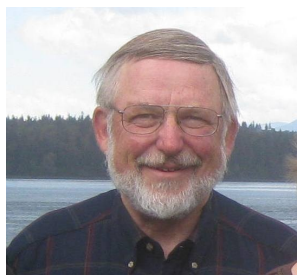


# KEYNOTES

# December, 2011

Volume 212 Number 11



## PRESIDENT'S MESSAGE

*by Larry Schwerin*

The new chairs for the Clubhouse meetings have arrived!

The Board will address disposal of the old chairs in the next business meeting.

November marked the official opening of the Harbormaster office in conjunction with a mini-fishing derby. We invite you to visit this new community amenity. We thank the many contributors and volunteers who made this addition possible.

The Club removed the vessel that was moored to its bottomlands in violation of Club rules. Absent arrangements being made for removal of the vessel from the Bay and payment of the moving expenses within 30 days, it will be moved to another site and offered for sale 90 days thereafter in accordance with law. The Board in its November business meeting amended its docks and waterfront policy and agreed to further review in the December meeting.

The Club received the planning reserve study it had commissioned. It is being reviewed initially by the Finance Committee and will be considered in more detail at the December meeting. The Club is continuing its review and adoption of policies, in

November adopting BR02 (Conducting Meetings) and BR13 (Managing and Distributing Policy Documents) and named the expanded building and grounds committee members. In addition the Club received from Kitsap County a summary of its rules concerning lot maintenance in its critical (wetlands and steeply sloped) areas. The summary is available in the Office and will be posted on our website.

In December the Board will be addressing important issues of governance and long range planning. We anticipate publication of important club documents including committee membership and charters on our website. Please visit it and share your thoughts on how we can improve it.

Upcoming approved community events include the Driftwood Key Club tree lighting ceremony December 9 and the traditional New Years Eve party.

Your Board of Trustees looks forward to the opportunity to serve you. We encourage member participation in the operation of the Club by attending the Club meetings, serving as committee members, becoming candidates for Trustee and participating in and enjoying community events. We truly welcome your involvement and encourage it.

We will publish the proposed agenda in advance of the December meeting and send it to you by e-mail if you authorize us to do so.



**SECRETARY’S REPORT**

*by Mary Bryant*

I hope everyone is looking forward to a wonderful holiday season. Your board of trustees continues to be busy. November saw the trustees convene a special meeting on November 3<sup>rd</sup> to address a strategy to resolve an overdue account that has been outstanding for 7 years.

At the regular board of trustees meeting on November 10<sup>th</sup>, among other votes, the board took the following actions:

- Affirmed current appointments and made new appointments to the Building and Grounds Committee.
- Recommended that the funds remaining in the Backyard Habitat grant from Kitsap County be used for on-going noxious weed control in the habitat area.
- Revised policy CP 01: Marina and Harbor Operating Policies to grandfather in oversize boats that were in the marina with a valid lease and all required paperwork as of July 31, 2011.

Adopted BR02 Conducting Meetings and BR13 Managing and distributing policy documents. For more details you can refer to the report from Don Jones, Policies and Procedures Committee chair in these Keynotes.

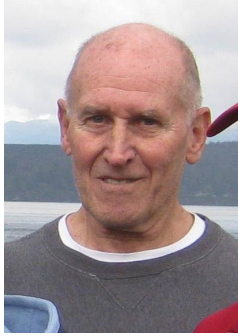
The minutes of the November 3<sup>rd</sup> Special Meeting are posted on the website. The minutes of the November 10<sup>th</sup> regular meeting will be posted on the website following approval by the board at their December meeting.

