



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: BBV Buildings and Grounds Committee
Date/Time of Meeting: Thursday, October 5, 2023
Location: BBV Clubhouse
ZOOM Information: Meeting ID: 885-8656-9122 / Password: 8055
Phone-in call only: 1-253-215-8782

Committee Members in Attendance

Kirk Martin, Co-Chair	Caprice Pine, Secretary	Maj Nelson
Mark Hodges	Dann Mead Smith*	

Committee Members Absent

Ruth Balf, Chair		
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BBVCC Officers and Staff Present

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BBVCC Officers and Staff Absent

Dave Wilbrecht, Board Liaison			
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Audience/Members Present

Jerrilyn Varney			

Call Meeting to Order: Mark Hodges Time: 5:05pm

Approval of Minutes from Previous Meeting:

Moved By: Caprice Pine
Seconded By: Maj Nelson
Approved By: All

*Dann arrived halfway through New Business, and Caprice brought him up to date before we moved on.

Audience Member Presentations (3 Minutes MAX)

Audience Member	Comments
Jerrilyn Varney	She enjoys maintaining landscaping. She’s been pulling weeds at the entrance to BBV. She asked if there were any plans to plant plants in stone planters. Maj said that Emily has a plan and she’ll ask her about it.

Old Business:

- Updates on improvements to the vicinity of the Clubhouse:
 - Path to Sport Courts (Maj) – Bobby will get to it when they have time. Need to paint the building first.
 - Sand Dollar Park Paths (Kirk) – All paths will be 4 feet wide – he talked to Bobby about this.
 - Moving horseshoe pits (Maj) – This is on the back burner until we put in the gravel path. Maintenance will move them. Kirk brought up that the GM needs to know about this.
 - Mark asked if it would make sense to invite David Franklin to meet with us so we can talk with him about what we’re working on. It would need to be a daytime meeting. The group agreed. Mark will talk with David and set up a meeting time.
 - Bocce Court (Maj) – Is this included in the 2024 budget? No updates. Kirk will follow up.
 - Removal of legacy barbecue/smoker (Ruth) – Ruth isn’t here. Kirk is concerned that this was first discussed last meeting and approved, without time to solicit input. He is opposed to removing it. It gets used: the Wine Club uses it. There will be 75 people at the Octoberfest and we’ll need a big bbq to grill brats and steaks. Mark indicated that we agreed it should either be removed entirely or removed and replaced with something more contemporary. Kirk moved to defer discussion of this to next month. Caprice seconded. Approved.
 - Clubhouse door opener: handed off to installer/Maintenance (Kirk) – Kirk gave Bobby all the information. It’s on Bobby’s list to engage an installer. It will be professionally installed after painting is done. Kirk will follow up with David Franklin regarding putting the Rec Center and Office doors in the budget for 2025 if all works well with the Clubhouse door.
 - Corten Panels (Maj) – They are on Bobby’s list. We have them. They are rusting outside. They will be installed after the painting is done.
 - Semi-permanent shelter between the Sport Courts and the pool (Caprice) – It’s on Bobby’s list.
 - Are Seasonal Landscape Laborers still in the 2024 budget? (Ruth) – Next time.
 - Add irrigation to the budget (Ruth/Maj) – Next meeting. We need before next summer, so we have time.

New Business:

