

BIRCH BAY VILLAGE COMMUNITY CLUB  
SECURITY MEETING  
March 24, 2016  
7:00PM  
8181 COWICHAN ROAD

- **Court:** Canceled
- **Call to Order:** 7:04 PM
- **Roll Call:**
  - Ralph Falk (Chairman) PRESENT
  - Bob Feaster PRESENT
  - Bob Simpson PRESENT
  - Gloria Hardan EXCUSED
  - Agnes Doutre EXCUSED
  - Nancy Garlow ABSENT
- **Also Present:**
  - Valery Anderson (Board Liaison)
  - Ken Hoffer (General Manager)
  - Krista Templeton (Office Assistant & Recording Secretary)
  - Barb May (BBV Security Supervisor)
- **Approval of Agenda**
- **Minutes:**
  - **MOTION** made by Bob Simpson, seconded and carried to approve the Security Minutes of December 9, 2015 as written.
- **Homeowner's Presentations:**
  - Bob Stull (Div. 2, Lot 21) mentioned that he is continually cut off at the front gate by visitors when entering the village and requested that security do a better job of informing visitors to yield to members when entering the village. He also requested that a stop sign be put back up on Salish Rd. & Cowichan Rd. to deter speeders.
  - John Marshall (Div. 11A, Lot 3), a newer homeowner in the village, complimented the village on controlling and enforcing the speed limit within the village, and the overall safety of the village.
- **Pacific Security:**
  - Barb May is training the guards to look at the members lane before lifting the visitors gate arm.
  - Speed watches during school bus times are being conducted when BBV Staff (specifically Karla Foss) is available to relieve guards from crowd control.
  - Barb said that many of the people caught speeding reply that they are unaware of the speed limit since it's posted at the gate and not necessarily throughout the village.
  - Ken Hoffer mentioned that security can transport members/guests only in emergencies. Security cannot act as a taxi due to vehicle passenger liability.
- **Chairman's Report:**
  - School Bus Procedure
    - The question was raised as to how often speed watches are conducted during this time.
      - ❖ Barb May replied that it was at least a couple of times a month depending on Karla's availability to relieve guards from crowd control.

- ❖ Ralph Falk asked that Ken Hoffer set a minimum of 6 mornings a month that staff is available to relieve security for speed watches.
  - After further discussion on ways to deter speeding it was determined that:
    - ❖ A speed survey should be conducted to assess whether speeding is really a problem and if so during what times.
      - Ken Hoffer will see what equipment he can obtain for the survey.
    - ❖ The speed reader sign should be placed somewhere near the lower gate on the heavily trafficked roads.
    - ❖ Reminders are placed in the bulletin reminding members that school is still in session and to adhere to the speed limit for the safety of others.
    - **MOTION** made by Bob Simpson, seconded and carried to have BBV staff research road/pavement warning options (e.g. box dots) and present findings to the board.
  - Ralph Falk requested that security do a better job of enforcing parking rules & regulations. He specifically pointed out lawn care service vehicles taking up part of the road when parked.
- **Manager's Report – Ken Hoffer:**
  - **Recent Activity**
    - Several more incidents have occurred involving renters. The board and management will be doing a better job of holding owners accountable for their renter's actions.
- **Security Business:**
  - **Stop/Yield Signs Survey:** Last full survey done 2 years ago, with smaller scale surveys done since.
  - **Speed Limit Sign on top of Gate Arm:** Reflective 20MPH sticker now on gate arms.
    - Follow up is needed to see whether sticker visibility is washed out in headlights at night.
  - **Regulation changes:** The two regulation changes (Fishing on Gas Dock & Fires) worked on during the last meeting were presented to and accepted by the board.
    - Ken Hoffer will follow up on signage and painted blue line on gas dock.
- **Any Other Business:**
  - A reminder will need to be put into the upcoming bulletins about being cautious when burning weeds with a propane tank.
  - Notices to update Guest Cards will be put into June/November Packets and sent out with dues invoices.
  - Emergency preparedness: Ken Hoffer is working on a couple of different projects including Boater's Orientation, and compilation of scenario based emergencies.
  - New program: Safety Sign reflective address signs/posts can be ordered/purchased through the office and possibly installed by the same volunteer group who does the mailboxes. These signs will help emergency responders to quickly identify homes especially at night. Once details are worked out it will be advertised in the bulletin.
  - Any issues regarding security should be addressed immediately with the office or Barb May instead of waiting for the next meeting.
- **Next Meeting:** June 8, 2016
- **Adjourn:**
  - **MOTION** made by Bob Simpson, seconded and carried to adjourn the meeting at 8:47 pm.