**What’s Inside**

President’s message	1	Treasurer’s report	8,9
Secretary’s Rpt.	2	Events	10
Buildings/Grounds	3	Calendar	11
Governance	4	Officers and	
Policy	5	Committees	12
Public Safety	6		
Emergency prep	7		

*The Keynotes is published monthly at Hansville, Washington by the Driftwood Key Community Club. The purpose of the Keynotes is to give the membership an overview of the Board activities, to provide information about activities and to highlight issues important to the members. Comments are welcome.*

*37608 Vista Key Drive, PO Box 299,  
Hansville, WA. 98340  
Phone: (360) 638 2077  
Fax: (360) 638 2321  
email: driftwoodk@centurytel.net  
Webpage: www.driftwoodkey.org*



## **BUILDINGS AND GROUNDS/POOL**

*by 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. 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 a Homeowner Association (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 was scheduled to give a presentation on speeding and safety in DWK in response to the speeding/traffic petition sent to them previously. The County has instead 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. Jeff Shea will be at the January GHAAC meeting with results of the study.



**COVENANTS WORK RESUMING**

by Marilyn Johnson, Governance Document Committee Chair ([MJ@Driftwoodkey.com](mailto:MJ@Driftwoodkey.com))

**Why Covenants Affect Your Property Value**

If I asked you why you bought property in DK, you would *not* say “because it was the best price per square foot on the north end.” You paid a premium for your DK property because you wanted one or more of the DK amenities. Which brought you here? Was it the boating, the pool, the beach access, or maybe it was a wonderful view? Regardless, you paid extra money for it and I’ll bet you expect protection of your rights as a DK owner.

So where does that protection come from? If you think it’s the Board’s responsibility– you are only partially right. By law, the Board can only do what it’s empowered to do. So that means the protection actually comes from our governing documents.

For a long time, you’ve heard our governing documents need work. In the last 4 years, the members have 3 times approved ballot measures about them. The first was in 2007, when we approved a special assessment to pay for legal counsel on this topic. Then in both 2010 and 2011, we approved changes to the Bylaws and Articles. What could be left to do? The answer is – the Covenants, which in fact is the governing document that is most important for protecting each of our individual property values.

The Covenants are a legal document that is recorded against your property title, and as such they are binding on whoever purchases the property. They protect your personal investment because they define the owners’ rights and responsibilities. So, they not only tell you what you can do on your property, they also tell you what expectations can be placed on other owners covered by the same Covenants.

Have you read the Covenants lately? Do you think your personal interest is adequately protected? Over the years, when the Club asked various legal advisors this question, their answer has always been that our Covenants require more clarity. Several times volunteers have tried to follow this legal advice – but the Covenants are the hardest governing document to get approved because any changes require the written approval of a majority of all owners who share the same Covenants.

We owe it to ourselves to get this work done, so this year’s Governing Document committee is focused on achieving improved Covenants – but the committee cannot complete this task without your help.

Once our attorney and a dedicated few volunteers have a revised version ready for you to consider, we’ll hold informational meetings to help you understand why this work is so critical, explain the improvements and gather your feedback. Eventually we’ll ask for your approval of a revised Covenants document. Then it will be up to you to sign on the dotted line to indicate that you approve of the better protection afforded to you by this effort. Realize that if you fail to vote, your absent vote will be the same as if you voted against it because 51% of *all* owners covered by the same Covenants must approve the changes. This bar is much higher than for any other election that DK holds; the concept of a quorum does not apply. We need everyone to care

**POLICY AND PROCEDURES COMMITTEE***by Don Jones*

Two policy drafts were approved at the Trustee's November meeting: Conducting Meetings (BR02); Managing and Distributing Policy Documents (BR13). The BR02 document includes policy statements regarding member and non-member participation at Board business meetings. Also a summary of State Homeowner Association rules regarding closed "executive" sessions of the Board. Also of note is a requirement for a wide dissemination of meeting agendas. Managing and Distributing Policy Documents (BR13) ensures that both draft and approved policy docs are widely available to Trustees and members in both electronic and hardcopy formats. It also requires multiple backups of all current policy documents.

Following our new format (1<sup>st</sup> and 2<sup>nd</sup> readings over two months), the following documents were presented to the Board in November for final action in December: Board Communication (BR07); Member Voting Policies (BR04); Balloting Procedures (BR05). Copies of these policy drafts may be obtained through the Office.

The following policy drafts are being reviewed by the Committee with an eye towards presenting them to the Board (1<sup>st</sup> reading) in December: Club Record Keeping (BR10); Closed Executive Sessions (BR12); Board Secretary Responsibilities (OC04).

