). Floatplanes and boats over 40 feet, registered or documented length, are not allowed moorage. No personal watercraft ("Jet Skis") are allowed moorage.

CP01.8 - Disseminating Marina Policies and Rules: Copies of all rules and policies governing usage of the Marina shall be made readily available to DKC members. Copies will be included with slip leases and renewals. The "Rules For Harbor and Marina Facilities Use" will be posted in conspicuous places at all Marina facilities, and given to guests of members at time of registration.

Slips lessees shall indicate their agreement to abide by the "Rules For Harbor and Marina Facilities Use" when they sign any "Boat Dock Lease" documents.

CP01.9 - Temporary Moorage and the 72 Hour Rule: Temporary moorage for member use, for member guest use and for emergency use by non-members will be maintained under the following conditions:

- Only one guest boat per DKC member is allowed in temporary moorage.
- A three consecutive day (72 continuous hours) limit will be placed on all temporary moorage.

- 72 hours must pass before a member is eligible for a new 72-hour temporary moorage period.
- Violation of the 72 hour limit may result in a \$50 per day charge.
- Guests of members must register, display a guest sticker and pay a per/day fee (the amount determined by the Board).

CP01.10 - Marina Slip Pricing: *The annual price for marina slips is determined by the current and future needs of the Marina. Leases are paid in advance for a full year based on Driftwood Key Club's fiscal year (July 1st to June 30th). Annual lease rates are based on four slip lengths (20' - 30' - 35' - 40') plus any overage. Overages beyond the designated slip length will be charged on a per foot basis. Overages are determined by the total length of the boat in normal moorage configuration including all accessories and attachments (e.g., swim steps, outboards in the up position, outdrives, bow or stern pulpits, anchors and anchor rollers, bow sprits). In no case shall the registered or documented length of the boat be longer than the designated length of the slip. Any moorage subject to a lease in effect as of July 31, 2011, that reports a documented boat length in conflict with the marina rules, may retain moorage subject to said lease until such time as the lease is terminated.*

CP01.11 - Partial Year Slip Leases: Slip leases are prorated by monthly amount after July 1st. Termination of a slip lease in mid-term will result in a refund, if the slip can be promptly leased to a new lessee. Refunds will be calculated starting the first month after termination.

CP01.12 - Private Docks/Club Tidelands: Most of the private docks in the Driftwood Key harbor are built partially on tidelands owned by the individual property owners and partially on Club owned tidelands. Owners of private docks are granted a perpetual license for use of Club owned tidelands and charged a fee every five years only to cover administrative costs (3% of applicable Club expenses) plus a share of the Club insurance and property taxes. A private dock cost sharing report has been established to determine the actual amounts of shared expenses. New leases are prorated so that all leases are renewed at the same time. Private dock owners must adhere to the same Harbor and Marina Facilities Rules adopted by the Board for the Marina. The Architectural Control Committee, following the ACC Rules and Regulations for "Docks and Bulkheads," must approve any changes to or new construction of private docks or other structures in the harbor basin

CP01.13 – Boat Maintenance and Registration: Moorage is intended for members' boats that are currently registered, maintained in safe, operable condition, and periodically used. The DKC marina is not a boat storage facility. The following criteria must be met:

- A moorage holder's boat must occupy the assigned moorage space at least 2 months of the year.
- "Currently registered" means that it has a current state decal which is properly displayed
- "Safe" means equipped and maintained so as to not represent an undue risk to marina infrastructure and adjacent boats. Display of a current US Coast Guard Auxiliary "Vessel Safety Check" sticker is encouraged and will be accepted as conformance with this requirement.

- “Operable” means capable of entering and leaving the marina under individual effort, sail or power without outside assistance and shall be demonstrated at the Harbormaster’s request. If inoperable, the member shall demonstrate operability within 45 days.

CP01.14 – Boat Trailer Parking and Registration: All DKC member boats and trailers shall display a DKC sticker. Guests of members must display a temporary sticker on their trailer. There shall be no overnight parking in the launching ramp area, dusk to dawn.

CP01.15 – Trailer/Boat Storage: The Club will no longer provide members with a trailer/boat storage facility. The trailer/boat storage adjacent to the marina parking area managed by the Club will be discontinued effective July 1, 2012.

CP01.16 - Violations of Harbor Rules and Marina Operating Policies: Willful violation of Harbor Rules and these Marina Operating policies may result in a loss of Marina privileges, upon approval of the Board.

