

**BIRCH BAY VILLAGE COMMUNITY CLUB, INC.**

**POLICY RESOLUTION NO. 2-07-20-00**

**PURPOSE:** To Refine, Define and Establish the AGENDA Used For Meeting's of the Birch Bay Village Community Club Board of Directors

WHEREAS, it is considered important and necessary that the meetings of the Board of Directors have an agenda that is in compliance with established "Rules of Order" (bylaws 4.8.6) and that the meetings be run in a predictable and consistent manner; and

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Directors of Birch Bay Village Community Club has adopted Agenda guidelines that are consistence with established "Rules of Order". The Agenda guide that follows shall be employed at all regularly scheduled meetings of the Board. Special and/or unscheduled meetings of the Board shall follow an amended agenda format that shall contain at a minimum items 1,2,4 and 14 and any other items listed that are deemed appropriate for that meeting:

The Order of Business

A sample order of business follows:

1. Roll Call
2. Call to Order
3. Lot Owner's Presentations
4. Adoption of the Agenda
5. Minutes
6. Committee Reports (listed)(ACC, Marina, Golf, etc.)
7. Officer Reports (President, Treasures etc.)(listed)
8. Manager's Report
9. Correspondence that requires action (listed)
10. Unfinished or Old Business (listed)
11. New Business (listed)
12. Announcements (listed)
13. Program (listed)
14. Adjournment

Call to Order

The Chairman\*/president calls the meeting to order with a statement such as: "The meeting will now come to order". If the president is not present, the meeting may be

called to order by the Vice President, or by any person, those attending are willing to accept as acting-Chairman.

### Lot Owners Presentation

The Chairman may limit the number of speakers and the amount of time allotted to the speakers. Speakers should be limited to no more than 3 minutes of time. If the speaker's subject matter is not in the best interest of the "order", the Chairman may ask the speaker to sit down.

Depending on the size of the Agenda the Chairman may omit the lot owner's presentations.

\* The term Chairman is intended to be gender neutral.

### Agenda

The meeting should begin with the consideration of the agenda. The Chairman may ask the Club Manager to prepare the agenda, however the responsibility for the agenda remains with the Chair. The Chairman will ask if any of the members have corrections or changes to the agenda. After these have been taken care of, the Chairman should call for a motion to adopt the agenda. Due to publication requirements, new items may not be added unless they constitute an emergency or require immediate action by the Board or if they are informational in nature and require no action of the Board.

A member should then move: "That the agenda be adopted." (Or "adopted as amended.") A seconder is required. Passage of the motion (requiring a simple majority) restricts the business of the meeting to items listed on the agenda.

A copy of the Agenda for each Board meeting should remain on file at the Club office for not less than 3 years.

### Minutes

Because the minutes have been duplicated and circulated to Board members before the meeting, they need not be read at the meeting. The Chairman asks if there are any errors in or omissions from the minutes.

A formal motion to approve the minutes is needed. A member should move: "That the minutes of the (date) meeting be approved as printed (or circulated)." The Chairman may, if no one answers his/her call for errors or omissions, say, "There being no errors or omissions, I declare the minutes of the (date) meeting approved as printed." Should there be a mistake in the minutes, it is proper for any member to rise and point out the error. The secretary should then make an appropriate correction or addition. The motion will then read: "...approved as amended."

Minutes of the meeting should be transcribed and turned over to the Secretary of the Club for review as soon after a meeting as possible.

### Committee Reports

Reports should be submitted no later than the Monday before the Thursday Board meeting. The report should be used to facilitate the decision-making of the Board. Reports need not necessarily be long (being too long may discourage anyone from reading it), but needs to be long enough to competently and persuasively present the plan and justify it to the Board. Whatever format is decided upon, the report should be typed (if possible), so that a copy can be placed in the Club's files. The report may simply be the minutes from the last committee meeting. The report need not be read verbatim but may be summarized so long as a printed version has been previously submitted.

After all questions have been answered, the committee or ad hoc Chairman will move any recommendations on behalf of the committee or task force. Robert's rules indicate that a seconder is unnecessary for such motions, because the motion is being made on behalf of a committee. This is not considered a binding motion of the Board as only a member of the Board can make motion for the Board. Accepting the motion only indicates that the report or information has been received by the Board.