The Board is encouraging all permanent standing committees to develop charters. The charter format includes: Statement of Purpose; Membership and Meetings; Scope of Activities (both current-year projects and regular on-going tasks). The first charter approved in this current round was one for the Finance Committee (OC11). Charters are currently being reviewed for the following committees: Public Safety (OC10), Emergency Preparedness (OC17), Governance Documents (OC12), Building and Grounds (OC16). Most of these will likely be presented to the Board at their December meetings. Copies of these draft charters may be obtained through the Office. There are nearly a dozen committees for which charters will eventually be developed or upgraded.

If you have suggestions for any of the above mentioned documents, please contact me or the appropriate Trustee/committee chair.

**LOT MAINTENANCE***by Constance Borgomainerio*

Last month I reported that the County was reviewing their policies regarding "Critical Area Clearing Guidelines". The evening of our November Board meeting I received the communication from them, but there was insufficient time prior to the Board meeting to discuss it. I'm requesting that the County meet with the Board for further discussions before anything goes to print in the Keynotes. Thank you for your patience.

*(Continued from page 4, "Covenantss")*

**COVENANTS** about this one – and given how much the Covenants affect your DK property value, I would hope everyone will look forward to this election and be glad to participate.

Stay tuned. You'll get a chance to learn much more about this in the coming months. Thanks for your interest and time. If you would like to be involved in this important effort, please send me an email, drop a note at the office, or talk to any Trustee.

**PUBLIC SAFETY***by Constance Borgomainerio***Crime Prevention:**

The following statistics were received from the local Sheriff's Department for the past year. Hopefully, this information will encourage your continued diligence in protecting yourselves and your property. I would appreciate feedback, via my e-mail, if this was information was helpful or not. Please use your real name when signing e-mails. Thank you.

October 2010 through October 2011 – (Hansville only including Driftwood Key) These are 911 calls only that resulted in written reports:

- Burglary - 15
- Theft (all degrees) – 13
- Robbery – 1
- Vehicle Prowl -5
- Property Damage (malicious mischief) – 4
- Arson – 1

**Snowbirds and vacationers:** Last year Driftwood Key had some break-ins that resulted in serious loss of personal property. Is your home monitored with an alarm system? Benefits include lower homeowner insurance premiums as well as monitoring for fire and CO gas not to mention peace of mind.



**Harbormaster  
Max Wisner**

greet's boaters from his new "office" at the DK Marina.

*(See additional photos on next page)*



**NEIGHBORHOOD PREPAREDNESS COMMITTEE**

by Ginny Bell

**Driftwood Key has a Neighborhood Preparedness Plan**

This coming month the Driftwood Key Neighborhood Preparedness Coordinators will be distributing our Driftwood Key Household Information Form and Skills and Equipment Inventory. The medical information is will only be used if you need emergency first aid. For example, if they find you unconscious on the floor it will help them to know if you suffer from diabetes, a seizure disorder, heart trouble, etc.

**How do we use the OK/Help sign?**

In the case of a disaster, you will post this in your window. This sign will help your Search and Rescue team focus their energies on the people in greatest need.

Future DK Neighborhood Preparedness meetings will be held at the Clubhouse at 3:30 on the first Wednesday of each month. Our next meeting will be held Wed. Dec. 7<sup>th</sup> at 3:30 in the Clubhouse.

Please volunteer to be on your Driftwood Key Addition's Emergency Response Team. Contact Ginny Bell [ginnybell@hotmail.com](mailto:ginnybell@hotmail.com) 638-1263.

**Search and Rescue**

Recently the Kitsap County Search and Rescue teams conducted a house to house search for a Driftwood Key resident who was missing. At our October 14 DK Board Meeting the Kitsap County Deputy who lead the effort spoke and answered questions. We learned that the Kitsap County Sheriff's Office coordinates Search and Rescue ("SAR") missions within the unincorporated areas of Kitsap County, Washington.