Approved by the Board of Trustees, July 2011

CP01.15 approved September 2011

CP01.10 modified November 2011

APPENDIX H

Office Operations Report (Dietmar Hell)

- We've finally cleaned up the rats nest of wiring and did a little re-arranging. We now have a much neater look.
- Next on the list is to get cloud-based backup. Using Mozy.com, per the motion made last month, will cost us more than other options. There are at least two that we are going to download and evaluate given that they all have a free evaluation period. This will be implemented by either tomorrow or early next week as time permits.
- Move that the motion to use Mozy as our backup software be rescinded as an un-necessary motion and allow the Treasurer and office manager to select the most feasible and suitable option.
- To open up the back room and make it more usable, we intend to: 1. Move some file cabinets to upstairs in the Clubhouse and 2. Sell the large safe in favor of using the smaller safe – this will be mounted on a steel stand over the top of the refrigerator and the entire assembly will be bolted in place.
- We are starting to archive documents electronically in Adobe pdf format. This would encompass all those documents which we would normally file in the back room file cabinets. During the transition, we would archive both the hardcopy and the electronic file until we have a fully functional and searchable file archive working. After that, we would file all business documents electronically.
- Eventually, we intend to transition from storing the files on the computer to storing them on a server or Network Attached Storage device (NAS). Either one would be remotely accessible, so the board could do research on-line from home and offer failed drive replacement without losing and data. We need to find the most useful and cost-effective option so some research is in order.
- After working on Saturday while doing the wiring, it became obvious that the overhead florescent lights need to be replaced. The transformers are making a lot of noise. We also need overhead task lighting at the desk. I believe for a few hundred dollars we can achieve better lighting and ask the Building and Grounds Chair for assistance with this.

APPENDIX I: Approved Policies

BR02 - Conducting Meetings

BR02.1 - Overview and General Policy: The Trustees are responsible for conducting meetings in accordance with the Driftwood Key Club Bylaws, Robert's Rules of Order, policy documents approved by the Board and State laws governing non-profit corporations and homeowners' associations.

BR02.2 - Determining the Presiding Officer Sequence: Following *Robert's Rules*, all Board and member meetings shall be presided over by the president or vice-president (if the president is absent or must step down or the office is vacant). If neither of these two officers is present, the Secretary will preside over the meeting. The arrival of the president or vice president terminates this *pro tem* position and the officer present conducts the meeting from that point on.

BR02.3 - Meeting Agendas: The presiding officer shall prepare a written agenda for all regular meetings of the Board and of the members with some extra copies for expected attendees. Draft agendas shall be emailed to the Trustees, posted in advance of the meeting on the Club's website and emailed to those member's receiving emailed communications from the Club. Regarding Board and member business meetings, the Presiding officer shall address only those items included on the agenda, unless it is voted at the beginning of the meeting to include other matters. Any new business raised at the meeting but not on the original or modified agenda shall be tabled for future consideration. Following *Robert's Rules*, the agenda of business meetings shall contain reports from all officers, and from committees established in the Bylaws. Business meeting agendas shall contain a "For Good of the Order" item for member comments sometime during the meeting.

BR02.4 - Starting Sequence/Preliminaries For Business Meetings: Five meeting preliminaries are important before conducting the main business of the meeting:

- attendees recite the Pledge of Allegiance
- approval of the agenda (or a motion to modify the agenda)
- determine whether a quorum of Board members is present for conducting Board business and whether any proxies will be voted
- presiding officer shall determine that the meeting is being properly recorded both electronically and by written summary (in case electronics fail)
- presiding officer communicates to all present the guidelines by which non-Board members may participate.

BR02.5 - Motions Up For Vote: Substantive motions shall be in writing with a copy provided to the meeting secretary. When a substantive motion has been made and seconded, a Board member shall

present a brief summary of the issue before the assembly. Comments on the motion shall be addressed to the Chair, not to individual Board members. The audience may participate in said discussions only if invited by the meeting chair.

BR02.6 - Board Member Statements for Record: A Board member may request that a statement be read into the record and that request shall be granted only by a majority approval vote of the Board.

BR02.7 - Open and Closed Meetings: Washington State Law (RCW 64.38.035, Section(2) requires that all meetings of the Club (both Board and member meetings) be open to all members with the following exceptions: "discussion of personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association, and matters involving the possible liability of an owner to the association." If a situation arises necessitating a closed "executive" session for these reasons, the Board will follow the RCW rules regarding closed meetings (paraphrased as follows):

1. The Board must in open session make a formal motion and vote to have a closed meeting; this motion must state the specific purpose of the meeting.
2. The closed meeting is limited to discussion of the topic(s) stated in the motion.
3. If an action is agreed upon in a closed session, it cannot be implemented until the Board considers the action in the form of a motion in an open public business meeting, either when the Board reconvenes back into an open session of the current meeting or at a future meeting.

As a courtesy to members, the motion to go into executive session shall state how long the session shall last. If the business at hand needs more time, the Board shall, in open session, consider a new motion to go back into executive session. If the Board is not in temporary recess from a regular Board business meeting at the time of the closed session, a minimum of one-day notice must be given to hold a special Board business meeting (following the Bylaws) to consider a vote to go into a closed executive session. The Board cannot consider a motion to go into executive session during a Board workshop meeting. Non-Board members may attend a closed executive session by invitation only.

BR02.8 – Notice of Special Board Business Meetings: The following methods should be used to announce open and closed *special* meetings of the Board: posting at the Club's office and website and an email to members. If the special meeting is to include a closed executive session, the notice shall include the topics to be discussed at that meeting.

BR02.9 - Annual Meeting of Members: State law and Club Bylaws require the Club to hold a meeting of the full membership at least once a year. The primary purposes of this meeting are to:

- hear summary reports of the year's activities
- receive a report on the financial condition of the Club (including a report on the annual audit)

- announce the results of the election of Trustees and any ballot measures
- provide a platform for hearing member concerns, questions and compliments.