Amendments to the recommendations may be proposed by any member of Board. After all the recommendations have been dealt with, input may at the will of the Board Chairman, be received from the floor dealing with the substance of the report or the work of the committee or the ad hoc committee concerned.

### Committee Reports Cont.

Occasionally it becomes evident that the report of a committee, or one of the recommendations, is not acceptable to the Board. The committee can be directed to review its work in the light of the discussion heard.

### Officer's Reports

President, Treasure and Secretary may submit reports/information to the Board as needed. All reports and information should be in written form whenever possible and should be submitted to the Manager no later than the Monday before the Thursday Board meeting.

### Manager's Report

The Club Manager should report all information that is considered pertinent to the meeting and wellbeing of the Club. Such as, project status, late correspondence that

requires action, general information that is considered "for the good of the order", and/or any other information that the Manager considers important.

### Correspondence

No later than Monday before the Thursday Board meeting, the Manager, in consultation with the Secretary, should separate the letters received into two groups--those requiring action and the others. Those letters that will probably require no action are summarized by the Manager. Usually it is sufficient to have one motion--"That the correspondence be received and filed."

Those letters that require action by the meeting will be read or summarized one at a time. The Chairman may state, after each has been read, that action on this letter will be delayed until "New Business," or he/she may prefer to have discussion of each letter immediately after it has been read. Each letter in this group will require a separate motion to dispose of it. In some cases, it may be wise to omit the name(s) and location(s) when reading or summarizing correspondence.

### Unfinished or Old Business (listed)

Any business that has been postponed from a previous meeting or that was pending when the last meeting adjourned, is called "old" or "unfinished" business or "business arising from the minutes." It is usually advisable for the Chairman to remind the meeting of the history of this business before discussion begins (or he/she may call upon someone with special information to do this). Motions that have been "tabled" may be "lifted" from the table under old business.

Tracking motions, a list of motions that require action from previous Board meetings should be placed in "old or unfinished" business. Reporting the progress on each item to assure that items are tracked until completed. Once an item is complete or is implemented it will be removed from the Agenda. Items that remain on the agenda with no action taken place for several meetings may be reviewed, changed or dropped. Items that are to be removed or dropped (overturning a previous motion) will require a motion to do so. It is not necessary to report on each item, supporting information or a brief description may be placed on the agenda for tracking purposes.

### New Business

When all unfinished business has been disposed of, the Chairman will say: "New business is now in order." Items not included on the agenda may not be discussed unless the agenda is amended. (The motion to amend the agenda requires a two-thirds majority.) (Also see "Agenda" for additional restrictions.)

### Announcements

The Chairman should give committee chairs and may give others an opportunity to make special announcements as well as making any of his/her own.

Program

When the Board is to hear a special speaker, it may be advisable to have the speaker before the official business (from "Adoption of the Agenda" on) begins. In other cases, the program occurs after pending new business has been disposed of. The chair of the meeting may ask a separate program Chairman to take charge at this point.

Adjournment

At regular scheduled meetings, a motion to adjourn is a "privileged" motion that is neither amendable nor debatable. A seconder is required, if the motion to adjourn is passed, the chair should announce formally that, the meeting is adjourned.

The Secretary of the Club is directed to place a copy of this Resolution in the Club's Book of Resolutions, as required by Section 6.6 of the Bylaws of the Club.

DATE OF ADOPTION

ATTEST:

7/20, 2000

George L. Palmer  
SECRETARY

**BIRCH BAY VILLAGE COMMUNITY CLUB  
BOARD OF DIRECTORS REGULAR MEETING  
JULY 20, 2000, 7:00 P.M.  
AT THE CLUBHOUSE**

**MINUTES**

**ROLL CALL:**

<b>Eric Peters, President</b>	<b>Present</b>
<b>Don Clark, Vice President</b>	<b>Present</b>
<b>George Palmer, Secretary</b>	<b>Present</b>
<b>Michael Flittie, Treasurer</b>	<b>Present</b>
<b>Harry Keen</b>	<b>Present</b>
<b>Mike Kent</b>	<b>Present</b>
<b>Larry Vander Yacht</b>	<b>Present</b>

Also present Meg Grable, General Manager; Cathy Stitt, Office Support Person

**CALL TO ORDER:**

Meeting was called to order by President Eric Peters at 7:04 P.M.

