

February 2008



DRIFTWOOD KEY CLUB

KEYNOTES

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FYI: The *Keynotes* has three objectives – 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.

Board/Committee Reports

President Message – Bill Buegel

Channel dredging is complete! All that remains is to install the pilings, do the dredging at the private docks (paid by dock owners), and do a little cleanup. An extension of two weeks was granted to complete these punch list items by March 1.

Treasurer's Report – Bill Cummings

As we edge closer and closer to the end of the fiscal year June 30th, we observe that we are now modestly (\$5,400 or 8%) overrun of the year-to-date budget. In large part this is because of:

- a. Our unanticipated expenditures on legal advice, which are overrun \$1,487 over our planned expenditures at this time of the year. We may continue to overrun this category, depending on how the board decides to address complaints to the Human Rights Commission concerning the legality of our traditional "Adult Swim" hours.
- b. We have overrun the Club Grounds budget because we decided to spread gravel on the clubhouse parking lot while we were gravelling the marina, boat storage and boat-launch parking lots. This had not been planned but seemed cost-effective to accomplish while the equipment was on site. Also we agreed to spend \$1,600 in non-budgeted funds for a coyote control program. These two actions amounted to a \$3,393 overrun of the Grounds budget.
- c. Finally, like the rest of the country, we were caught unawares by rising energy costs, when propane was

\$1,262 over last year's consumption at this time of the year, a 26% increase.

Five months of the fiscal year remain, providing an opportunity to compensate for these overruns by a little belt-tightening. This would mean that some actions/improvements planned for the spring would have to be deferred to the summer and fall. Alternatively, we could dip into our reserves for Building and Maintenance Restricted Fund to replace funds described in b. above, and other building and maintenance expenses. This fund should have around \$19,000 by the end of the FY, so it could be tapped, but it is against the nature of any conscientious treasurer to tap reserves. However, this is a matter that must be decided by the entire Board.

At this point I am inclined to keep a watchful eye for a few more months, hoping for a rebound. Lacking recovery, I'd be inclined to tap the reserve, but only if next year's budget provided for replacement of the borrowed funds. This spring the Board will review the adequacy of the current annual dues vis-à-vis the proposed budget for 2008-2009 and decide what amount to recommend for membership approval in the annual meeting.

Docks and Waterfront – Dennis Augustine

The board has approved the hiring of Harbor Engineering to study the condition of the docks and to help plan the repair, estimate the cost of the repair and estimate how long the docks will last. This is the first step toward the eventual renewal of the marina facility. The launch ramp docks are in excellent condition and not included in this study.

“COLD LOAD PICKUP” Or how to get your power back quicker!

Helpful hints from Gretchen Lee and Gay Davis

When we lose power in the North Kitsap area for any reason, PSE attempts what is called a “cold load pickup.” That is, they try to restore the power preferably by bringing it up slowly. According to a PSE maintenance engineer, this is not done easily, especially during times of high power usage. When usage levels are several times above normal, as they were on Christmas Day, it is even more difficult to get the power up and running. Bringing it up suddenly during times of peak load results in low voltage being delivered to our homes and makes the “cold load pickup” more difficult to achieve. This results in surges and repeated loss of power until they finally get it up.

Many of us hoped the new electrical substation on Hansville Road would correct some of these problems. The substation WILL provide us with more consistent power and enable power to be restored more quickly when it is lost. However, it will not enable a “cold load pickup” to be achieved without “brown outs” and surges when current usage at residences is at peak levels.

The PSE engineer we questioned about the low voltages experienced on Christmas night, agreed that the low voltages were harmful to home equipment. However, he stated that PSE is not responsible for “brown outs” or surges as they cannot control such occurrences. PSE advises homeowners to turn off all power other than necessary lights when we experience a power outage. When possible, **turn off electricity at the breakers** and leave your generators running until FULL power is restored.

So, North Kitsap homeowners, next time we have a power outage, **turn off all unnecessary electrical equipment** until power is fully restored. Be especially mindful of those big power users and the appliances with motors! Turning unnecessary electrical units off during a power loss will help get the power on faster and save your home equipment from damage.

