

Dreamland Villa Retirement Community Board of Directors  
Wednesday, 6:30 p.m., August 30, 2017, Approved Special Board Meeting Minutes

**Welcome:** Ward Jennings, Secretary and Presiding Officer.

**Pledge of Allegiance.**

**Call to Order:** 6:30 p.m., Ward Jennings, Secretary and Presiding Officer

**Roll Call:** Ward Jennings, Secretary.

Present: Deb Rychlak and Ward Jennings. Directors Janet Peterson, Pat Clark and John Pawloski, Sr. resigned as Directors.

**New Business:**

**Accept Resignation of Directors.** Deb Rychlak moved to formally accept the resignation of Directors Clark, Pawloski, Sr. and Peterson. Motion carried unanimously.

**Fill Vacant Director Seats:** Deb Rychlak moved to elect Donna May, Johna Sharp, Patti Rockwood and Ann Lopez as interim Directors to serve until the next scheduled election. (Note: Laura Suman is the fifth Director to be elected but was ill and unable to attend the meeting.) Motion carried unanimously.

Donna May, Johna Sharp, Patti Rockwood and Ann Lopez were sworn in as Directors. The new Directors provided the attendees information about why they were willing to be an interim Director and how their education and work background could help DVRC.

**Election of Officers:**

Johna Sharp moved to elect Deb Rychlak as President. Motion carried unanimously.

Ann Lopez moved to elect Johna Sharp as Vice President. Motion carried unanimously.

Election of Directors for the positions of Assistant Secretary and Assistant Treasurer were deferred to a later meeting.

Ward Jennings, Secretary and Presiding Officer, administered the Oath of Office to President Rychlak. President Rychlak administered the Oath of Office to the Vice President.

**Parliamentarian:** Johna Sharp moved to appoint Earl Munday, Parliamentarian. Motion carried unanimously.

**Create ad hoc "Task Force":** President Rychlak appointed Kim Rogers and Nancy O'Donnell as co-chairpersons of an ad hoc Task Force whose purpose is to develop a budget for September to December 2017 and propose costs that need to be cut to balance the budget. Once completed, the committee shall complete their proposed budget for 2018. The Directors unanimously provided their advice and consent for the appointment.

**Create ad hoc committee to develop a Reserve Study Requirements Plan.** President Rychlak authorized the creation of a Reserve Study ad hoc committee. (The proposal is an attachment to these minutes and is available on the dreamlandvilla.org website.)

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This procedural step allows the Directors to seek a qualified individual or individuals to chair the committee. The Directors unanimously provided their advice and consent to create this committee.

**Dreamland Villa Financials/Budget for the remainder of CY 2017:** Kim Rogers, Task Force Co-chair, presented a proposed budget for the months of September through December 2017. After discussion, the Directors unanimously accepted the proposed budget with the understanding that it would be re-evaluated again at the September 6, 2017 Special Meeting and at each monthly Study Session or Board Meeting thereafter. The Directors unanimously accepted the new budget. (This budget is an attachment to these minutes and is available on the dreamlandvilla.org website.)

**Check Signers:** Ann Lopez moved to rescind the prior authorization for Pat Clark and John Pawloski, Sr. to be check signers. Motion carried unanimously.

Ward Jennings moved to authorize Directors Ward Jennings, Deb Rychlak, Johna Sharp and Ann Lopez to be the new check signers. Motion carried unanimously.

**Nextdoor, Social Media:** The Directors discussed if there was value in using Nextdoor as a social media platform to present DVRC information to the Dreamland Villa Community.

Donna May stated that Nextdoor provided a lot of information and was in favor of its use.

Deb Rychlak stated Nextdoor could be effective if used in a positive manner to provide Board information.

Johna Sharp stated that Nextdoor provided a great opportunity to provide information about upcoming events but did not desire to use Nextdoor for financial or budget information and suggested a committee be created to screen the postings to Nextdoor.

Patti Rockwood expressed viewpoints similar to Johna Sharp's comments.

Ann Lopez stated she got involved because of the Nextdoor comments and thought Nextdoor could be used to get more volunteers.

**New Web Pages:** At the May 9, 2017 Board Meeting, the Directors authorized the creation of a new website home page and sub-pages. As a result of the cash shortfall, the new web pages development was placed on hold. Johna Sharp moved to formally to cancel the completion of the new web pages, transferring the unspent funds to the operating account as unrestricted 55+ fee income. Motion carried unanimously

**September 6, 2017, 6:30 p.m. Special Board Meeting.** Johna Sharp moved to convene a Special Board of Directors meeting, Wednesday, September 6, 2017, at 6:30 p.m. to review the August 31, 2017 financial statements, discuss the 2018 Annual Fees Statement and 2018 Verification of Occupancy Affidavit, and other matters that may come before the Directors. Motion carried unanimously. This meeting will be held in Farnsworth Hall.

**September 2017 Office Hours:** (Note: the Business Office is open during the summer from 8 a.m. to noon, Monday through Friday.) Johna Sharp moved to extend summer hours through 9/29/17, and starting October 2, 2017, set the office hours from 9 a.m. to 4 p.m., Monday through Friday. Motion carried unanimously. Further discussion addressed a need to have the office open

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on Saturdays and possibly one evening until 7 p.m. for those residents who work during the day time. This will be the subject of a future meeting. Motion carried unanimously.

**Independent Interim Audit Committee:** Johna Sharp moved to rescind the motion approved at the August 8, 2017 Special Board of Directors meeting “to create an independent audit committee to perform an interim audit of the financial statements.” Motion carried unanimously.

**Attendance at Business Meetings:** Donna May moved to permit residents of the Dreamland Villa Community to attend, for the remainder of 2017, Director Study Sessions and Board of Director Meetings. (By Laws Article X, Section 3.) Some discussion arose that if residents wanted to participate in meetings, they should pay their annual fee. The subject of inclusion of all residents or exclusion creating the feeling of segregation was also mentioned. However, the motion carried unanimously.

**Community Meeting:** Johna Sharp moved to convene on Wednesday, October 18 at 6:30 p.m. a Community meeting open to *all* Dreamland Villa’s residents. The Directors shall present DVRC’s current financial condition and then open up the meeting for questions and discussions. Motion carried unanimously. Comments were made that this meeting was not necessary since all residents could now attend Director meetings. Also the mailing of a special invitation to the meeting was discussed without resolution.

**Record (video & audio) Meetings, Upload to You Tube.** Ward Jennings moved to have the Directors authorize finding a volunteer who has the equipment and knowledge to record Director meetings and upload to YouTube (or similar), without cost to DVRC. Motion carried unanimously.

**Financial Comparative Information:** Ward Jennings, Treasurer

The August 2017 revenue is \$8,576 greater compared to August 2016. The increase in August 2017 revenue arises from a substantial increase in the Transfer Fees. This is a result of the efforts of the Administrative Services Manager working with Escrow Agents and new home buyers. Also there were additional residents paying a prorated annual fee to financially support the Corporation.

Year to date to 8/30/17 operating revenue is \$3,739 less than the same period last year.

The August 2017 monthly expenses are \$5,431 greater compared to August 2016.

Year to date, through August 30, 2017, operating expenses are \$26,435 greater than the same period last year.

Unrestricted operating account and money market funds for 2017 are \$45,997 less than the same period last year.

The August 30th meeting had 137 attendees. The August 8th meeting had 84 attendees.

**Adjourned** 7:45 p.m.

Submitted by Ward Jennings, Secretary

**Attachments**

[Proposed Budget](#)

[Reserve Funds Study Committee](#)

[Open Forum Comments](#)