**LOT OWNERS PRESENTATION:**

Jane Gregory, Div. 12C, Lot 54, discussed concerns regarding the swimming pool schedule and sign-in policies.

Eric Peters announced scheduling issues and administrative items relating to the swimming pool will go through the Birch Bay Village Community Club (BBVCC) manager.

Noel Myers, Div. 9, Lot 93, expressed the need for more floor mats at the pool.

Eydie Berry, Div. 12C, Lot 57, discussed concerns regarding swimming pool hours and sign-in policies.

Betty McKinney, Div. 11C, Lot 1, discussed the swimming pool schedule relating to the noon to 1:00 p.m. adult swim.

Eydie Berry, President, BBVCC Social Club, announced the BBVCC Discovery Days Grand Parade Float won first place in the non-commercial category. She thanked everyone who helped, especially Cleo Kent, Betty and Larry McKinney, Janet Sharp, Ruth Lees, Brittany and Brian Kent, Cassie and Sierra Flint, Kevin Klemmt, Natalia and Lydia Caserez, Mike Kent, Jerry Chambers and Jim Drake.

**ADOPTION OF AGENDA:**

Eric Peters explained he had one item to add to the agenda. Immediately following the adoption of the agenda, he would like to move to closed session for approximately 10 minutes.

- Motion made by Harry Keen, second by George Palmer, and carried, to adopt the agenda as amended. At 7:18 p.m., the BBVCC Board of Directors went into closed session. The meeting was called back to order at 7:31 p.m.

**MINUTES:**

- Motion made by Don Clark, second by Mike Kent, and carried, to approve the minutes of June 7, 2000.
- By consensus, the minutes of June 15, 2000, were approved.

### **COMMITTEE REPORTS:**

**Marina Committee:** Jack Vanett submitted July 18, 2000, Marina Committee minutes and 2001 budget requests. He discussed Marina improvements.

**Marina Rules and Regulations (existing Marina Policy rewrite) Committee:** Chairman Jack Vanett reviewed committee goals and presented a preliminary cut of proposed Rules and Regulations changes. Meg Grable to distribute a copy to Board members.

**BlockWatch:** Larry McKinney discussed BlockWatch representative issues, presented BlockWatch statistics, and the Sheriff's newsletter. There was discussion regarding a mail theft incident.

### **OFFICER REPORTS:**

Eric Peters stated the nonprofit charter information issue is still ongoing and that he will be meeting with Yacht Club August 8, 2000, 7:00 p.m., regarding the nonprofit charter.

Eric Peters announced he would like to call a Special Board Meeting on August 7, 2000.

- Motion made by George Palmer, second by Michael Flittie, and carried, that a Board of Directors Special Meeting be held August 7, 2000, 7:00 p.m., at the Maintenance Meeting Room, Closed Session for personnel staff issues.

Eric Peters requested that the Board of Directors allow him to set up a meeting with the Architectural Control Committee (ACC), Board of Directors and BBVCC Attorney regarding the granting of variances.

- Motion made by Mike Kent, second by Larry Vander Yacht, and carried, for the President to schedule a meeting with the ACC Committee, Board and Club Attorney, on August 29<sup>th</sup> at 7:00 p.m., to discuss variances and their impacts on the Club.
- Motion made by Don Clark, second by Mike Kent, and carried, to accept a Policy Resolution 1-07-20-00, "Purpose: To Refine Marina Slip Availability Policies."
- Motion made by Harry Keen, second by George Palmer, and carried to accept the presented Board of Directors Agenda Guidelines as Policy Resolution 2-07-20-00, to establish Board meeting order of business.

### **MANAGER'S REPORT:**

Meg Grable presented the Manager's Report.