Long Range Planning – Dennis Augustine

The newly formed long range planning committee met on Thursday, Jan.31 for its first meeting. There were 20 concerned residents in attendance with lots of good ideas. The community will be contacted in the coming weeks to seek more information on current needs and wants in the community. If you want your voice heard, please be sure to respond to this group...they are planning the future of DKC for many years to come

Governance Committee – Bruce O’Connor

The Member Handbook of all member-specific Governance Documents and Policies is in preparation and will be presented to the Board for approval at the February board meeting.

The significant feature of the Member Handbook is its format and organization, which permits members to find the Governance Document or Policy that pertains to any activity governed by the Club. Upon approval by the Board, the Member Handbook will replace the current redbook. The Committee emphasizes that no substantive change to any Governance Document or Policy has been made in the Member Handbook.

The Committee continues to work on an index to all Club records stored in hard copy form in the Office, on an archive policy, and a procedure for electronic archiving.

A major project still being worked on is a comparison of the ACC Rules with the Governance Documents, to provide a basis for a later recommendation to the Board as to revisions to the ACC rules.

The Committee has received a revised set of Articles of Incorporation and Bylaws from by the Club’s special legal counsel. It is anticipated that the Committee will make a report to the Board at the March board meeting. After the Board’s consideration and further revision, the revised set of documents will be the subject of focus group meetings with members representing every aspect of the diverse Driftwood Key community. Again, **the Committee invites all interested members to participate in this focus group, by calling or e-mailing Bruce O’Connor at 360-638-2499 or b.oconnor@att.net.**

Just a reminder: if you have read any good books lately, you may want to donate them to our Driftwood Key book shelves. It would be great to share them with one another. They are filed by author; however, if you don't have time to file just leave in a bag and one of us who can will file for you. Thanks

Emergency Preparedness – Ilmar Lusus

I regret that most of the Club members could not attend the meeting of January 24. The panel represented County Dept of Emergency Preparedness, North Kitsap Fire and Rescue, and Red Cross. An Emergency Coordinator from Cliffside rounded out the panel. The organizational responsibilities, interactions and support to our community after a major area-wide disaster were discussed. Western Washington experiences several hundred tremors a year, as pressures in the earths' crust shift and adjusts.

After an event involving destroyed power and phone lines, blocked roads, and an overloaded or marginally functional mobile network, our community will be isolated between 3 and 7 days. We will be on our own. "We" mean YOU! Normal protective services will not function. "911" will not respond.

You'll know a disaster has occurred if, after an earthquake, you pick yourself off the ground to find your windows cracked or shattered, doors jammed, and that pictures have danced off the walls, water pipes have broken, not to mention your dishes in the kitchen. Unless you have planned and provided for survival (dress, shelter, food, drinking water etc.) your

personal survival is threatened. There will be casualties. Those of you who have experienced military action can picture it vividly. Who will help you?

Mother Nature cannot be predicted with certainty. However, we should treat this threat as reality. Are you prepared to survive outdoors for a week in bad weather in a "no notice" event? The first minutes after the jolt should not be devoted to fear, panic or unnecessary talk. It should trigger step-by-step action planned well ahead of time - maybe even rehearsed. This will be the topic of the next **community meeting**:

FEBRUARY 21, at 7:00 pm

DK Clubhouse

A framework for self-help, known as "Kprep", was established a couple years ago by a very energetic lady, Ginny Bell. We owe her a debt of gratitude. Her program (known as "Map Your Neighborhood") may need to be modified, but it must continue! Program materials are available at the Club Office. It is truly a self-help effort. You are invited to become a good neighbor by participating in training and other planned activities. A planning work session for area captains and interested members was held February 11 at the clubhouse.

Notes from the Front Office – Michelle McDougall

A big THANK YOU to Jerry King and Jeff Hardwick for the Wonderful art work donated to the DKC office. Please stop by to see what a difference it makes to the office!

In an effort to keep the members informed we will be sending out notices by email of DKC events and special meetings.

