



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: BBV Buildings and Grounds Committee
Date/Time of Meeting: Thursday, February 1, 2024
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		
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BBVCC Officers and Staff Present

David Franklin, BBVCC General Manager	Dave Wilbrecht, Board Liaison		
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BBVCC Officers and Staff Absent

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Audience/Members Present

None			
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Call Meeting to Order: Ruth Balf Time: 5:05pm

Approval of Minutes from Previous Meeting (December 7, 2023 – The January 4, 2024 meeting was cancelled:

Moved By: Mark
 Seconded By: Maj
 Approved By: All

Audience Member Presentations (3 Minutes MAX)

Audience Member	Comments
None	

Old/New Business:

- Charter – Mark – the foundation for the document was the Charter the Board granted in July, 2021. Mark edited it for clarity, expanded it, and brought it up to date.
 - Kirk – we might want to include a statement about accessibility in the last three paragraphs. It is in the second paragraph, but putting it specifically in the last three paragraphs makes sense.
 - Ruth – we don’t want to say “ADA” because there are different rules, but saying “accessibility” is ok.
 - David Franklin – in observing folks from my office, the average age of BBV residents is advanced. Many have difficulty getting around. Just at the office we’ve had a couple of trip and falls over the last couple of years. Insurance paid when a 90-year-old lady tripped.

- Maj – the phrase we came up with was “increased access for all.” Make sure the paths are hard and wide enough for wheelchair used. We’re aware. We have to be careful with language.
- Mark – if we promise something and we don’t deliver, I don’t want that to come back at us.
- Kirk – I use “accessibility,” it’s not a legal term, versus “ADA” – a law with legal guidelines that we don’t have to follow. In general, keep it in mind – we don’t need to measure all includes.
- We all agree that using the phrase “accessibility” is ok.
- Ruth – when we first became a committee, we were told “yeah, landscape – go!” And we, committee members, did. I realize we don’t have to do it all. It’s not our job to find out how much things cost, just to make recommendations.
- David Franklin – the committee can get cost estimates, but we can’t represent the community in a commitment. It’s best if we make recommendations and David Franklin and Bobby get the estimates. We know we need a dishwasher. Bobby and Dave will find one.
- Dave Wilbrecht – the Annual Budget for 2024 should have some thought behind it as to what’s going to be accomplished, including contingencies. Projects done by staff and volunteers. In parallel – things that people want to do: flower beds, memorial bench – the committee interacts with both, monitors, prepares, projects, helps with budget, throughout the year.
- David Franklin – if we know that in two years we are going to tear something out, we’ll delay paving until after the tear out. We want to be looking 2, 3, 4 years out. I’d ask the committee for budget requests for 2025 by no later than March 2024. Come to the Finance Committee/Board – justify budget requests.
- Ruth – that’s what we’ve been doing, but in August or September. Earlier sounds healthy.
- Mark – we have a 5-year plan, developed last year.
- Dave Wilbrecht – we’d have a maintenance management plan if we had all the money we wanted. Seasonal recommendations. Then Bobby would know what happens when. Integration between the plan and actual is really powerful.
- David Franklin – the Charter is really important – one of the things I really liked about Shelter Bay’s Charter was the nuts and bolts. We want a prescriptive process, so that when the next people join the committee it runs like a clock. Shelter Bay developed a Charter template. All the committee charts look the same. So everyone’s on the same page. One of the best things we can do is leave a structure for the people who follow. Make responsibilities clear so there are no turf wars.
- Kirk – how deep do recommendations need to go? Committee makes general recommendations to the Board, and the GM gets estimates and executes?
- David Franklin – Shelter Bay had a Facilities and Amenities Committee. Similar. He’ll send information on how they were organized and do their business.
- Mark – If we can put recommendations in by Mary, Bobby would have time to get bids and estimates.
- Ruth – the Charter isn’t about the nitty gritty. It’s an overview of what the committee is to do in general terms.
- Maj – we’ve had some trouble with our human component – not being able to get information, people not caring. We’re changing how much labor we do.
- David Franklin – it needs to be sustainable – look beautiful, minimal care, hardy plans – we need a sufficient crew, so that our efforts so far are not lost. We should enshrine the Landscape Manager in the Charter.
- Ruth – Procedural – if we like this Charter, then it goes to the Board for approval?