- Quarterly Report (2<sup>nd</sup> Quarter)
- Budget versus Actual (through June, 2000)
- Collection of Citations
- Motion made by Don Clark, second by Harry Keen, and carried, to have the Security Committee discuss and make recommendations to the Board for collecting fines from guests, possibilities for charging owners and any other related items.
- Employment Security Audit
- Playground
- Drainage
- Slewing Salish Road Culvert
- Property Cleanup
- Drainage of Property Along Cowichan Road (across from Maintenance Shop)
- Lakes Treatments (algae treatment)

## **CORRESPONDENCE:**

- Letter from Edita Tavera, Division 12, Lots 3 and 4, requesting time payments for 2000 dues.
  - Motion made by Harry Keen, second by Don Clark, and failed, that the Board accept time payments for 2000 dues. One Board members voted for the motion.
- Letter from James Miller, Div. 1, Lot 40, regarding eroding beach access.
  - Motion made by Mike Kent, second by Larry Vander Yacht, that Craig Swanson, in conjunction with the Drainage Committee, are to evaluate areas of the community waterfront beach access property to isolate areas of concern and report back with possible solutions at the August 17, 2000, Board Meeting.

## **UNFINISHED OLD BUSINESS:**

- Book of Resolutions – George Palmer discussed his findings of going through five prior years of Board minutes.
- Committee Term Limits - Motion made by Don Clark, second by Larry Vander Yacht, and carried, to approve the proposal of three-year staggered terms for committees [presented by George Palmer]. Upon approval, request from each standing committee Chair the time served by the current committee members and present the information at the August 17<sup>th</sup> meeting. By consensus, the dates in the information presented by George Palmer would be updated.
- ANVIL Dredging – Bid received for \$27,500 for engineering services that would include the permitting process.
  - Motion made by Mike Kent, second by Larry Vander Yacht, and carried, that BBVCC engage ANVIL Corporation for Marina dredging and emphasize to ANVIL that time is of the essence in getting the project completed.

Harry Keen stated he would like clarification of the letter dated February 14, 2000, from the Department of the Army, Corps of Engineers, relating to Marina dredging. He noted he would like the ANVIL Corporation to find out what contingencies are still in place.

  - Amendment to motion made by Mike Kent, and carried, to request ANVIL Corporation to complete the work as soon as possible and to direct ANVIL to get clarification of the letter from Department of Army, Corps of Engineers.
- Cascade Natural Gas – Mike Kent stated Cascade Natural Gas is seeking, through the county, a waterline easement with Trillium Corporation. They are still targeting for a September start date. Thirteen additional contracts will be accepted that were submitted by members after the window closing date.

Don Clark stated approximately 13 contracts will be mailed to members by Cascade Natural Gas by the end of the week.
- Visitor/Gas Dock Ramp Gate (lock) – Eric Peters stated the Chief of the Local Fire Department recommends a key lock. He suggested the option of adding a combination lock with a combination pad on it that could be changed periodically. The Coast Guard doesn't have any specific rules, regulations or recommendations.
  - Motion made by George Palmer, and failed for lack of a second, to lock the gas dock ramp gate for the reasons he stated in his June 7, 2000, write-up.
- Evancic, Div. 12M, Lot 37, Motor Home on Lot – Motion made by Don Clark, second by Mike Kent, and carried, that the BBVCC forward to BBVCC Attorney Hugh Lewis the Evancic parking situation, Div. 12 M, Lot 37, and request that he proceed in



resolving the situation. Mike Kent added that Eric Peters be involved in the negotiations.

- **Nicon, Div. 11A, Lot 14, Finish Garage Project/or remove pillars – Meg Grable presented letter, dated July 19, 2000, to Mr. Nicon, requesting a firm timetable to complete construction of the garage project.**
- **BBVCC Security Committee recommendation for approval of eight additional Security Patrol hours each week through Labor Day, September 4, 2000.**
  - **Motion made by Mike Kent, second by Larry Vander Yacht, that the additional eight hours each week of Security Patrol be approved as requested.**
  - **Motion amended, by Mike Kent, and accepted, that Meg Grable report back as to where the funding will be obtained.**

A roll call vote was taken. Michael Flittie - yes, George Palmer - yes, Harry Keen - yes, Mike Kent - yes, Larry Vander Yacht - yes and Don Clark - yes.