These will be reminders of Board Meetings, Potluck, Emergency Preparedness and other DK events. If you would

like to be removed from the events email list please call or send your request by email.

If you have not signed up for email please send your request to the office at driftwoodk@centurytel.net

Michelle McDougall

POTLUCK – LAST SATURDAY EACH MONTH

The 2008 potluck season was kicked off with the Chinese New Year theme "Year of the Rat." Over 50 people came to celebrate with old friends and new friends. Thank you to Mary Bryant, Jim Fendrich and Marilyn Nelson for helping to make the evening so enjoyable. If you have never been to a Driftwood Key Potluck, we hope you'll consider joining us on the last Saturday of every month. If you're unsure of what to bring, any dish is fine plus the beverage of your choice. A non-alcohol punch is always provided. To gauge the quantity of food, plan on bringing enough for yourself and whomever you bring plus six additional servings. This allows everyone a chance to sample a little of everything, and the last table served isn't left scraping the bottom of the pan. Our next potluck is Saturday, Feb. 23. Social hour is at 5:00 pm, and we eat about 6:00. If you have any questions call Gene or Constance Borgomainerio 638-0286.

Board of Trustees Meeting Notes – Jan 10, 2008

Bill Cummings' Treasurer's Report was discussed. The Board approved a revised Schedule for Dealing with Unpaid (Delinquent) Dues and Assessments. Those who do not pay their special assessment dues within 15 days will have their keycard deactivated. Also, most likely there will be a members' dues increase this year.

The dredging contractor is now in the Back Bay and will work to final elevations out to the entrance to the channel.

Once complete, individual dock dredging will begin so that quantities can be tracked and billed accordingly. Loan

documents for dredging are now complete and funding will occur by the end of January.

Bruce O'Connor's report explained that "govern-ance documents" are those which require member approval and include Protective Covenants, Articles of Incorporation,

Bylaw, and Architectural Control Committee. "Policies" are the documents adopted by the Board as authorized by the governance documents. The members' red book has been revised, integrating the Protective Covenants. A Member Handbook is being prepared by the committee to replace the red book. The Governance Committee emphasizes that there are no substantive changes. A new archiving system is being set up in order to provide easy access to Club documents. The Special Legal Counsel is preparing a revised set of Articles of Incorporation which will be reviewed by the Board. After Board approval, focus groups will be set up throughout the community for added discussion and further revision as necessary.

Interested members are encouraged to participate in these focus groups by calling or emailing Bruce O'Connor at 360-638-2499 or b.oconnor@att.net.

The playground fence needs to be designed before the end of this FY.

Coast and Harbor Engineering were hired to conduct a survey of the marina's condition. Puget Sound Anglers donated navigation lights for the entry channel markers.

There will be a completion-of dredging party at the clubhouse on Feb 15 from 6-9pm. RSVP the clubhouse.

Jerry Ulsund recapped the GHAAC meeting of Jan 8.

A charter for the Long Range Planning Committee was adopted and a policy statement was approved. Kickoff meeting is January 31.

Under **new business**, meeting attendees discussed the relationship between DKC and GHAAC, particularly the issues of proportional and elected representation and the relationships of GHAAC and DKC with Kitsap County.

FN01.6- Schedule for Dealing with Unpaid (Delinquent) Dues and Assessments

Rev 5

The following schedule of charges and actions for delinquent accounts is authorized by the DKC Board:

30 days late: Unless other arrangements have been approved by the DKC Treasurer, Access Key Cards for all delinquent accounts shall be deactivated. A 2nd invoice shall be sent together with a letter outlining the following:

- 1) The member's magnetic access card has been deactivated and access to Club facilities is no longer allowed.
- 2) To recover administration costs, the member's account will be charged \$10 to reactivate the card.
- 3) That monthly interest is now being charged to the account on the unpaid balance in accordance with the provisions of Bylaw IX-1.
- 4) That the member's account is also being charged costs incurred by the office to administer the delinquent account based on a schedule available in the DKC office.
- 5) That the member has the option to be heard by the Board of Trustees or by the Club Treasurer in regard to extenuation circumstances.

