

Minutes

Driftwood Key Board of Trustees' Meeting
September 8, 2011

The meeting was called to order at 7:00 p.m. by President Larry Schwerin.

Attendance:

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

The following trustees were absent: Buegel, Remington

Proxy: A proxy was given to Mary Bryant by Bill Buegel.

The agenda was adopted with the following additions:

Pool dates
Boat Moorage
Communications Policy

Hell moved approval of the minutes of the August 11, 2011 Board of Trustees' meeting. 2nd; Passed. 7 yeas (including proxy), 1 abstention

President Schwerin administered the oath of office to Arnesen and Borgomainerio.

Hell moved that the current officers be re-elected to their current offices. 2nd; Passed unanimously.

Officer Reports

President: Schwerin reported on the outcome of the Feola litigation including the award of sanctions on 9/2/11. The insurance claim is still pending.

Secretary: The election was certified and all information is on file in the office.

Treasurer: Hell provided the treasurer's report. **(The full report is appended to the official minutes in the office as Appendix A)** There are 53 accounts 60 days delinquent and 6 liens (over 150 days delinquent).

Hell moved that a \$30 fee be charged each time a delinquent letter is sent to a member (30 days, 60, days, 90 days and 120 days). 2nd.

Brooke offered an amendment to forgive the fee on the 30 day letter if the member contacts the office to arrange payments. 2nd; Passed unanimously.

The motion passed as amended with a unanimous vote.

Hell reported that the DKC office will be closed on 9/23 and 9/26 and 10/21 while Michelle McDougall is out of town.

Primus locks require that specific individuals be authorized to approve the duplication of office keys. The following trustees/staff will be so authorized:

Schwerin
Bryant
Hell
McDougall

Hell reported that the commercial dredging loan could be retired with funds from the dredging fund and the club contingency savings account.

Goldingay moved that the commercial harbor dredging loan be paid off from the accounts identified by the treasurer in the report. 2nd; Passed unanimously.

Questions/Discussion:

Brooke asked the treasurer the following questions:

- Is there documentation that shows the transfers made to correct errors found by the auditor—from what account/to what account? Yes, this information is available.
- Why is the balance on hand not reflected in the Keynotes?
- There have been changes made to the financial statements. Why are there so many changes being made?

Hell suggested Brooke submit her questions in writing prior to the meeting and he will provide specific and detailed answer to each.

Committee Reports:

Building & Grounds—in John Remington's absence the secretary read his report. The Building and Grounds report is attached to these minutes at **APPENDIX B**.

Pool—The pool report is attached to these minutes at **APPENDIX C**. Arnesen pointed out that the longer pool operations this year were a surprise to the caretaker and the committee. The schedule published in the Keynotes in June was in error due to incorrect information provided to the Keynotes editor. The minutes of the May Trustees meeting established that the pool would close to daily use after 9/5/11 and would open weekends only on 9/10-9/11 and 9/17-9/18.

Hell moved that the pool be closed to daily use after 9/11/11 and then re-open for use 9/17-18/11 in compliance with the hours established by the minutes of the May Trustees meeting. 2nd; Passed unanimously.

Brooke thanked Arnesen for his work on the pool.

Architectural Control—no report

Docks & Waterfront—in Bill Buegel's absence the secretary read his report. The Docks and Waterfront report is attached to these minutes as **APPENDIX D**.

The reason for the use of a sign in at the launch ramp was questioned.

Policies & Procedures—No report

Events—Mary Bryant reported that the accounting for the Music By the Bay event has been completed and a profit of over \$350 was realized for this event. These funds will be available for similar events in the future.

Lot Clearing—Schwerin reported that a medication has been scheduled for Monday, September 12, 2011 to address a complaint.

Old Business

Committee structure and assignments

Lot Clearance and View Obstruction—Hell moved that Constance Borgomainerio be appointed chair/liaison. 2nd; Passed unanimously.

