



BIRCH BAY VILLAGE BUILDINGS AND GROUNDS COMMITTEE MINUTES
August 3, 2023

In person in Clubhouse

Members present:

Chair: Ruth Balf

Co-Chair: Kirk Martin

Secretary: Caprice Pine

Board Liaison: Dave Wilbrecht

Mark Hodges

Dann Mead Smith (on Zoom)

Maj Nelson

No Non-committee members were present

Quorum: yes

Call to order: 5:12pm

Minutes of last meeting, July 6, 2023

Mark asked us to remove the references to fireworks from the minutes

Caprice will amend and re-send

Maj moved to approve with that change, Ruth seconded

Approved

Comments or Presentations from non-Committee Members (limit to 5 minutes).

None

Budgeting for 2024 — Buildings

Ruth and Dave talked. The budget involves the General Manager, Maintenance, the Board, Committees – all have roles in putting it all together.

Per Dave, the budget has two components:

- 1) Reserve – Marina, Road, Drainage, General Reserve
- 2) Operating Budget – maintenance, cleaning, what keeps things running.

Per Dave re: Reserve Studies, State law requires HOAs to do Reserve Studies every three years, onsite. We had a Reserve Study in 2018. There was a report to Jen in 2022, but it was not forwarded to the Board. The Board asked for a new Reserve Study. It's on the website. We are not funded adequately. Some work wasn't done with an Engineer's viewpoint. That's a problem, especially with pavement. If we don't maintain it, water gets into the sub base, and that's happening. We need to have someone who knows pavement deal with it. Haven't done that. We need a level of detail for long-term planning. Road service is a big component of our infrastructure. Bev Franklin, Harry Shearer, and Dave Wilbrecht are a subcommittee studying reserves. There's no time to do a new Reserve Study before the new budget. We'll carry forward with the current model but do work to build a decent reserve plan.

Per Kirk, in year 1, 2024, there is a long list of things that need to be done. Kirk had a copy of the Reserve Study, Bobby Hoffer saw it. They recommended some 2023 action items. They felt it was underfunding several areas, especially Facilities. The to do list for 2024 includes some stuff from 2023 that didn't get done (e.g., the Marina bathroom).

Per Dave, David Franklin will be here in three weeks. He'll be onsite no later than August 25, 2023. And Rick can stay as long as he needs to. David has a rock solid financial background. Dave and David talked about Condition Assessments re: safety, ADA, longevity, durability. Dave recommended that we do that for all Facilities, and grounds, drainage. The Marina is further advanced. It's great that we're working on it.

Per Dave, the Operating Budget is things under \$7,000, which includes some things on our list. Dave's sense is that our best level of service isn't high enough – only minimum maintenance, not improvements.

Per Maj, Bobby plans out projects, then there's an emergency and he gets pulled in a different direction. It's not good for morale. We've had progress with volunteers and now that we have the Building and Grounds Committee it's better. We need to keep morale up and communication clear.

Per Kirk, we need to address morale, and the fact that our pay scale hasn't kept up. It's been said that we saved money on the Sport Courts fencing because Bobby's team put them up. But no, it's just a reallocation of resources. It still cost. We need to include labor cost on special projects – put that in the budget so they have the resources to add to staff.

Per Maj, it's been suggested that the Maintenance team could do the installation at the lower gate to save money, but no, we shouldn't ask them to do that.

Per Dave, Bobby has said "You want me to do this? Fine. What do you want me not to do?"

Ruth asked Dave if he has any sense of how much money will be available. Per Dave, we need to take care of our assets. The Village needs to improve the level of service. We're talking about a 5-year plan. Gives folks more time to plan ahead. People will struggle to make the HOA dues.

Per Kirk, we (B&G Committee) were formed one year ago, but given no direction from the Board as to our purpose/focus. Per Dave, the Board's job is to create policy. The General Manager then takes the policy and implements it. The committees' work is to create policy. That doesn't mean you can't do other things, like updating asset reports, workload planning, determining what the standard of maintenance looks like.

Per Maj, we'll know better next year exactly what it takes to maintain things. We got some things done – beds, through volunteers and the Maintenance team.

The GM transition contributed to things getting dropped.

