

Dreamland Villa Retirement Community Board of Directors
November 13, 2017 Approved Meeting Minutes

Welcome: Deb Rychlak, President.

Pledge of Allegiance.

Call to Order: 6:30 p.m.

Roll Call: Ward Jennings, Secretary.

Present: Deb Rychlak, Donna May, Johna Sharp and Ward Jennings. Four Directors are the minimum number required for a quorum. A quorum was present.

Ratification and Approval of Meeting Minutes: Johna Sharp moved to ratify the October 10, 2017 Board of Directors Minutes, the October 24, 2017 Executive Session Minutes and the November 6, 2017 Study Session Minutes. Motion carried unanimously.

Treasurer's Report: Ward Jennings, Treasurer.

A copy of the newly approved September and October 2017 Budget compared to Actual Statement of Operational Revenue and Expenses was provided to the Directors and attendees. For the two months, revenue is \$11,824 greater than projected. Expenses are \$3,820 lower than projected. The cash balance improved by \$15,644 compared to the initial budget.

Also provided was a summary of financial information comparing Calendar Years 2011 to 2016. The report shows a steady decline in annual revenue from dues/fees and a decline of equivalent fully paid members from 3,694 in 2011 to 1,906 in 2016. The 2017 membership decline is estimated to be 4.27% or the smallest decline since 2011. Copies of this report is attached to these minutes.

Administrative Service Manager's Report: Report on file in the office.

Standing Committee Reports: Reports, if provided by the Committee Chairperson, are on file in the office.

Building and Grounds Committee: Ward Jennings moved to reimburse Tim Kline Roofing, LLC an estimated cost of \$60 for obtaining a Bulk Asbestos Analysis Summary Report for the Mansard Roof tile samples. The Report showed the tiles did not have asbestos. Motion carried unanimously.

Farnsworth Hall Rental: Ward Jennings moved to establish a \$300 per month budget, starting December 2017 through March 2018, to advertise the availability of Farnsworth Hall for outside venue rentals. Motion carried unanimously.

Old Business:

None.

New Business:

Resignation and Appointments: Donna May moved to accept the resignation of Ann Lopez as an interim Director. Motion carried unanimously.

Johna Sharp moved to remove Ann Lopez as a check signer. Motion carried unanimously.

President Rychlak requested the Directors advice and consent for her appointment of Bruce Gile, Mary Newkirk and Kathie Chismar as interim board directors.

Bruce Gile and Mary Newkirk received the Directors unanimous advice and consent.

Kathie Chismar received one YES vote. Directors Donna May, Johna Sharp and Ward Jennings voted no. Kathie was not seated as an interim Director. President Rychlak swore in the two new interim Directors.

President Rychlak accepted the resignation of Ward Jennings as Secretary of the Board upon completion of the November 13, 2017 Board of Directors Meeting Minutes.

The Directors unanimously elected Mary Newkirk as the new Secretary of the Board. President Rychlak swore in the new secretary.

Ward Jennings moved to designate Mary Newkirk and Bruce Gile as additional check signers. Motion carried unanimously.

Ward Jennings resigned as the DVRC Statutory Agent. The Directors unanimously approved Deb Rychlak as the new DVRC Statutory Agent.

With the Directors' unanimous advice and consent, President Rychlak appointed Bea and Red Westall Co-Chairs of the Kitchen Sub-Committee.

Approval of Lease/Contracts: Donna May moved to approve the lease agreement between Sante Operations, LLC and DVRC with regard to physical therapy services for DVRC members. Motion carried unanimously.

Johna Sharp moved to approve the contract between Pineapple Pools and DVRC for the cleaning and maintenance of the DVRC pools/spas. Motion carried unanimously.

(Note: the Contract Committee Chairperson, Bob Westall, at the November 6, 2017 Study Session provided his approval of the lease and contract and vendors' certificates of insurance.)

Johna Sharp moved to ratify the emergency purchase of a 7.5 hp motor costing \$1,800 for the Farnsworth Hall pool. Motion carried unanimously.

Administrative Policy & Procedure Manual Revisions: Donna May moved to approve the amendments identified as Rev #3, dated November 13, 2017 to the Adiminstrive Policy & Procedure Manual. Motion carried unanimously. The approved amendments shall be attached to these Minutes and may be found on the Dreamlandvilla.org website, Digital Library.

By Laws Revisions: Johna May moved to recommend the Directors propose that the attached By Law revisions be presented to the January 9, 2018 annual general meeting for the members' approval. Motion carried unanimously. The proposed By Law revisions shall be posted on the official bulletin board, Dreamland Villa.org website and shall be published in the Citizen as soon as possible.

Ward Jennings moved that no person be authorized to accept or enter into a payment plan on behalf of Dreamland Villa Retirement Community until such time as the Board of Directors revises the existing Administrative Policy and Procedure, Payment Plan – Fees last updated May 14, 2014. Person means Administrative Staff whether paid or volunteer and each Director and Officer. Motion carried unanimously.

Further Ward Jennings stated that until the Directors revise the related policies, these are the DVRC policies that are in place: a. each person occupying a household shall pay the \$175 2018 annual fee and b. for 2018, new residents shall pay the one-time \$400 transfer fee AND each occupant shall pay the \$175 annual fee. The temporary practice of giving free kee cards to those who paid the \$400 one-time transfer fee shall be discontinued effective 1/1/2018.

Adjourned: 8 p.m.

Submitted by Ward Jennings, Secretary

Open Forum Comments:

Ward Jennings stated that the governing documents require potential safety hazards be addressed by DVRC as soon as possible and that DVRC maintain existing facilities in good repair. To this end Ward Jennings stated that as a DVRC Board of Directors Officer he would approve the Building and Grounds Chairperson to purchase a new water heater, at a cost estimated to be \$600, for placement in Read Hall and to have the pressure relief valve properly plumbed outside of the building.

Attachments:

[Comparison of Calendar Years 2011 to 2016](#)

[Rev #3, dated November 13, 2017 to the Administrative Policy & Procedure Manual](#)

[By Laws Proposed Revisions](#)