The above items are classified as “Old Business.” New business can be conducted, if a quorum of the membership is present and if the item of business is listed on the agenda. As per Board policy, formal minutes of this meeting shall be taken and approved at the next business meeting of the Board.

BR02.10 - Special Meetings of Members: Special meetings of the association may be called by the President, a majority of the Board, or by members having ten percent of the votes in the association (RCW 64.38.035; DKC Bylaws).

BR02.11 - Inappropriate Meeting Content: The Presiding officer shall deny the floor to anyone who attempts to support a specific political candidate, political party or political/ social cause or issue. The same policy applies to anyone supporting a specific religion or religious/spiritual belief or cause. (Exception: meeting announcements dealing with political/ social/ religious topics shall be allowed during the member comment period.) Finally, no commercial activities shall be promoted during any meeting of the Club or Board.

BR02.12 - Member Participation At Business Meetings: Only members in good standing may comment at business meetings. Following *Robert’s Rules*, Club members who are not on the Board, should be asked to refrain from participating during the business part of Board meetings, unless such participation is requested by the chair. Instead, members should be encouraged to communicate their concerns either to the appropriate Board member or committee chair or during the “For Good of the Order” portion of the meeting. The Board is not required to react, discuss, debate, resolve or vote on the member comments and concerns. Asking questions of clarification are to be encouraged. Member concerns will be placed on the agenda of the next Board workshop, as appropriate, to which the presenter/writer is invited to attend. Members will be encouraged to present their concerns to the Board in writing. Any member unwilling to follow this meeting format shall be asked to leave.

BR02.13 - Meetings Open to the Public: All DKC meetings (including meetings of the Board, member meetings and committee meetings) are open to the general public (non-members) with exceptions approved by the Board. Board approved policies and rules shall address when non-members are allowed to participate in DKC meetings as well as when they might be asked to leave.

BR02.14 - Participation By Non-Club Members: Non-Club members may participate in Board meetings only at the invitation of the meeting chair. Non-invited, non-members (including immediate family of members and renters) should not participate in Board or member meetings in any way.

Approved by the Board of Trustees, November 2011

BR13 - Managing and Distributing Policy and Procedure Documents

BR13.1 – Distribution of Policies Up For Review: Policy and procedure (“P&P”) documents on the table for review or revision will be sent in PDF format to the following: Trustees, P&P committee, DKC Office and the DKC SkyDrive. MS Word formatted documents will be sent to Trustees and P&P committee members upon request.

BR13.2 – Approved Policies to Board Secretary: Newly approved P&P documents will be sent to the Board Secretary in MS Word format for distribution as follows:

- attaching to the Board meeting minutes
- uploading to the Club’s website.

BR13.3 – Approved Policies to SkyDrive: The P&P Chair will maintain all Board approved policy documents on the Board’s SkyDrive (in PDF format). The Office shall have access to Board approved policies on the SkyDrive. The SkyDrive index will be updated when recently approved policies are added.

BR13.4 – Maintaining Complete *Board Handbooks* For Reference: The P&P Chair and the DKC Office will maintain up-to-date and complete *Board Handbooks*. The complete *Board Handbook* includes both Board approved and P&P committee draft policy documents. On a regular basis the P&P Chair will send to the Office electronic copies of recently approved policy documents and updated draft documents (all in MS Word format). In September each year the P&P Chair will provide an updated Table of Contents of the complete *Board Handbook* to all Board members, to P&P committee members and to the Office.

BR13.5 – Hard Copies of the *Board Handbook*: Periodically, upon direction of the Board, the Office will print hard copies of a new edition of the complete *Board Handbook* and make them available in three-ring binders to all Board members and P&P committee members. DKC members may request paper copies from the Office of any Board approved policy document. Draft documents will not be made available to DKC members without permission from the Trustee in charge of Office Operations (Office Operations policies CP07).

BR13.6 – Maintaining Backup Copies: Complete and up-to-date electronic versions of the *Board Handbook* will be available from at least two sources: DKC Office and P&P committee chair. In addition, the Office and P&P chair shall regularly backup all *Board Handbook* related documents on their respective computers. When a new P&P chair is appointed, the previous chair will provide the Office and the new chair with an electronic copy of all *Board Handbook* related documents and reference notes.

BR13.7 – Archiving Replaced Policies: When the Office receives newly approved P&P documents, an electronic PDF copy of the replaced document shall be archived in the Club’s computer. When the Office prints a new version of the complete *Handbook*, the replaced version should be kept in the Office files. Both the replaced electronic documents and the printed *Handbooks* should be kept as long as is dictated by the Office archiving schedule.

BR13.8 – Keeping Members Apprised of Newly Approved Policies: A synopsis of newly approved policy documents and, when appropriate, excerpts of the most important paragraphs of these documents should be included in the P&P chair’s *Keynotes* report with a note that the full policy is available both on the Club’s website and in the Office.

Approved by the Board of Trustees, November 2011