- Update on BBQ in Kwan Lake Park is full of cigarette butts, which are carcinogenic – Maintenance issue (not being cleaned), and/or should it be closed off as it is not being used. The O'Dells have never seen anyone use it. Per Kirk there are a lot more young families. If it were cleaned and fixed up, it might be used. As is, it screams neglect. Per Kirk we should refer this to the GM regarding cleaning and maintenance. Add a sign not to put cigarettes in the BBQ, and provide an ash tray.
 - Golf and B&G *ad hoc* committee update (Kirk, Ruth) – We formed a Subcommittee that will meet:
 - Dori O'Dell (she'll organize the meeting)
 - Steve Franklin
 - Kirk Martin
 - Ruth Balf
 - Krista Templeton
 - Caprice will create a survey in SurveyMonkey once the Subcommittee has met.
 - They haven't met yet.
 - Kirk will follow up with Ruth. After 10/30/2023, Kirk is available to meet via Zoom only.
- Security Policy *ad hoc* work group update (Mark) – Dave Sherman is Chairman. He has put together extensive background information on the history of security here and in surrounding HOAs. He's talking to Board members. He wants to have the work group meet for the first time next week. The impact on us: installing additional signage. Per the County Sherriff, we need No Trespassing signs every 50 feet along the boundary fence if we expect the Sherriff to enforce no trespassing in the Village. Latitude 49 has lots of signs. The members of the work group are: Dave Sherman, Jerry Beltzer (Safety & Security), Don (Golf), Dave Lewton (Marina – Kevin Anthony is sitting in for him), Mark Hodges (Buildings & Grounds), Dave Owen (Board Liaison), and David Franklin (BBVCC General Manager).
- Sport Courts Sub-Committee Update (Caprice) – Minutes of last meeting attached.
- Landscaping at Rogers Slough pump station by lower gate:
 - Approval to proceed from Birch Bay Water and Sewer District (Mark) – Mark contacted them, and they approved this. They were absolutely delighted that somebody asked. He will get something in writing from them. Here is what Mark heard back from the District: "I spoke with Jason Hagin, who is the Field Supervisor for Birch Bay Water and Sewer District, regarding landscaping around the pump station at Sunrise Park. Jason has no objections to our doing so, and there is no formal setback requirement. He did ask that we leave the outside of the fence accessible, and we agreed that the existing gravel path around the perimeter is a good delineation and should be left clear. He did ask that we not plant tall trees or bushes that would end up with roots or branches inside the station, and obviously the access gate needs to be clear of obstruction (sounds obvious, but apparently that hasn't been obvious to everyone). He also pointed out that if they have to do major work that would require removing landscaping, that they would not be responsible for replacing landscaping."
 - Design considerations (Maj) – Maj and Emily are working on it. They are trenching where hedges will go. They're getting plants from Nooksack Enhancement Program. Native, good size, and for a \$5 - \$10 donation. Total cost \$750. Bobby's looked at it and we're good to go. Should get it in by the end of October, 2023. Bobby is to move two logs to help protect from flooding. It should look great. The native plants will take care of themselves. We could use logs elsewhere too, like in the Marina. There are lots of logs in the slough. Maj will look at the other pump station on Sehome as well.

- Signage: replacement of faded signage:
 - Costs (Mark) – a U.S. based sign printer charges \$65 for custom 18” X 24” signs in industrial aluminum with 3M inks.
 - Designs (Maj) – Maj sent out trial designs (attached). Think about what we would like. Black on white is less likely to fade. Maj will create a couple of 18” X 24” samples for next meeting. Next meeting we will make recommendations for the Board. We’ll give them a couple of options and our recommendations – make it easy for them. We want to have the new signs up by May, 2024.
- Mark – we need to refresh our signage and make it contemporary. Our in-house Graphic Designer, Maj, will knock out some dummy signs (3) to discuss at our next meeting. Off-the-shelf thick aluminum with vinyl overlay costs \$15. To customize would be \$50 – \$75. There would be a 10-year warranty.
- Caprice will forward the most recent Sport Courts Committee Meeting Minutes.

Action Items from Meeting:

- Caprice to check with David Franklin to see if he is getting B&G Committee Minutes from Dave Wilbrecht.
- Mark will talk with David Franklin and set up a meeting time to go over what we’re working on/
- Ruth to check re: whether the Seasonal Landscape Laborers are still in the budget.
- Kirk will follow up to see whether the Bocce Court is in the 2024 budget.
- Kirk will follow up with David Franklin regarding putting the Rec Center and Office doors in the budget for 2025 if all works well with the Clubhouse door.
- Kirk will follow up with Ruth about getting the ad hoc Golf/B&G committee together for a meeting.
- Mark will ask for something in writing from Birch Bay Water and Sewer District about the proposed landscaping.
- Maj will look at the other pump station on Sehome re: landscaping.
- Maj will create a couple of 18” X 24” sign samples for next meeting.

Motion to Adjourn By: Caprice
Motion Seconded By: Maj
Motion Approved By: All
Adjournment Time: 6:21pm

Next Meeting Date: Thursday, November 2, 2023, 5:00pm, Clubhouse

Respectfully submitted, Caprice Pine