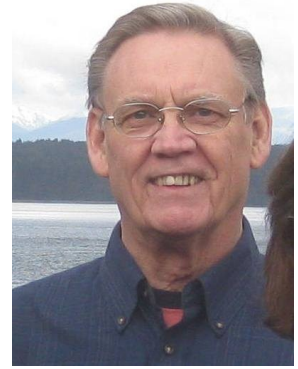
The SAR program consists of six deputies, over 150 members of volunteer organizations, and support staff from the Kitsap County Department of Emergency Management. Persons interested in becoming a trained search and rescue volunteer should contact the Kitsap County Department of Emergency Management at (360) 307-5870. For more information visit the Kitsap County Department of Emergency Management website <http://www.kitsapdem.org>



**TREASURER'S REPORT** *by Dietmar Hell***Account Status:**

As of November 2nd, our bank account balances were as follows:

Acct: 10100: Club Operating and Maintenance (O&M)	\$9,501
Acct: 10110: Club O&M Savings	\$94,541
Acct: 10120: Club O&M Reserve Savings	\$105,034
Acct: 10200: Marina O&M Savings	\$56,207
Acct: 10210: Marina Future Replacement Saving	\$114,808
Acct: 10300: Facilities Maint. & Restoration Fund Savings	\$22,486
Acct: 10400: Harbor/Dredging Savings	\$7,034
Acct: 10900: Architectural Control Escrow	\$13,311

**Budget Status:**

The budget status through September 2nd is as follows:

Revenue	YTD Revenue	YTD Budget	Budget Variance <sup>#</sup>	Annual Budget
40000 · Club Revenue	\$159,649	\$168,914	-\$9,265	\$174,404
41000 · Marina Revenue	\$84,499	\$86,584	-\$2,085	\$88,700
42000 · Fac. Maint. & Restor. Fund Revenue	\$11,486	\$12,236	-\$ 750	\$12,500
43000 · Harbor & Dredging Fund Revenue	\$107,372	\$113,035	-\$5,663	\$113,300
45000 · Other Income	\$868	\$0	\$ 868	\$0
<b>Total Income</b>	<b>\$363,874</b>	<b>\$380,769</b>	<b>-\$16,895</b>	<b>\$388,904</b>

# - A (negative) amount indicates that we realized less income than budgeted for this time in the FY

Expenses	YTD Expenses	YTD Budget	Budget Variance <sup>#</sup>	Annual Budget
60000 · Club Expenses	\$77,014	\$65,449	\$11,565	\$ 121,821
61000 · Marina Expenses	\$28,768	\$23,828	\$4,940	\$47,300
62000 · Fac. Maint. & Restor. Fund Exp.	\$3,055	\$0	\$3,055	\$0
63000 · Harbor & Dredging Expenses	\$3,205	\$2,712	\$ 493	\$5,300
75000 · Other Expenses	\$2,267	\$0	\$2,267	\$0
<b>Total Expense</b>	<b>\$114,309</b>	<b>\$91,989</b>	<b>\$22,320</b>	<b>\$174,421</b>

In summary, for the Club Fund, the revenue collection is behind the budget by \$9,300 and the expenses to date are over budget by about \$11,600 (rounded values). The under-collection of revenue is due, in large part, to the higher than anticipated number of people not paying dues this fiscal year. The over budget expense amount is largely as a result of unanticipated legal expenses which we expect to recover through our insurance carrier. Otherwise, we are within a reasonable budget performance range.

For the Marina, the revenue collected is behind the budget by \$2,100 and the expenses to date are over budget by \$4,900 (rounded values). There should be no under-collection of leases so the reason for the budget variance is being reviewed. The expense budget variance is largely due to the Harbormaster's office for which there was no budget. The expenses for the office (tracked separately) through Nov. 18th total \$2,621. However, this amount was more than offset by contributions of \$2,845. The other Marina expense accounts are largely on track but with Maintenance and Repair Supplies being slightly over

(CONTINUED NEXT PAGE)

budget through Nov 2nd. The month-to-month budget is an average of the total for the Fiscal Year. Therefore, we can expect expenses to sometimes be over the average and sometimes under. The Facilities Maintenance and Restoration Fund has also not realized the projected revenue in the budget because of the number of people not paying. There were no budget expense projections for this fund because we are not budgeting capital expenditures. The budget expense variance is largely attributable to the board approved purchase of new chairs for the clubhouse.