- **BBVCC Security Committee recommendation for approval of the following: Security Post Orders, Section III, Page 15 M. (add the following changes):**
    - “For Special Services such as Health Care, Hospice and funeral directors, the owner shall give Security the name of the service company and the time duration expected.”
    - “Garage or Estate Sales require the owner to provide an alphabetical list of names to Security for any visitor prior to entry.”
    - **Motion made by Michael Flittie, second by Mike Kent, and carried, to amend the verbiage of Page 15, Section III, Letter “M” to “Residents may give an alphabetical list of perspective guests to Security prior to the stated start time of the event ...”**
- Don Clark suggested changing the word “may” to “must” which was accepted by Michael Flittie. He also suggested deleting the word “etc.” which was also accepted. The first part of Section “M” would then read, “Residents must give a alphabetized list of prospective guests, prior to the stated start time of the event, to Security for a one day entry only for special occasions such as Golf Tournaments, Bazaars, Birthday Parties. It was accepted by Mike Flittie that the word “Bazaars” be removed and insert “and” before Birthday Parties.**
- **Motion made by Don Clark, second by George Palmer, and carried, to accept the recommendations of the Security Committee, dated July 20, 2000, the following wording be added to Page 15, Section III M, “For Special Services such as Health Care, Hospice and Funeral Directors, the owner shall give Security the name of the Service Company and the time duration expected.”**
  - **Motion made by George Palmer, second by Michael Flittie, and carried to add “and Services” to the heading of Section M.**

“M.” would then read:

**M. Visitors/Guests Lists – Special Occasions and Services**

**“Residents must give an alphabetical list of perspective guests to Security prior to the stated start time of the event for a one-day entry only for special occasions such as Golf Tournaments and Birthday Parties. This list must only be authorized by a resident or a function of the Community Club. The list shall have no limit of names. The list WILL be dated. For Special Services such as Health Care, Hospice and Funeral Directors, the owner shall give Security the name of the Service Company and the time duration expected.”**

- **Bulletin – Harry Keen reported that the cost to add four pages to the Bulletin would be \$100. He discussed the options of the bulletin.**  
Eric Peters stated there should be a section in the Bulletin for Resolutions the Board of Directors adopts.  
Mike Kent discussed options for advertising.  
George Palmer questioned who would author featured articles.  
It was decided that Harry Keen would get some information on the costs to increase the bulletin ad sizes.
- **Eric Peters discussed the issue of a committee to be set up to address the issue of how the public will be informed on incidents that happen within the BBVCC.**  
By consensus, Don Clark is to contact and meet with the people to be on the committee to discuss how the incidents will be reported.
- **Funding for the Birch Bay Discovery Days Float – Motion made by Mike Kent, second by Don Clark, and carried, that the BBV Social Club be reimbursed for receipted expenditures not to exceed \$150.**

**NEW BUSINESS:**

- **Variance – Ambuehl, Div. 12, Lot 47 – Eric Peters discussed the importance of better documentation. He requested that in the future, the Architectural Control Committee write a description as to the basis for recommendations of the variance request. Motion made by Harry Keen, second by Larry Vander Yacht and carried to approve the variance request for Division 12, Lot 47, for an increase of 4 feet, 6 inches, above the 18 foot height restriction, 8050 Kayak Way, Andrew Ambuehl.**
- **Citation Appeal: VonSicard/Revilla – leash law; McCall – Traffic. Eric Peters stated the citations would be returned to the Security Committee, as the individuals weren't present to represent themselves.**

**Mike Kent referred to a letter received from Cathy Beal, dated July 3, 2000, regarding traffic violation and speeding.**

- **By consensus, Mike Kent to reply to Beal letter by writing a note on a copy of the incident report.**

**Meg to notify Mr. Raghu, slip G-1, to unchain boat from dock.**

**Board of Directors Village tour Monday, July 24, 2000, at 6:00 p.m.**

**ADJOURNMENT:**

**Motion made by Harry Keen, and carried, to adjourn. Meeting adjourned at 10:45 p.m.**