

**BIRCH BAY VILLAGE COMMUNITY CLUB, INC.**  
**POLICY RESOLUTION NO 17-05-20-10**

**PURPOSE:** To Establish a Policy, which will allow Birch Bay Village Community Club, Inc. to invest Reserve funds in specific ways as to allow for the safe keeping of Village funds.

**WHEREAS,** It has become necessary to have a process, which shall be consistently followed by Birch Bay Village Community Club, Inc. to invest Reserve funds to safely protect the investments of Birch Bay Village Reserve Accounts .

**NOW, THEREFORE, BE IT RESOLVED:**

That the following steps shall be taken by BBVCC to invest Reserve capital:

1. Reserve investments shall ensure that funds are invested in such manner as to first provide safety, then liquidity, and finally yield.
2. Safety of fund investment must take into consideration safety of principal as well as safety of income.
3. Maturity dates of investments will have an expected laddering effect to insure liquidity in cash flow and track the interest rate fluctuation to offset market volatility.
4. To this end, the Operating Account will have all funds in a liquid position in cash or cash equivalent holdings to cover operating costs.
5. Also to this end, the other Reserve Accounts will have enough cash or cash equivalent in their accounts that are guaranteed by the FDIC to cover expected budgeted yearly expenses and to also cover unexpected expenses that may arise during the course of the year.
6. The funds remaining after the cash or cash equivalent maximums are met may be invested in Certificates of Deposits, or like instruments, that are guaranteed by the FDIC and must not be invested in Corporate nor Municipal instruments.
7. Investing in the Stock Market, even in stock funds, is not permitted.
8. CD's, or like instruments, must be laddered to prevent interest rate losses due to market volatility and interest rate fluctuations.

**DATE OF ADOPTION**

**ATTEST:**

May, 20, 2010

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**SECRETARY**

**BIRCH BAY VILLAGE COMMUNITY CLUB  
BOARD OF DIRECTORS  
REGULAR MEETING  
MAY 20, 2010 7:00 P.M.  
AT THE CLUBHOUSE  
MINUTES**

**ROLL CALL:**

<b>Sandra Stillion, President</b>	<b>Present</b>
<b>Deon Wiechmann, Vice President</b>	<b>Present</b>
<b>Al Hawks, Treasurer</b>	<b>Present</b>
<b>Ken Davidson, Secretary</b>	<b>Present</b>
<b>Ralph Falk</b>	<b>Present</b>
<b>Terry Sullivan</b>	<b>Present</b>
<b>Craig Telgenhoff</b>	<b>Present</b>

**ALSO PRESENT:**

**Ken Hoffer, General Manager; Esther Matter, Administrative Assistant**

**CALL TO ORDER:**

**President Sandra Stillion called the meeting to order at 7:05pm.**

**AGENDA:**

- **Motion made by Ralph Falk, seconded by Al Hawks and carried to approve the Agenda as written.**

**HOMEOWNER'S PRESENTATION:**

- **Wayne McFee mentioned concerns of a property that was brought up a year ago that appeared to not be taken care of, and still appears that way.**
  - **Ken Hoffer requested that Wayne come to the Office to review what has been done on the property in the last year, and to discuss the concerns further.**

**MINUTES:**

**Regular Board Meeting of April 15, 2010.**

- **Motion made by Craig Telgenhoff, seconded by Terry Sullivan and carried to accept the Regular Session Board Minutes of April 15, 2010 with the spelling correction of "General" under the Security Report. Al Hawks and Deon Wiechmann abstained due to absence.**

**Special Meeting of April 15, 2010.**

- **Motion made by Ralph Falk, seconded by Craig Telgenhoff and carried to accept the Special Meeting Minutes of April 15, 2010 as written. Al Hawks and Deon Wiechmann abstained due to absence.**

**Special Meeting of May 6, 2010.**

- **Motion made by Terry Sullivan, seconded by Ralph Falk and carried to accept the Special Meeting Minutes of May 6, 2010 as written.**

