



**BIRCH BAY VILLAGE BUILDINGS AND GROUNDS COMMITTEE MINUTES  
May 3, 2023**

Via Zoom

Members present:

Chair: Ruth Balf

Co-Chair: Kirk Martin

Secretary: Caprice Pine

Mark Hodges

Maj Nelson

Dann Mead Smith

BOD rep: Sandy Zeitel

General Manager: Rick Tanner

Non-Committee Member: Dori O'Dell

Quorum\* yes

Call to order: 7:01pm

Minutes of last meeting, April 5, 2023

Maj moved to approve as is, Kirk seconded

Approved

Comments or Presentations from non-Committee Members (limit to 5 minutes). None

Business

Ruth moved to appoint Caprice as Secretary to replace Maj

Kirk seconded

Approved

Last Month – Requests to BBV Board of Directors

1. Encouragement to move forward on the Rec Center bathrooms – underway per Rick.
2. Corten panels for windbreak – Board didn't act on it. Per Sandy, she, Rich, and Ernie discussed. It would be helpful if someone from Building & Grounds could come to the Board Workshop at 5:00pm on May 10, 2023 to explain it. Then it could go to the Board meeting the next week. The Board has questions. Ruth and Maj will attend. Rick will put it on the agenda. Kirk will try to be there to discuss research he did on options and costs.

Accessibility – Mark had two meetings with Bobby – one at the Clubhouse regarding the door opener. It's ok for BBV to do the work. There is ample room to add a circuit. Next, the stakeholders are to provide materials and a licensed electrician to do the work. Whether a permit will be pulled is up to the electrician. JB's friend was going to do the work gratis, but JB is out of touch. Kirk will try to be in touch with him. The cost of the door opener is under \$1,000. Issue: the lock. Since the door doesn't have an electric lock, it won't open if someone hits the button and the door is locked. We may want an on/off switch inside the door. Will need to turn power off whenever the door is locked. But if someone forgets to, the door opener

won't work. Next steps: Kirk to reach out to JD. If his friend will do the work gratis, Mark will get the necessary hardware. Kirk or Mark will talk to Bobby regarding the hardware. Kirk and Mark will make it happen.

Sand Dollar Park paths – Mark met with Bobby at the park. He has a plan: pavers on the surface, no digging. They felt unqualified to say the design was good for a person in a wheelchair. Kirk and Mark will meet with Bobby at the park to discuss the path and the door opener.

Hiring a Gardener – We have talked about this since the Building & Grounds Committee was formed. We have a need for an on staff person with gardening expertise. It's not sustainable to be dependent on volunteers. Per Maj there was a ¾ time woman for many years. She did weeding, went to individual member homes and dug up plants they wanted to donate. There was no cohesive design though. We need to remove blackberries, especially along the beaver pond. Dori (golf, gardens), Ruth, Maj (NW plants), Caprice (HR), and Jennifer Hendry (landscape career – great resource) to get together and create a position description to present to the Board – at least an outline of what we need. Rick had a conversation with Bobby. He tried to hire but didn't get any applicants with any qualifications. The position description was too broad to attract folks with the right expertise. He hired a part-time general Laborer. We need someone with gardening/landscape expertise. Maj will schedule a meeting for Friday, May 5, 2023. The group will create a draft position description to present for the budget which starts in August. Per Dori, we budgeted for a full-time position. Sandy will research the budget to see if it's there. Per Sandy there is no dollar amount specifically attached to positions in the budget. Per Dori, the total maintenance labor expenses includes the position. Sandy and Rick will put it on the Board agenda for the workshop.

Ruth proposed that we move to in-person meetings in the Clubhouse at 5pm the first Thursday of the month. There are no conflicting meetings per Rick. Kir will bring a laptop so Dann can Zoom in.

Caprice moved to do this.

Maj seconded.

Approved.

Caprice reported on the Sport courts – There is outdoor play happening again. The wind screens are up. Bobby is checking regarding whether we are still under warranty to repair the cracks that have appeared in the courts. Caprice also asked him to beef up the padding on the Basketball poles on Court 2 Pickleball/Basketball court. Caprice asked Rick about timing to erect the fence between the Pickleball courts and the tennis court. He was unaware that had been approved – it is a \$12,000 line item in the budget for 2023. The Sport Courts Committee will start meeting again in May, now that all the members are back in the Village.

Maj talked about sponsoring a talk on water conservation – Rick got a referral from someone doing marine restoration – planting sea kelp and bull kelp, harvesting repairs ocean damage. They want to talk to us to get support for a seaweed farm in Northern California. Oysters – pay attention to how processing – new jobs – increased traffic. She wants to present to BBV. Dann will contact her to learn more. No commitments.

Maj is working with Bobby to set up irrigation – clean up the Office and Marina. Kirk said the Clubhouse area looks great.

Meeting adjourned at 7:57pm

Respectfully submitted.