The Other Expenses budget variance is largely as a result of bad debt charges attributed to unrecoverable dues and assessments associated with properties that have been foreclosed.

#### **Member Delinquent Account Status:**

As of 11/02/2011, the member account status is as follows:

<u>Status Type</u>	<u>Qty</u>	<u>Amount</u>
Members with Liens Filed:	14	\$31,956
Members with Liens Pending	14	\$9,019
Bank Owned Properties	1	\$972
Members with Outstanding Charges	10	\$345
Members making Payments	22	<u>\$7,111</u>
<b>Subtotal Amount Receivable</b>		<b>\$49,403</b>

Members with Acct. discrepancies to be resolved	4	-\$1,155
---	---	----------

Members due a credit due to Over -billing/overpayment in past FY's 1		<u>-\$481</u>
--	--	---------------

<b>Total Accounts Receivable</b>		<b>\$47,767</b>
----------------------------------	--	-----------------

We had anticipated in the budget that there might be up to 20 members that wouldn't pay their dues and assessments this year - a historical high. The number of liens already filed plus the number of pending liens totals 28 members that have not paid their dues and assessments, for one reason or another.

#### **Members with existing Liens:**

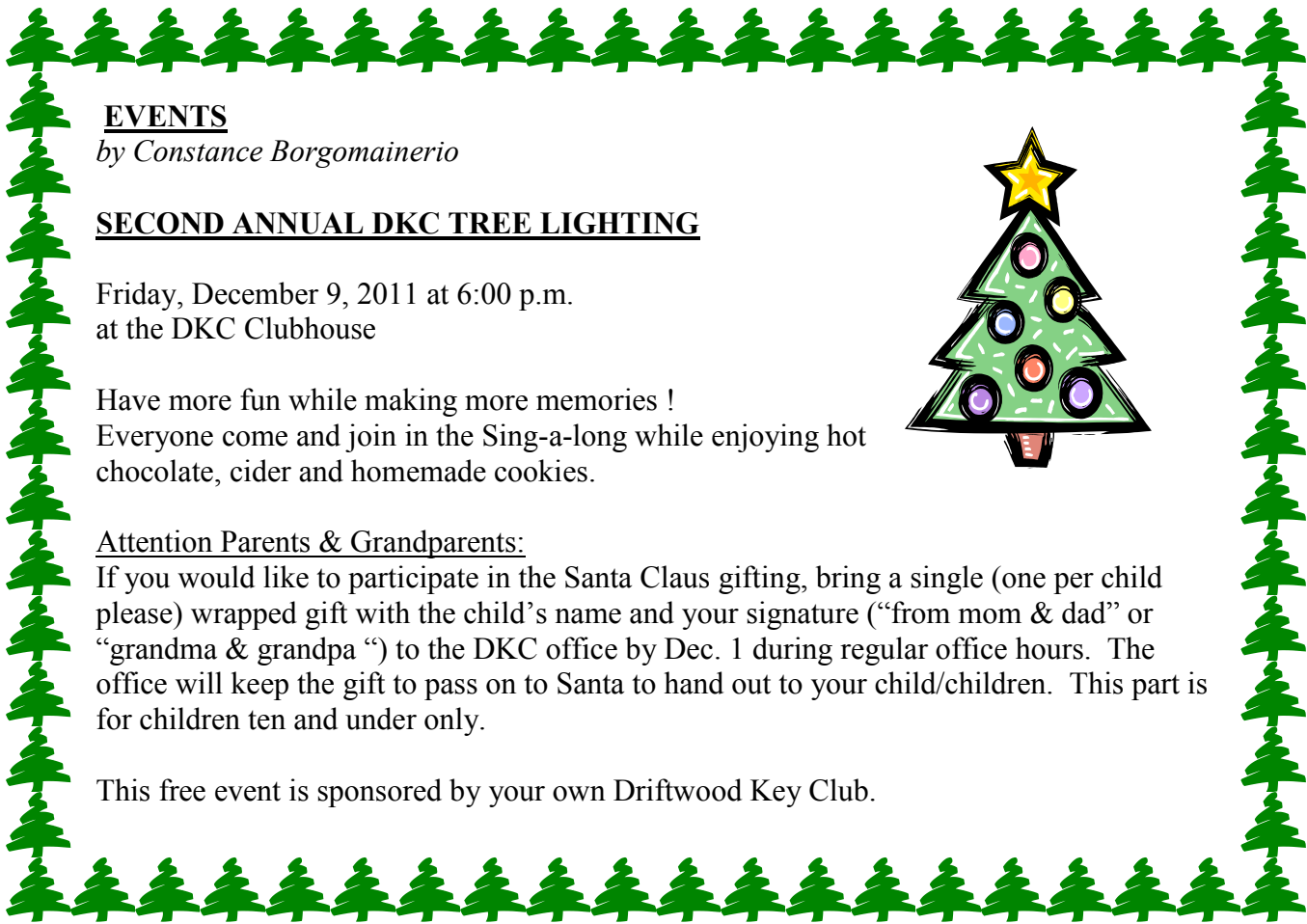
The following members have liens that have existed for 2 or more Fiscal Years (listed in order of amount owed):