**COMMITTEE REPORTS:**

**ACC – Deon Wiechmann**

- **Two tree removals, two fences, one shed, one asphalt replacement, one concrete patio replacement, and two golf ball screens were approved. The variance request for the golf ball screens were sent to the Board for approval at the May 6 Special Meeting.**
- **The Committee is requesting that the Board enforce the 25 foot setback rule for structures; there are a few properties in violation.**
- **The rewrite to the AR&R is in the packet for the Board to review. A Work Shop will be scheduled to go over the changes with Ken Woods.**

**GOLF COMMITTEE – Ken Hoffer**

- **Due to complications with the Greens keeper's duties, and to enforce the Golf Rules & Regulations, the Pro-Shop Manager, Grant Wilson, was given a letter to notify Golf Players that they are to start at the #1 Tee at all times except during tournaments.**

#### **LAKES COMMITTEE – Ken Hoffer**

- **Waiting on feedback for Carp permits. Permits are generally only allowed every five years for restocking Carp unless there is special compensation given; hoping to get approval for an ongoing permit.**
- **Ueli Nussbaum will be finishing the work on the remaining compressors.**
- **Decided to try the SLAM program on the Golf Course Ponds and Thunderbird Lake; Aquatechnix will be coming out to do the work sometime this month; it will be the first of three treatments.**
- **Since Calcium Chloride is not an approved chemical to use on the Lakes and Ponds, will continue with the Blue Dye treatments to keep the algae growth down.**
- **Working on a fish survey to determine what kinds of fish are in the Lakes and Ponds and how many.**
- **Betty McKinney inquired on the fountain that used to be on one of the Golf Course Ponds. Ken Hoffer stated that the fountain belonged to a resident of the Village and they are deciding whether to fix the fountain and put it back in the pond.**

#### **MARINA COMMITTEE – Bob Webber**

- **Two new members were requested to be approved by the Board:**
  - **Motion made by Al Hawks, seconded by Terry Sullivan and carried to approve David Miner and Mike Stansbury on the Marina Committee.**
- **Still in need of one more member as John Kaye is resigning from the Committee.**
- **The Grid was inspected by a licensed engineer; his report should be available in a couple weeks.**
- **The Marina Parking Lot electrical work is about 70-80% complete. Will need to be inspected once the work is finished. The work is for lighting, cameras, and power for boats.**
- **An estimate for a camera being placed on the Marina Docks was given by a Portland, OR company.**
- **Would like to see the revised Marina Parking Lot design at the next Marina Committee Meeting so it can be reviewed.**
- **An e-mail was sent to Private Dock owners to see if they would be interested in float replacement during the BBV Marina float replacement by Top to Bottom.**

#### **ROADS & DRAINAGE COMMITTEE – Jim Lockie**

- **Three bids came in for the road paving, Whatcom Builders was the lowest with \$.39 per square foot. Hoping to get on the schedule for the second week in July; this will finish up the overlay of the remaining roads in the Village.**
- **The Board will need to decide when to start the 1½ inch pavement layer; will probably be about a 5-10 year project.**
- **Will be making use of the new dump truck this summer with the cleaning out of the culverts and pipes.**
- **Peter Winterfeld, future Board member, is currently on BBWARM and is trying to push cleaning out Roger's Slough.**
  - **Motion made by Ken Davidson, seconded by Ralph Falk and carried to accept the bid from Whatcom Builders for the road paving overlay.**

#### **SECURITY COMMITTEE – No Meeting**

- **No meeting, nothing to report.**

#### **MANAGER'S REPORT: Ken Hoffer**

- **The defibrillator for the Clubhouse has been purchased and is on the way.**
- **A CPR/AED Training Session is in the works for the Security, Maintenance, and Office Staff and any BBV member interested in attending. Will be looking into a Firefighter who charges per class and not per person to keep costs down.**