In addition, the Office shall attempt to contact the delinquent member by telephone. All such calls shall be documented in the member's file.

60 days late: A 3rd invoice shall be sent together with a letter from the Office stating that the account remains delinquent and is accumulating admin costs plus monthly interest. The letter will request the member to contact the Treasurer.

90 days late: A 4th invoice shall be sent that details the accumulating administration cost and interest charges.

120 days late: A 5th invoice together with a "delivery receipt requested" letter from the Treasurer shall be sent to the member. The letter will state that the account is continuing to accumulate interest and administrative costs and the failure to bring the account current within twenty days will result in a property lien being filed with Kitsap County as required by Bylaw Article IX-2. The office shall also attempt to contact the member by telephone. Such calls shall be documented in the member's file.

150 days late plus: The Board Treasurer shall file a lien on the property with Kitsap County. Costs to file the lien as well as related administrative costs shall be added to the delinquent member's account. Further invoicing will be suspended until the succeeding Fiscal Year's dues and assessment invoices are sent.

Additional Liens in Subsequent Years: A filed lien remains on record until it is released. Accordingly, the Treasurer shall file an additional property lien on accounts 150 days late for the total account balance owed at the time of filing, less the amount of any liens already filed, plus lien filing and admin costs. Liens will be released once the related Fiscal year's account balance (including lien release and admin costs) has been paid. (This procedure results in one additional lien per year with charges and fees through 150 days past due, which were not included the previous lines).

DKC Keynotes Policy

BR06.7 – Items not Allowed in the Keynotes: No portion of the Keynotes shall contain politically oriented subject matter such as explicitly or implicitly support of a specific political candidate, political party or political/social issue. Content shall also not include sexually oriented material, religious material or beliefs, or letters to the editor and/or the board.

CP05.8 - Clubhouse Rental Rules

Club members in good standing may rent the Clubhouse for private events any day except Sunday.

Maximum time for use of the Clubhouse (including setup and cleanup) is 12 hours. The reserved use must occur between 9 AM and 9 PM unless prior arrangements have been made with the Club Office.

If you need to cancel this rental, please contact the Club Office (#638-2077) at least seven (7) days prior to the reservation date. The rental fees will be refunded only if the event is canceled at least 48 hours in advance by notifying the Club office. The security/cleanup deposit will be refunded if the reservation is canceled.

Members are responsible for setting up chairs and tables for their specific needs. Set up may occur the day before the event if this arrangement is made with the Club Office. Return all chairs and tables to the storage room at the end of the event except for those few tables and chairs in place at the time of setup.

The Club member renting the premises must be on site at all times during the event and is responsible for the conduct of all of their guests. Member renting the Clubhouse may not turn the Clubhouse over to a friend or nonmember for their personal use.

Smoking is prohibited in the building and within 25 feet of any entrance.

No illegal activity on Driftwood Key property will be tolerated.

The Club member renting the premises is responsible for cleanup after the event and for any damage that might occur. Damages in excess of the security/cleanup deposit will be charged to the renting member.

If the member has conveyed their right to use Club facilities to a renter, the member is still responsible for any damage that occurs and must sign the Clubhouse rental agreement for their renter.

Cleanup must be completed by the 9 PM closing time unless prior arrangements have been made with the Club Office or Club caretaker. If cleanup occurs after 9 PM, be aware that there is a resident in the apartment above the Clubhouse.

Under no circumstance is Club property to be removed from DKC premises.

Clubhouse rental does not include use of the pool or marina.

If liquor is to be served, a permit must be obtained by the DKC member making the reservation. A copy of the permit must be turned into the Office prior to the reservation date. The permit must be posted in a prominent place prior to the party. Liquor is defined as beer, wine and hard liquor.

Public advertising of private functions is not permitted without Board approval. This includes newspapers, organizational newsletters, internet advertising, posted flyers and metered mailings. Temporary directional signs are allowed.

The security deposit will be held until the inspection is made as per the Clubhouse Inspection Sheet. Return of the security deposit will also depend upon full compliance to these rules.

