

BIRCH BAY VILLAGE COMMUNITY CLUB  
SECURITY MEETING  
DECEMBER 9, 2015  
7:00PM  
8181 COWICHAN ROAD

- **Court:** Honorable Judge Michael Bobbink presiding
  - Unattended, off leash dog: \$50.00 fine reduced to \$25.00
  - Dog at large: \$100 fine reduced to \$50.00
  - Speeding and driving without a license(failure to appear): \$200 fine doubled and no admittance to BBV
  - Speeding (appeal to reduce previous fine to original amount): \$200 fine reduced to \$100 (previously paid) and re-admittance to BBV
- **Call to Order:** 7:09 PM
- **Roll Call:**
  - Ralph Falk (Chairman)           PRESENT
  - Agnes Doutre                   PRESENT
  - Nancy Garlow                   EXCUSED
  - Bob Simpson                   PRESENT
  - Gloria Hardan                  PRESENT
  - Bart Boeckholt                 ABSENT
- **Also Present:**
  - Valery Anderson (Board Liaison)
  - Ken Hoffer (General Manager)
  - Krista Templeton (Office Assistant & Recording Secretary)
  - Barb May (BBV Security Supervisor)
  - Ryan Brenan (Pacific Security)
- **Agenda:**
  - Bob Simpson requested a discussion on “Guest Cards” be added to “Other Security Business”.
    - **MOTION** made by Ralph Falk, seconded and carried to approve the agenda as amended.
- **Minutes:**
  - **MOTION** made by Agnes Doutre, seconded and carried to approve the Security Minutes of September 16, 2015 as written.
- **Homeowner’s Presentations:**
  - **NONE**

- **Pacific Security:**
  - Ryan Brennan introduced himself as the new Scheduling Director at Pacific Security (He replaced Ken Roberts).
  - Barb wanted to remind everyone that during this time of year there is an increase in packages being left on porches and thefts of said packages off porches. While it has not occurred in the Village it is still a possibility.
    - Ken agreed to send out a reminder to members about package deliveries.
    - Barb asked that Villagers keep an eye out for their neighbors and notify security if they notice any packages left on porches. Security cannot 'hold' packages, but they can notify the homeowners to have them picked up.
- **Chairman's Report:**
  - During the last meeting school bus stop procedures and how to reduce the number of speeders during this time was discussed. Since then, staff members have periodically been monitoring the kids at the school bus stop allowing security to watch for speeders.
- **Manager's Report – Ken Hoffer:**
  - Ken had an orientation with new security member, Gloria Hardan, and wanted to review some items with everyone:
    - When there is a power outage, the Guard House does have a gas-powered generator that will operate the gate arms and the computer systems.
    - Dredging put off until January. Security will be sectioning off areas.
    - Security is trying to have patrol officers do stationary speed observations at least once a shift where there have been speeding complaints.
    - To reduce the amount of vandalism, the restrooms are closed at dusk and reopened at dawn. The sports courts are also closed for this reason but can be opened by security when requested. During the winter months the restrooms are completely closed because there is no power.
    - Security has a short-term (under 90 days) and a long-term (over 90 days) list of members who are away from the Village and will patrol those areas regularly. Security can do a walking patrol of the property, but will require written permission from the owner to do so.
    - Security cannot take charge of anybody else's property (money, keys, or packages) for liability reasons.
  - **Recent Activity**
    - Two speeding citations were thrown out prior to court because the drivers left the village before the citation could be given. The citations were issued based upon the driver /vehicle information provided upon entering the village. However, citations can only be issued to drivers, not their vehicles, and in these instances there was no way to identify the driver exiting the village.



*person(s) fishing must reel in their lines and give the boat the right of way. All children under 12 years old must wear a life jacket and be accompanied and supervised by an adult (18 years old or older).*

(The Gas/Pump-out/Guest Dock will have signage to the above effect.)

- **MOTION** made by Bob Simpson, seconded and carried to present the regulation, as worded, to the Board of Directors.
- Fires
  - **Existing regulation:**

## 12. Fires, Garbage, Refuse

No outdoor fires for burning wood, trash or debris shall be started without first obtaining a valid fire permit during seasons when such is required. Be aware that outdoor fires may be considered a smoke nuisance and/or health hazard to neighbors. Burning of any trash except paper, wood or brush is strictly prohibited, as is burning anything whatsoever during those times designated 'burn bans' are in effect. No lot shall be used or maintained as a dumping ground for rubbish, refuse, or garbage. Garbage or waste shall be kept in sanitary containers. Composting shall be an acceptable mode of on-site disposal of non-toxic, organic waste (plant material and food refuse only). Incineration of any type of household refuse is prohibited. Disposal of household waste of any other type of refuse shall be the responsibility of the lot owner. All burning must conform to applicable governmental regulations.

- **Proposed regulation:**

### 12.1 Fires

*Outdoor fires may be considered a smoke nuisance or health hazard to neighbors; complaints made to Security or the Office will be promptly investigated to determine if the cited burning must cease immediately or if it can continue. Burning of lumber or any other construction materials is strictly prohibited. Only properly dried and seasoned wood may be burned outdoors. Outdoor fires shall be attended/guarded at all times. All burning must conform to applicable government and Village regulations. A valid fire permit must be on-hand when such is required for outdoor burning. When a designated "burn ban" is in effect, the outdoor burning of any material whatsoever is prohibited.*

### 12.2 Garbage, Refuse

*No lot shall be used or maintained as a dumping ground for rubbish, refuse, or garbage. Household garbage shall be kept in closed containers. Composting is an acceptable means of on-site disposal of non-toxic organic waste. Incineration of any type of household refuse is prohibited. Disposal of household waste or any other type of refuse shall be the responsibility of the lot owner.*

➤ **MOTION** made by Gloria Hardan, seconded and carried to present the regulation, as worded, to the Board of Directors.

- **Any Other Business:**

- Guest Cards

- Bob asked if there was a way to get members to regularly update their guest cards.
    - After much discussion it was decided that the execution of such a project was too detailed to be discussed at this time, but that it is something that needs to be addressed.

- Ralph asked that Ken relay any security/crime related information be relayed to the community. Ken confirmed that he currently does this and will continue to do so.

- Ken will look into a better way to secure the sliding glass door at the clubhouse.

- At the beginning of the new year a committee chair will need to be appointed.

- **MOTION** made by Bob Simpson, seconded and carried to have Ralph Falk continue to serve as Security Committee Chair.

- **Next Meeting:** March 9, 2016

- **Adjourn:**

- **MOTION** made by Agnes Doutre, seconded and carried to adjourn the meeting at 9:21 pm.