Stuebaker, David; Keating, Michael; Walmsley, Tim; Bowors, Shirley; Comstock, Robert & Sylvia; Amaral, Scott & Fields, Monique; Bayne, Walter & Kelly; Van Der Merwe, Carl & Karin; Cole, Georgia; Folwell, Russell. These 10 members make up about 58% of the total amount outstanding in Accounts Receivable.

#### **Office Operations:**

We have completed the task of re-wiring behind the computers and other electronic equipment. The result is a much cleaner look in the office. This addresses and resolves a comment, in last year's Loss Prevention Recommendations, that was made by Liberty Mutual our insurance carrier. We are continuing to make more effective use of the both the office and back room spaces. Toward that end, some file cabinets that are storing archived documents will be moved upstairs in the clubhouse and we will then re-arrange the back room. As part of that effort, we will **sell the large "Gun" safe**. It takes up an inordinate amount of space and the large amount of storage space is not really needed. Instead we will use the existing smaller safe we had in 2008 and mount it on a steel frame above the existing under-counter refrigerator.

**FOR SALE** Gun safe for sale: \$350 Please contact the office for details 360-638-2077.



**EVENTS**

*by Constance Borgomainerio*

**SECOND ANNUAL DKC TREE LIGHTING**

Friday, December 9, 2011 at 6:00 p.m.  
at the DKC Clubhouse

Have more fun while making more memories !  
Everyone come and join in the Sing-a-long while enjoying hot  
chocolate, cider and homemade cookies.

**Attention Parents & Grandparents:**

If you would like to participate in the Santa Claus gifting, bring a single (one per child please) wrapped gift with the child’s name and your signature (“from mom & dad” or “grandma & grandpa “) to the DKC office by Dec. 1 during regular office hours. The office will keep the gift to pass on to Santa to hand out to your child/children. This part is for children ten and under only.

This free event is sponsored by your own Driftwood Key Club.

**POTLUCK**

*by Susan Frank*

There will be No Potluck,  
for the remainder of 2011.  
We will start up again in  
January 2012.



January 28, 2012, will be the  
first Potluck of our new year. We will probably  
revisit the Tropics.  
So pull out your favorite attire and be ready to  
perspire.

**DRIFTERS POTLUCK**

**December 1 at 11:00 AM.**

*by Karen Miller*

We will be decorating the Clubhouse for  
all of the December events on Thursday,  
December 1.

We will start at 11:00 AM and then share  
in a potluck after we're through. Hope to  
see all you ladies there.

**CORRECTION:**

November Keynotes, Page 7:  
“Thank you to Chinook Concrete” ,  
should be “Thank you to **Coho Concrete**”.

**NEW YEAR’S EVE PARTY**

A few tickets are still available at the  
time of this printing.  
Please check with the office if you are  
interested.