Call 911 for medical emergencies. For other emergencies, the contact telephone number is 360-638-2383. If no one answers at this number, call any Board Trustee (phone numbers are listed on the bulletin board in the foyer).

Group usage will be shut down, if these rules are not being followed.

Thanks for doing your part in maintaining these facilities in the best possible manner.

Approved by the Board of Trustees, December 2007

DRIFTWOOD KEY CLUB
BOARD OF TRUSTEES MEETING
December 13, 2008

The President of the Board, Bill Buegel, called the meeting to order at 7:00 pm. Board members present were Gene Borgo-mainerio, Audrey Samuelson, Bill Buegel, Bruce O'Connor, Dennis Augustine, Jerry Matthewson, and Mike Bookey. Following the Pledge of Allegiance, the Board approved the minutes of the November Meeting.

Reports:

Treasurer: Bill Cummings' written report for November was submitted. The Dredging Project budget for 2007-2008 was approved. In a discussion about delinquent dues, Bill reported that five (5) members are a year or more in arrears. A motion to publish these members' names in the Keynotes was disapproved. Bill will have budget input for 2008-2009 next month. Bill requests chairmen to have their candidate budget requests for the 2008-2009 budgets next month. They will be discussed at the January Workshop.

Architectural Control Committee: Nothing reported.

Dredging: Bill Buegel met with the dredging contractor and our engineer to update their progress. When DKC voiced concerns from residents about tug boat speeds and wake, the contractor said he would take steps to fix this problem. Bill detailed dredging progress, noting that 5500 CY of material had been removed and that the project is scheduled to finish on time.

Governance: Bruce O'Connor reported that this committee is waiting for the rewritten articles and bylaws for our counsel. Once received, these will be discussed with the Board and in focus groups by the general membership. The Committee has been busy compiling a more cohesive set of Club documents as previously discussed. In that light, a motion to terminate distribution of the current "Redbook" of governance documents and policies and to begin distribution of a "Member Handbook" containing accurate, current, and reformatted copies of the Protective Covenants, Articles of Incorporation, Bylaws, ACC Rules, and Member-Specific Policies, with appropriate table of contents and indices. The motion was approved. This new "Member Handbook" will give easy access to DKC governing documents for all members.

The Governance Committee is also working on indexing and organizing Club records, which will become the basis for a new archive policy, incorporating electronic archiving. They will also conduct an analysis of the Architectural Control Committee rules and how they fit with other Club governance documents.

Building and Grounds: Jerry Matthewson said that a pool house generator has been installed and that cooking facilities and showers will be available for members during times of power outages. Six (6) coyote traps have been set. The cost is within the \$1600 budgeted.

Swimming Pool: The Pool committee met December 11 and submitted minutes of their meeting. The committee narrowed the list of swim session choices to: 1) Open lap swim – lap swimming only; 2) Open Water aerobics – requires aerobics class participation; 3) Open swim; and 4) Open relaxation swim – quiet, self-directed swim or exercise. Another alternative proposed was: Open lap swim and aerobics with the remainder of the day open swim. Keynotes would be used to publicize hours of the day when pool usage are lowest based on past records. At the board meeting proposed times for lap swimming was M-F 10-11am; aerobics MWF 11-12noon; 4:30-6pm quiet swim; weekends 10am-9pm and unallocated times are open swim. The Committee will discuss and recommend specific activities for designated swim times.

Docks and Waterfront: The fence at the boat launch is now complete. There are two proposals to do a dock study.

Lot Clearing: Gene Borgomainerio reports that one of the three letters sent to members to clear their vacant lots of view-obstructing vegetation resulted in one member committing to clear his lot after the first of the year. Geno will send out follow-up letters and expects the Board to take action requiring the owners to comply or to have the lots cleared and their property lienied.

Special Events & Fund Raising: Audrey Samuelson reported that the New Year's Eve party is sold out. The next event will be a February 15 party celebrating the completion of the Dredging Project.

Storm Water: Report next month.

Keynotes: The electronic version of the Keynotes is no different than the hard-copy published version; content is the same.