- David Franklin – yes, and we should have the other committees review it so there are no turf wars. Set it in stone to be able to hand it off to someone in the future.
- Maj – what you way with your landscape is powerful. It will draw people with the same ethos regarding landscaping.
- David Franklin – it will attract volunteers. Advertise what you do. Committees need direction from the Board – that is one of its major responsibilities. Volunteerism is changing. It's not the same to everyone. It's a thankless job – too much administration or formality for some people. Some folks want a project-based structure, with a beginning, middle, and end. They want to do something. It's different for different people. Bring volunteers in on a project basis.
- Maj – we've done that – assigned beds to people.
- Caprice – do we want to put names on beds people "adopt" and care for? We did that at my Swim and Tennis Club in Bellevue. It gave people a sense of pride and encouraged them to keep the beds looking nice.
- Mark will make some updates to the Charter, add increased accessibility to the last three paragraphs.
- Ruth – our overarching job is to beautify the Village and make it more functional, inviting, and welcoming.
- Maj – and add sustainability.
- Dave Wilbrecht – you could add "including or such as." Not all committees are working on Charters.
- Mark/Ruth – before we sit down with the Board we should do a horizontal review with our peer committees.
- Kirk – Buildings needs to include functionality.
- Mark – I'll add in the second paragraph that we have a rolling 5-year plan that's updated on a yearly basis.
- Dave Wilbrecht – in the city and county there are annual Capital Improvement Projects. They funded the top tier project, and lower tier project stayed on the list and gradually moved up and got done. We should have a list of our top 10 projects, get estimates from Bobby, and take it to the GM and the Board. We should be planning for replacement of the Clubhouse and Rec Center.
- Mark – I'd like to wind up this discussion and move on. I'll make updates.
- Ruth – we should liaise with Golf, ACC, and Lakes and Drainage.
- Ruth – we were supposed to elect a Chair last November
 - Maj nominated Ruth
 - Mark seconded
 - Ruth is willing to accept with the caveat that she'll need to lean on others
 - Approved by all
- Co-Chair
 - Kirk nominated Mark
 - Caprice seconded
 - Approved by all
 - Maj – many thanks to Kirk for his work as Co-Chair, like the door opener for the Clubhouse, and the path in Sand Dollar Park – projects he championed.
- Cortana Panels
 - Maj – I talked to Bobby today and the panels are going up this month.

- Clubhouse
 - Dishwasher – Maj – working on it.
 - Maj – for future, in our agreements with people who use the Clubhouse, we should have provisions re: damage.
 - Ruth – definitely if people rent it.
 - Maj – every group should agree to cover damages. – discuss at next meeting.
- Landscaping Work Plan Next Few Months
 - Maj – coming along with Emily – after she finishes the front, she'll do the courtside garden and drainage.
 - Sunrise Park – Maj – plants to help with intrusion on the perimeter border. People want to see the mountain, sit and watch the fireworks. It looks like it should be a sports field, but it's too wet to play on. Suggestion – make a vernal pond and meadowscape around it and make paths. It should be a destination place for people who wait for exercise. We'll talk to the neighbors. We should take a walk there, see what we think. It's a wetland, but not designated as a wetland. The meadowscape is probably two years' out. We already filled the ditch.
 - Mark – We should talk to Lakes and Drainage – they've talked about digging a trench where the pipes used to be. There's a Memorandum of Understanding with the County – the County is taking over the work.
 - Maj – when the County pulled logs out they chipped them, and the chip pile gives a great bird observation site where Roger's Slew empties into the Bay.

Motion to Adjourn By: Caprice

Motion Seconded By: Kirk

Motion Approved By: All

Adjournment Time: 6:25pm

Next Meeting Date: Thursday, March 7, 2024, 5:00pm, Clubhouse

Respectfully submitted, Caprice Pine