



## Birch Bay Village Community Club (BBVCC)

### *Standing Committee Meeting Minutes*

**Standing Committee Name:** BBV Buildings and Grounds Committee  
**Date/Time of Meeting:** Thursday, December 7, 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**

Ruth Balf, Chair	Kirk Martin, Co-Chair via Facetime and phone	Caprice Pine, Secretary
Maj Nelson	Mark Hodges	

**Committee Members Absent**

Dann Mead Smith		
-----------------	--	--

**BBVCC Officers and Staff Present**

Dave Wilbrecht, Board Liaison (arrived at 5:30)			
---	--	--	--

**BBVCC Officers and Staff Absent**

--	--	--	--

**Audience/Members Present**


**Call Meeting to Order:** Ruth Balf Time: 5:00pm

**Approval of Minutes from Previous Meeting:**

Moved By: Ruth Balf  
 Seconded By: Mark Hodges  
 Approved By: All

**Audience Member Presentations (3 Minutes MAX)**

Audience Member	Comments

**Old/New Business:**

- Updates on improvements to the vicinity of the Clubhouse:
  - Mark – Security Policy Work Group (email attached) – next meeting will be to come to a consensus regarding recommendations to the Board. He believes we'll recommend purchasing a safety camera system. The cost is very high (\$300k - \$400k) to re-establish ongoing Patrol. The camera system would be a one-time purchase and cost much less. Kirk asked if the cameras would be monitored, or after-the-fact reviewed. Per Mark, they would be monitored by the gate personnel at no extra cost. Also, cloud-based analytics would trigger alarms. There is a surprisingly low yearly fee – in the low thousands of dollars. They will send RFPs to at least three companies. Kirk asked if the alarm would appear in the gatehouse monitors. Per Mark, yes they would. And Dave Franklin can access the system from home and decide whether to call the Sheriff. He can also get on audio and ask any

intruder what they are doing. They'll recommend not opening the lower emergency gate to normal traffic, as the security and cost implications argue against opening it.

- Signage came up as a topic – there's support for refreshing the signage and to come up with designs that reflect a common design palette.
- Ruth and Mark met with David Franklin this morning to give him an update on our projects. Mark counted 14 signs from the front of the golf course. There's a forest of signs. The quality and quantity and size of the signs is in our wheelhouse on the Building and Grounds Committee. Little signs do no good. People are installing their own signs. We don't have a policy or direction regarding signage. Per Ruth, maybe we need an ad hoc committee with Building and Grounds, Security, Golf Course, and David Franklin to hash it out. Per Maj, it's not needed. The Board will decide where we need signs, what they look like, and who is going to buy them. The Golf Course and Marina have signs specific to them. Outside of that, Boundary/No Trespassing signs, speed limit signs, swimming pool, rec center, parks, safety signs. Dave Owen will take over leading the Security Policy Work Group and he has good background for that. Per Kirk, the Building and Grounds Committee charter should be what do we want the signs to look like. We need templates with continuity between them. Anyone who wants to put a sign up should go to the GM. The Board can get involved if there is a disagreement. Per Ruth, we should recommend templates and present to the Board. Maj has put together sample signs. Per Ruth, we should submit them to the Board. The templates, what we should make them out of, and the cost. For a 10" X 12" aluminum sign the cost is about \$65 per Mark, and they should last about five years. This is low hanging fruit in the spend realm. Per Ruth, she recommends we submit Maj's initial designs for parks signage to the Board, get this package done, and see if we like them. Per Mark, we just bumped our dues up, and people will be able to see money being well spent on buildings, landscaping, signage, etc. Per Dave Wilbrecht, we can do the signs in phases. We'll propose signs for parks and amenities, not for the Golf Course, Marina, or road signs. Maj will send the templates, Mark will send information on materials, locations, and costs to David Franklin first.
- The courtside garden – Maj is working with Bobby and Emily to bring up drainage and mowing issues outside the courts (between the Pickleball courts and the pool). Emily has taken on the design of the gravel courtside garden. She'll have a final design next month. There will be hard pack gravel around three sides of the courts. Small trees, mostly evergreen, so no raking or clutter on the courts or in the pool. We'll put in raised planters, and make the Dog Park a little nicer.
- Per Maj, there will be a Bocce Court in the same area. She walked through the area with David Franklin. They're going to take out the Horseshoe pits – cats use them as a litter box.
- Per Maj, Emily is working on the Pump Station hedgerow with basic plantings, and using logs from the slew. They'll keep adding bush size plants. It looks good. They'll work more on it next Spring.
- Per Ruth, Spring plantings will be primarily at the front gate and around the office.
- Per Maj the dockside garden will come out and they'll put in perennials, probably next Autumn.
- Regarding trees, per Ruth, now the cutting down trees is under the purview of the ACC for both public and private property. Ruth thinks trees should be under Building and Grounds Committee purview. Per Maj, we have some expertise regarding sick trees and the need to cut them down. If trees are on common property, homeowners don't get to decide. David Franklin suggested we have a form for making requests. Per Maj, anything on private property should go to the ACC. Ruth will talk with the ACC regarding how the process works. Per Maj, people need more education regarding trees.