# Driftwood Key Club December 2011



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1) 8:30am</b> Strength Weight Group <b>12pm DK</b> Drifters <b>5-6pm</b> Zumba class <b>7:00 pm</b> <b>DKC Board Workshop</b>	<b>2) 9 am</b> Line Dancing  <b>7:00pm</b> Pinochle	<b>3) Private Event</b> <b>5pm-9pm</b>
<b>4) Private Event</b> <b>11am-9pm</b>	<b>5) 9 am</b> Line Dancing <b>1:00pm</b> Knitting Club	<b>6) 8:30AM</b> Strength Weight Group <b>10:00 AM</b> Art Group <b>7PM Govern</b> Doc's meeting	<b>7)</b>	<b>8) 8:30AM</b> Strength Weight Group <b>5-6pm</b> Zumba Class  <b>7:00PM</b> <b>DKC Board Meeting</b>	<b>9) 9 AM</b> Line Dancing  <b>DWK Tree Lighting Clubhouse</b> <b>6PM</b> 	<b>10) Private Event</b> <b>9AM-9PM</b>
<b>11) Private Event</b> <b>9am-9pm</b>	<b>12) 9 AM</b> Line Dancing	<b>13) 8:30AM</b> Strength Weight Group <b>10:00AM</b> Art Group <b>7PM Govern</b> Doc's meeting	<b>14) 6:00PM</b> PSA Meeting	<b>15) 8:30AM</b> Strength Weight Group <b>5-6pm</b> Zumba Class	<b>16) 9 AM</b> Line Dancing  <b>1PM Bonco</b>  <b>7:00PM</b> Pinochle	<b>17)</b>
<b>18)</b>	<b>19) 9 AM</b> Line Dancing	<b>20) 8:30AM</b> Strength Weight Group <b>10:00AM</b> Art Group <b>7PM Govern</b> Doc's meeting	<b>21)</b>	<b>22) 5-6pm</b> Zumba Class	<b>23) 9 AM</b> Line Dancing	<b>24)</b>
<b>25)</b>	<b>26) 9 AM</b> Line Dancing	<b>27) 8:30AM</b> Strength Weight Group <b>10:00 AM</b> Art Group	<b>28) 9:30 AM</b> Hansville Ladies Aid <b>6:00PM</b> PSA Board Meeting	<b>29)</b>	<b>30)</b>	<b>31) DWK New Year's Eve Party</b>  

## Board of Trustees and Committee Chairs

<b>President:</b>	Larry Schwerin	881-0346 (360)	lschwerin21@gmail.com
<b>Vice President:</b>	Bill Buegel	638-0071 (360)	wabuegel@mac.com
	Docks and Waterfront		
<b>Secretary:</b>	Mary Bryant	638-2987 (360)	mary_bryant76@hotmail.com
<b>Treasurer:</b>	Dietmar Hell	638-2647 (360)	treasurer.dkc@hotmail.com

### Trustees

Cindy Brooke		638-2567 (360)	info@brookeproducts.com
John Remington	Buildings and Grounds	638-0533 (360)	redondo_john@hotmail.com
	GHAAC Rep.,		
John Goldingay	Communications	232-6432 (206)	johngoldingay@hotmail.com
Constance Borgomainerio	Lot Maintenance	638 0286 (360)	<u>Constance@Borgomainerio.com</u>
Alan Arnesen	Pool Committee		

### Volunteers

Mark Bell	Nominating Comm.	638-1263 (360)	bellms1@hotmail.com
Robin Bookey	Web Site	638-1193 (360)	Driftwoodkey.org
Bruce Cosacchi	KEYNOTES	638-2074 (360)	sailor54@centurytel.net
Don Jones	Policies & Procedures	638-1981 (360)	djfrogg@comcast.net
Marilyn Johnson	Governance		MJ@Driftwoodkey.com
Max Wisner	Harbormaster	204-0622 (360)	

### DKC Business Office Office FAX

Michelle McDougall	638-2077 (360)	driftwoodk@centurytel.net
	638-2321 (360)	



37608 Vista Key Drive/P.O. Box 299/Hansville, WA 98340