- A Work Shop is scheduled for the 26<sup>th</sup> of May at 6:00pm to discuss the sea wall replacement near Sunset Park. Will do some measurements of the shelter and property to best decide what to do. Looking at taking down and rebuilding the shelter, moving the shelter 90 degrees, or cutting a section off the shelter so that the adjoining lot owner can bring in equipment to fix the slope.
- Need to go over the insurance plan with Paul Kenner, Ken Hoffer will ask if he is available for the May 6, Work Shop.
- The Tri-King Mower broke down but Maintenance got it running again. It is in the reserves for replacement next year; bringing the issue to the Board's attention just in case it needs to be replaced sooner.
- Dick Myhre requested that the delivery of strawberries for a strawberry sale be held in one location in the Village to make it easier for distribution. The Board is okay with the distribution in the Village as long as they do not sell anything.
- Both of the letters sent concerning foreclosures came back. Will contact the Village lawyer and continue with foreclosure on those properties.
- ❖ By acclamation the Board approved the Annual Yard Sale for August 7, 2010.

#### **OLD BUSINESS:**

- Some members protested against a few items coming out of the reserve fund. The Board had a meeting with Hank, the Village auditor, who confirmed that no money should be spent from the Village on the ditches outside of the Village as they are not proved to be BBV property; the Office remodel may be taken out of reserves as long as the footprint is not changing; and the Guard House/Entrance refurbish may also be taken out of reserves as it falls in with the Bylaws 8.6 concerning upgrading. All projects are currently in the design stage and nothing has been decided or finalized concerning cost or design. Will announce when the projects are up for approval.
- The Resolution for Investments was reviewed.
  - Motion made by Deon Wiechmann, seconded by Al Hawks and carried to accept the Policy Resolution on Investments #17-5-20-10 (see attached).
- The Bridge Club was very upset about having to cut their Luncheon short for a Board Meeting on May 6, and are requesting a formal apology from the Board. Sandra Stillion will write up an apology letter, and have each Board Member sign it.

#### **NEW BUSINESS:**

- The Social Club has offered to split the cost for Clubhouse lighting replacement. An electrician needs to be called out to fix a couple lights already, and would like to replace all the lights instead. Also, the window treatments over the Clubhouse doors need to be replaced; maybe look into durable vertical blinds. Ken Hoffer will look into estimates to replace the lights and window treatments for the Clubhouse.
- Discussed adding fines to the Fine Schedule for all pets off leash, fireworks, firearms, and dumping into bodies of water.
  - Motion made by Deon Wiechmann, seconded by Ralph Falk and carried to change the word "Dog" to "Pets" under Appendix A – Fine Schedule a and b.
  - Motion made by Deon Wiechmann, seconded by Al Hawks and carried to add a minimum fine of \$250.00 for dumping yard waste on community property including ditches and all bodies of water (Lakes, ponds, Marina, etc.).

#### **CORRESPONDENCE:**

- A letter concerning neighbor's lights being a nuisance was put in the packet; will go to the ACC for review.
- No other correspondence to discuss.

#### **COMPLIANCE LIST:**

- A letter list was put in the packet for review, no comments from the Board.

**ACTION ITEMS LIST:**

- Still have two websites; when one contract is up will cancel that site and merge info into the other one. Wendy from the Office has some suggestions for the Board to review on what information to merge.
- Still working on the BBWARM Tax Resolution; look into a Perk Test to see if that will help reduce or get rid of the charges.
- Considered waiting on merging the piling permit with the Dredging permit. The Board would like to see the piling permit done sooner and should be requested right away.
- Maintenance and Security should ensure that all the Village trucks are being cleaned and maintained on a regular basis.
- Still working on mirrors for the Guard House to show when someone is driving out of the Visitor Lane.
- Getting Whatcom County to clean the ditches in front of the Village, contacting the lawyer about foreclosing on a couple properties, and Sunset Park shelter relocation will be added to the Action Items List.

**FINANCIALS:**

- One of the delinquent properties was sold and back dues are being taken care of.

**ADJOURNMENT:**

- Motion made by Deon Wiechmann, seconded by Craig Telgenhoff and carried to adjourn. Meeting adjourned at 9:45pm.

Approved \_\_\_\_\_  
Secretary: Ken Davidson

Attest: \_\_\_\_\_

*Esther Matter*

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Recording Secretary: Esther Matter