Per Kirk, regarding funding reserves, will there be a major push to make a change? Per Dave, before we ask for a bunch more money, he'd want the Reserve Study to be rock solid and he doesn't have confidence in it as it stands. The whole perimeter fence doesn't need to be rebuilt. We don't need to replace the grills – no one uses them. We need an exhaustive review of each item, not just lifespan estimates.

Kirk asked Dave to push the Board on what they want out of the Building and Grounds Committee.

Dave left at 5:54pm

The Board is taking on Reserve Capital stuff before the Operating Budget.

Per Ruth, from the Reserve Study, we need to do at least a partial walk of the perimeter fence. Kirk did a drive by. It's a Bobby question, a large dollar item. It's Maintenance's call re: lifespan. Mark will talk with Bobby about this. *(Subsequent to this meeting, Mark talked with Bobby, and he said that it is in fine shape, only small issues that they can easily address. His recommendation to the board will be to reevaluate in five years. —CP)*

The Marina bathroom – put it back in the budget. Per Mark, we asked Rick Tanner to look into state and federal funding, but that went into Rick's black hole. Ruth will talk to Rick about it.

Sunset park – need to replace deck, fence, stairs. Maj will take a look and talk with Bobby. What would enhance it? It's underutilized because it's not all that inviting. We could submit a design.

Pool bathrooms – need handrails and other accessibility and safety items. The floor is slippery. Older people, disabled, recovering from surgery – need handrails. We need to come up with a proposal. Per Ruth, Kathleen Mangan will look into it. Per Ruth, eventually she'd like to replace the whole pool building and have a year-round pool – not this year though.

Door opener for Rec Center and Office – per Kirk this is non-reserve. We've never had them. It's a capital expenditure costing \$7,500 each – in the 2024 budget.

The opener for the Clubhouse will be contracted out – we have one proposal for \$8,500 for that. It's already approved but hasn't yet happened. We will just need to supply an outlet on the wall. The Accessibility Committee has \$5,000 left. Per Ruth, we should ask the Board to approve this. Caprice so moved, Kirk seconded. Approved. Kirk will send the proposal electronically to Caprice and Caprice will send to the Board.

Reviewing and revising our 5-year plan – the Marina bathroom is back in.

We need to remind the Board to choose a color scheme for painting buildings. Maj proposed Oceania with white trim. There was some concern that it was too dark, but per Maj, with the new paint, it doesn't matter if it's dark or light. Kirk moved to remind the Board to choose a palette. Maj seconded. Approved.

Per Maj, if the Board doesn't take her recommendation for the color palette, she's done and will recommend a professional designer.

We are moving replacing the Sand Dollar Park bathroom and the bathroom at Kwan Lake to 2025 – need Reserve Study and permitting.

We'd like Dave to ask the Board if we can have permission to talk to Whatcom County about permitting.

Sunrise Park – we can't do anything until Lakes and Drainage has done what they're going to do. Per Mark, the L&D plan is to drop and bury a medium diameter pipe, and this could happen soon, hopefully before 2027.

We need to meet again before the 8/17/2023 Board Meeting – we need to tidy up the Reserve stuff, then start on Operating Budget. We'll meet at 5pm on Tuesday 8/15/2023 in the Clubhouse and bring supporting documentation. Dann will be in Seattle.

Regular Reports and Updates

- Updates Accessibility — door openers (see above)
- Sports Courts report – Caprice will send most recent minutes to the Committee
- Grounds report – Emily Bennett is here now (currently on vacation) and doing a good job so far. She'll propose some budget items.
- Painting the buildings – see above

Other

Dave Scheirman has proposed to redo all of the electronics in the Clubhouse. Mark will talk with Dave about it. Anything we proposed should mesh with his proposal. *(Subsequent to this meeting, Mark checked with David Scheirman, there is discussion around installing professional video conferencing equipment in the clubhouse, no firm plan, David is only consulting and not designing, and there was no mention of replacing the television. Kirk thinks we should put in a \$1,000 budget request for a new TV in 2024—CP.)*

Corten panels – per Maj, Bobby will put them up this Fall. They are already onsite.

Caprice moved to adjourn, Mark seconded. Approved. Meeting adjourned at 6:46pm

Respectfully submitted.