Questions/Discussions:

- Where does DKC's responsibility stop and county laws/regulations take over?
- DWK will focus on facilitating owner to owner resolution to problems. The governing documents do not expect DWK to be a party to view obstruction litigation.
- Goldingay stressed that the covenants need to be strengthened to address view obstruction.

Trustee Communication Policy

Goldingay moved that the trustee communication policy be adopted as presented. 2nd; Passed 7 yeas (including 1 proxy) and 1 abstention (Borgomainerio)

Pool security—Motion sensor security lights have been purchased; a letter to be sent to pool users regarding inappropriate behavior was approved by the board of trustees at the August 2011 meeting. The pool community needs to report back with a cost estimate for security cameras at the pool.

New Business

Stormwater Implementation committee—Arnesen moved that this committee be formed with the purpose and membership identified in **APPENDIX E** to work with the county on the planning of the stormwater retention facility on lot 54. 2nd; Passed unanimously.

Community Enrichment Activities—This label has been identified to define activities that are open to DKC members and enrich the lives of the members in the community. These may include dance and exercise classes and will be brought to the board for approval. Upon approval by the board, the clubhouse will be made available at no cost to participants.

Sunday Clubhouse Policy—It has come to the attention of the board that the clubhouse has been used for private parties on Sunday with no sign up by the users. In some cases the clubhouse has not been cleaned after such events. There must be some control of facility use for maintenance and risk management issues. A specific proposal will be brought to the board in October to address this.

Safety committee—Borgomainerio moved that the safety committee be reactivated. 2nd; Passed unanimously. This committee will include three subcommittees including Crime Prevention, Disaster Preparedness and Medical Emergency. Borgomainerio was asked to bring a purpose and charter for this committee to the October 2011 Trustees meeting.

Lease of storage shed—The NKPSA group approached the board to ask if they could lease the small storage shed behind the pool house for storage of grills and ice chests needed for their monthly meeting. They offered to pay for this lease. Borgomainerio moved that NKPSA be allowed to lease the small storage shed for storage

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of their grills and ice chests at a cost of \$300 per year. 2nd. The motion was amended by Goldingay to allow NKPSA to use the shed at no cost in exchange for the use of the equipment for DKC approved events with prior notice to NKPSA. 2nd; Passed unanimously.

Phase out/ redesignation of boat/trailer storage—Goldingay moved that the trailer/boat storage adjacent to the marina parking area be discontinued effective July 1, 2012. 2nd; Passed 7 yeas (including 1 proxy) and 1 nay (Brooke).

Chair replacement—Remington is looking at options to replace clubhouse chairs. He has ordered several chairs from 1 company and will investigate other options. It was suggested that Remington contact Richard Thomas about possible guidance in proceeding with this effort.

Boat Moorage policy—a boat has been moored illegally on club owned bottomlands in the bay. Bryant moved that a letter be sent to offending member after confirming regulations/legality. 2nd; Passed unanimously.

Hell moved that the meeting adjourn. 2nd; Passed unanimously.

The meeting was adjourned at 9:05 p.m.

Good of the Order

Mary E. Bryant, Secretary

Date

Larry Schwerin, President

Date

Buildings and Grounds/Pool.

Mountain display. A huge thanks to Don Richens, a new Building and Grounds Committee member, for constructing the mountain sign display structure, which is now complete. Other volunteers will form, pour and finish the concrete slab beneath the display in the next few days.

Kitsap Fire Dept. Knox Box. All necessary key copies have now been obtained and the Knox box will be installed the week of 12~16SEP.

Once installed the Fire Department will be notified and will come and put all of the keys inside, key the Box to their own specifications and lock it up. Only the Fire Department can access the Box, which will contain keys and a mag card for all areas.

Glass replacement at pool area. The glass panels replacing the wood lattice panels at the NW corner of the pool apron have now been installed and the broken window in the men's shower room has been replaced.

Broken window at Library. A quote has been received to replace the double-glazed, east-facing window in the Clubhouse library, which was recently broken out. The work will be completed as soon as the new window can be ordered and installation scheduled.