- Update on the Clubhouse door opener – Ruth asked David Franklin about it. Bobby has one bid, and he’s getting more. Kirk got the bid even though we’re not supposed to get bids. He also forwarded Bobby a recommendation of another company to get a bid from. David Franklin needs to push Bobby on it.
- Per Mark, we need to develop protocols for interface between the Pickleball community and staff. Consider the Golf Committee model. There is friction between staff and members of the Pickleball community. He reached out to Dorri O-Dell and asked if this comes up in the Golf community as well, and she confirmed that it does, and that they have protocols for conflict resolution. Per Dave Wilbrecht, some people think this is a luxury resort – there are complaints the courts aren’t being swept enough, telling staff what plants to plant. Expectations are not being met. Staff avoid being around the courts when Pickleball players are present – they want to avoid verbal abuse. Dorri will share their protocols with Mark and we can adapt them for Pickleball. We can discuss at the next meeting. The Sport Courts Committee could be instrumental as a broker. We need transparency in scheduling when and what level of play will occur. With the pool, other than water aerobics, it’s open to everyone. We should post signs re: scheduled vs. open play.
- Kirk requested an update from Dave W. regarding the five-year plan. Per Dave, the Board had a meeting to prioritize items on the five-year plan. They will start the process at the first of the year in 2024. It will be Board driven. We need support for a Reserve Study. It will be a rolling five-year plan. Bev is the strongest financial person on the Board, and she’ll be key to the process. All committees will need to be involved in the process. There will be workshops. People talking, debating, arguing, get to a level of understanding.

**Motion to Adjourn By:** Caprice

**Motion Seconded By:** Maj

**Motion Approved By:** All

**Adjournment Time:** 6:16pm

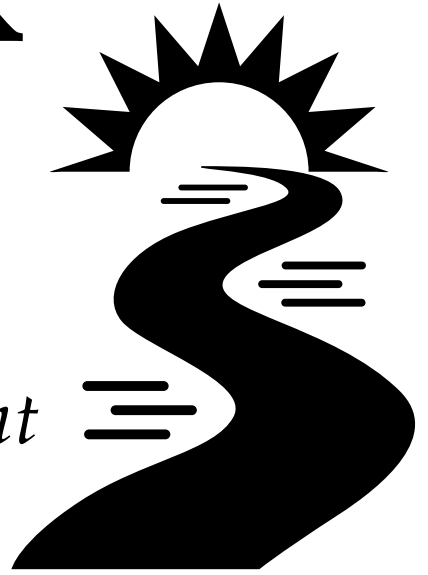
**Next Meeting Date:** Thursday, January 4, 2024, 5:00pm, Clubhouse

*Respectfully submitted, Caprice Pine*

# Sunset Park

*Welcome*

*Please follow our park rules  
for everyone's safety and enjoyment*



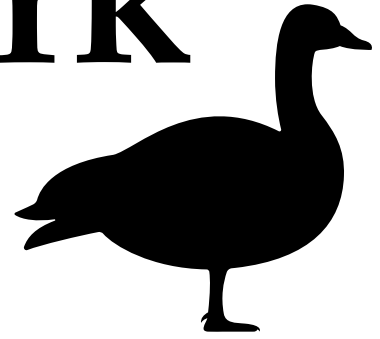
- **Quiet Zone from 7PM to 7AM**
- **No overnight camping or parking between midnight and dawn**
- **Pets must be leashed**
- **No fireworks**

**Emergency: call 911**

**BIRCH BAY  
VILLAGE**



# Sunrise Park



## Welcome

*Please follow our park rules  
for everyone's safety and enjoyment*

- **Quiet Zone from 7PM to 7AM**
- **No overnight camping or parking  
between midnight and dawn**
- **Pets must be leashed**
- **No fireworks**

**Emergency: call 911**



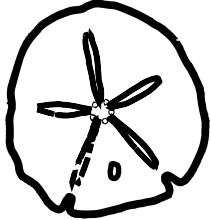
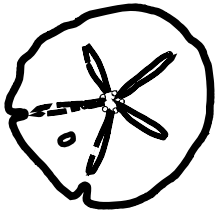
# Sunset Park



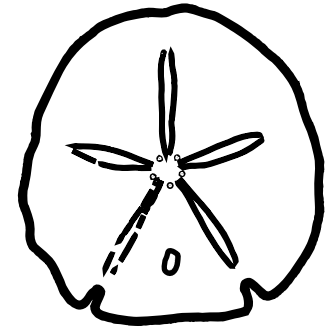
- **Quiet Zone from 7 PM to 7AM**
- **No overnight camping or parking between midnight and dawn**
- **Pets must be leashed**
- **No fireworks**
- **Emergency: call 911**



# Sand Dollar Park



*Welcome*



*Please follow our park rules for everyone's  
safety and enjoyment*

- **Quiet Zone 7 PM to 7AM**
- **No overnight camping or parking  
between midnight and dawn**
- **Pets must be leashed**
- **No fireworks**
- **Emergency: call 911**

# Sand Dollar Park



- **Quiet Zone from 7PM to 7AM**
- **No overnight camping or parking between midnight and dawn**
- **Pets must be leashed**
- **No fireworks**



**Emergency: call 911**