Emergency Preparedness: Jerry Ulsund will continue on this committee, but Ilmar Lusic will become chair. There is a meeting with the North Kitsap Fire District on January 24th to discuss what they can and cannot do for the Driftwood Key area.

GHAAC: Jerry Ulsund will report to the Board workshop what his role is with respect to both DKC and Greater Hansville Area Advisory Committee.

Policy and Procedures: Don Jones produced books for each officer of the Board as to their duties: 1) Operations manual for the Board; 2) Handbook for officers and committee chairs; and 3) Handbook for member –specific policy. A motion to accept Club Policy CP05.8- Clubhouse Rental Rules was approved as submitted.

Long Range Planning: This committee will have a kickoff meeting January 31 at 7:00pm. Interested members should contact Dennis Augustine or come to the meeting.

OLD BUSINESS:

Signage on the North side of Driftwood key will be installed on the NW corner of Hood Canal Drive and Canal Lane with the stipulation that, when the property sells, the sign will be relocated if the new owner objects to it. The Garden Club will be asked to provide low-maintenance plantings.

The Garden Club is also being recruited to plant riparian vegetation on the water side of Lot 54 as required by our dredging permit. Eagle Scout Zander Oostman will put up a picnic table and fire pit for community use.

A motion to defer consideration of the Draper case to executive session following this meeting was approved.

Speed Bumps: Mike Bookey opened a discussion relating to GHAAC and the speed bump issue. With 45% of all 98340 residents living in Driftwood Key, the one-man one-vote policy has been diluted. The January 3 workshop will be a start in remedying this. We need to get a sense of what the community feels about speed bumps, suggesting a Keynotes article requesting people to give their opinion so we can represent them.

Open Forum:

#1- Why not ticket (speeding) drivers? Is there no money for cops (enforcement)?

#2 – Is Jack required (OSHA) to wear a lifejacket when on the dock?


At 9:35, the Board convened an executive session to discuss the HRC complaint against the Club. The executive session adjourned at 9:45pm.

The general meeting was adjourned at 9:46pm.

Bill Buegel, President

Dennis Hardin, Secretary

February 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	<p>4 9am Line Dancing</p> <p>1:00 PM Knitting Club</p>	<p>5 8:30am 10:00 Strength/ Weight Group</p> <p>10:00am Art Group</p>	<p>6 7pm Pool Committee Meeting</p>	<p>7 8:30am-10:15 Strength/ Weight Group 12 pm DK Drifters 2pm Gov. Committee 7:00 pm Board Meeting</p>	<p>8 9am Line Dancing</p>	9
10	<p>11 9am Line Dancing</p> <p>7 pm Emerg. Preparedness Clubhouse</p>	<p>12 8:30am- 10:00 Strength/ Weight Group</p> <p>10:00am Art Group</p>	<p>13 6 pm PSA Meeting</p>	<p>14 Valentines Breakfast 7-10am 7pm Board Meeting</p> 	<p>15 9am Line Dancing</p> <p>1 pm Bonco</p> <p>Driftwood Key Club Dredging Partv 6-9pm</p>	16 PRIVATE PARTY
17	<p>18 9am Line Dancing</p> <p>1:00PM Knitting Club</p>	<p>19 8:30am- 10:00 Strength/ Weight Group</p> <p>10:00am Art Group</p>	20	<p>21 8:30am-10:15 Strength/ Weight Group 1 pm Art Guild 7 pm Emerg. Preparedness</p>	<p>22 9am Line Dancing</p>	23 5 PM  Potluck Clubhouse
24	<p>25 9am Line Dancing</p>	<p>26 8:30am- 10:00 Strength/ Weight Group</p> <p>10:00am Art Group</p>	<p>27 9 AM Hansville Ladies Aid</p> <p>PSA Board Meeting</p>	<p>28 8:30am-10:15 Strength/ Weight Group</p> <p>10 am Investment Club</p>	<p>29 9am Line Dancing</p>	

Board of Trustees 2007-2008

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DRIFTWOOD KEY CLUB

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