New vacuum cleaner for the Clubhouse. Purchased and in use.

Playground fence. Additional delay with materials arrival. Post holes will be augured and construction started once they arrive on site.

Clubhouse parking lot mods and removal of four trees at boat launch. Gravel now in place in both areas and both projects completed.

Decorative rope at Clubhouse. Still needs some work at the Clubhouse entry to provide proper symmetry. Additional nailing required in a few places to maintain uniform sag between posts but project basically complete, including matching installation at the boat launch area.

Pool report. Two motion-activated, LED security lights have been purchased for the pool area and will be installed in the next several weeks.

Reserve Study for DWK buildings and pool. Michael Fleming of Association Reserves, the firm engaged to produce the reserve study, made his initial site visit on Friday, 2SEP11. He toured all areas and took measurements and photos of all facilities. The study is scheduled for completion in approximately 8 weeks, on or before 27OCT11.

\$2,500 Backyard Habitat Grant for removal of noxious weeds at 2 acre wetlands behind Clubhouse. The Landscaping Contractor was called and revisited the site on Tuesday, 6SEP11 to remove a few blackberries he missed while performing his scheduled summer maintenance

Reimbursement from the County for the initial \$800 noxious weed removal and the \$330 summer maintenance must wait until the entire Contract has been executed, which will probably be the end of the year. We will then receive reimbursement from the County for the entire amount paid to the Landscape Contractor; which, after installation of the new planting will be a few dollars shy of \$2,500.

APPENDIX C: Pool Report

We have about completed our pool season for 2011. There is one problem; the keynotes and website indicate the pool will be open for the next two weeks. The board minutes and personnel were planning on only the next two weekends. In the past the pool has closed after Labor Day, the board added the two followings weekends in May which I believe is a good idea.

The pool has run well this year with the additional equipment, the Chlorine and Ph levels have been maintained at ideal levels. The sun has not blessed us until recently with its warming rays so our fuel consumption will be higher than in years passed. As I understand it the Treasurer has purchased our required fuel at a bulk rate so our budget should not be substantially affected. The county has been contacted and informed that the entry gate will be replaced before the pool opens next year.

After the pool closes on the 11th the pool committee will be cleaning and storing the furniture for winter and installing the winter cover on the pool. Two motion activated lights have been purchased for the pool area and will be installed to increase security at night when the pool is closed.

APPENDIX D: Docks and Waterfront Report

There was no committee meeting this month due to numerous vacations and activities. I anticipate a meeting the third week of September to identify any maintenance necessary this winter prior to next season.

The gate: Viking Fence guaranteed to begin the repairs on Tuesday of next week. I'm sorry for any inconvenience this issue caused anyone but the gate basically beat it's self to death and Max and myself did everything we could to keep in operational. Fortunately the striker mechanism installed by John Ward lasted almost to the end.

The HM office: the roof framing and roof will be completed by next Wednesday as will the rest of the building framing, window and door installation. I will then ask for volunteers for siding, trim and painting.

Pamphlet: Bob Bock has almost completed the final product he just needs a better picture of Max, "I don't know if there is such a thing". The final project will be presented to the board with a cost figure in October.

We also are going to implement a sign-in card at the ramp as an experiment to help identify ramp users, the info will include name address and phone number. Max thought it may help and think it's worth a try.

I will post Max's number in the Keynotes but I would like to include it on the back page after the officers and office help numbers and perhaps the web site.

I would like to thank Max for all the work he's done this past few weeks his presence has been invaluable.

APPENDIX E: Stormwater Implementation Committee

Purpose: Collaborate with Kitsap County to implement the Club approved stormwater swale easement on Lot 54 in the best interests of the Driftwood Key Club community and recommend to the Board a final plan for approval.

Chair: Alan Arneson, Trustee

Members: John Remington, Trustee
Tom Lee, Community
Riley Quayle, Community
Don Williams, Community
Ron Mathieson, Community
Jim McMahon, Community