



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: BBV Buildings and Grounds Committee
Date/Time of Meeting: Thursday, April 4, 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	Mark Hodges, Co-Chair	Caprice Pine, Secretary
Maj Nelson	Kirk Martin, via Phone (back mid-April)	

Committee Members Absent

None		
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BBVCC Officers and Staff Present

Dave Wilbrecht		
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BBVCC Officers and Staff Absent

None		
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Audience/Members Present

None		
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Call Meeting to Order: Ruth Balf Time: 5:00pm

Approval of Minutes from Previous Meeting (March 7, 2024)

Approval Moved By: Mark

Seconded By: Maj

Approved By: All

Audience Member Presentations (3 Minutes MAX)

Audience Member	Comments
None	

Old Business:

- Clubhouse door opener – Ruth
She talked to David Franklin about a week ago, and he said it should be in in a couple of weeks.
- Joint meeting with Golf Committee and us – Ruth
Dave Wilbrecht is going to arrange it. They have snowbirds. He suggests we wait until late May, when everyone is back.
- Sunrise Park – Need to protect park from motor vehicles. Adding second sign station. Recommend to Board that motor vehicles be prohibited from driving in parks, and residents be prohibited from removing materials – Maj, Mark
Maj talked with Bobby about vehicles. There is a serious legal side. One third of the park is in a national critical habitat. People damaging wetland areas or vehicles entering designated critical habitat could face fines or be arrested according to Maintenance, who have concerns about this. We don't have anything in the rules and regulations against driving in our parks. We do have rules regarding damage, and the ruts created by vehicles are damage. This is a longer conversation. Maybe ask the Board to add language in our rules and regulations to the effect that there is to be no driving in our parks without permission. We could add language to the signs. Dave Wilbrecht

will include this in his report to the Board. Ruth – should we write up language? Kirk suggested we expand this beyond Sunrise Park. There are three parts: Regulation 1) You can't drive in the parks except in designated parking areas. 2) Prohibited from removing materials from parks. 3) Deal with critical habitat areas – Sunrise Park, Beaver Pond – post that this is a critical habitat area and you are prohibited from entering. Maj will check with the state and will write something up for Dave to give to the Board. We need to write up and post it on signs. Maj moved that we write up recommendations for the Board, circulate to the group for approval, then send to the Board for action. Caprice seconded. Approved.

- Hedge at Cowichan and Salish – Maj
Per Maj, the hedge is definitely on BBV property. The Jeffcoats planted it long ago. Bobby will ask them to remove it. There shouldn't be a problem with that.
- Signs – Maj
Maj and Mark put up new signs in the parks: Sunrise, Sunset, Marina View, Kwann Lake, Lighthouse, and Sand Dollar. They added a second sign at Sunrise. The signs have the positive benefit of replacing faded, worn out signs, we developed a contemporary design template. We're putting a paper sign in the Rec Center display case too.
- Sport Courts Cracks – Report, discussion, pass to Board – Mark, Caprice
Mark measured the cracks, and there are 500+ running feet of cracks. There are more cracks, and they are wider and deeper than they were last summer. He recommended a product to help fill the cracks in the same color as the courts. He asked Caprice to take a look at them. Per Caprice, the cracks shouldn't interfere with play too much, other than the occasional bad bounce. She asked Kevin Ryan of Semia Renovations to look at them and will report back. Per Kirk, this is a maintenance item and needs to be referred to maintenance to repair. Per Maj, there is a huge maintenance backlog. We'll be waiting a long time. Decide – do you want it done this summer? Caprice moved that we ask the Board to hire a contractor to patch the courts ASAP. Comments – Mark – best would be to dig them all up, put in proper drainage, and plop down a new sport court surface. But that's not going to happen anytime soon. It would be best to have an annual repair/patch budget. Per Ruth – let's put it in our budget request. Per Dave, in an ideal world, we'd have a maintenance plan at the beginning of the budget process, see what's missing. Question – how bad does it have to get for it to be risky? We have potential liability. It would be nice to hire a Project Manager, 10 – 15 hours per week through the busy season. Dave will propose this to David Franklin. Maj seconded Caprice's motion. Approved.
- Bocce Ball courts: they will buy materials; we will install – Ruth
Putting them in was approved by the Board. It's in the budget this year. It's staked out. We have a lead installer, a volunteer – Don Shank. We'll get a couple more volunteers to help him. We'll need Maintenance to scrape the soil and make it level. We need the Village to buy materials. Ruth will talk to David Franklin and Bobby. We should have a court soon.

New Business:

- Bathrooms – Le Tour de Toiletttes – Ruth, Maj, Mark
Cancelled until May. The Rec Center bathrooms are scheduled to be done.
- Practice Board for Sport Courts: Pickleball, Tennis – Caprice, Mark
Per Mark, it's a heavy board, 200+ pounds or more. It fell down. It needs to be attached securely to the fence. Per Kirk, we should ask Bobby if we anchor it to the fence will it cause undue stress on the fence. He suggests a U-bolt versus wiring it. Caprice will ask Bobby, and will also ask Pickleball players if they are able to do the work to secure it. Maj – if it's too heavy and if there

- are other practice board options that are lighter we should put it in the budget. Mark – per Bobby, he'd like to put it in the shed for the winter, but it's too heavy.
- Padding for basketball posts – safety hazard – Caprice, Mark
Per Caprice there are pads, but they are inadequate. Someone playing Pickleball could easily break a collarbone or worse. Mark researched and found good pads that cost \$300 per pad. Caprice moved that we ask the Board to buy the pads. Maj seconded. Approved. Pickelball people will strap them on.
 - Dockside Park – is it an official park that is not documented ? – Mark
It is not documented, but there is an old sign that says it's a park. Kirk moved that we recommend to the Board to officially designate it as a park. Caprice seconded. Approved. We'll need a new sign.
 - Landscape summer help – Bellingham Technical College internships for Landscapers – Maj
We could barely hire any last year. Do we have 2-year courses in Landscape Management where interns could get credit? Someone would have to be willing to interface with the colleges. Emily can help. Per Caprice, we already have a job description. She will share it with Emily and make any changes Emily suggests. Per Bobby, they are going to try to get temporary labor from Express Personnel. Temp to hire. Per Dave, when he worked with the Parks, they had seasonal employees every year. Per Maj, they'll require supervision. Per Ruth, there is a lot of low level work to do. We struggle to get help from Bellingham due to the cost of fuel. We may need to look at a higher hourly rate. Per Kirk, an internship implies that there would be a mentor. Anyone we bring in will require training. Emily, the Landscape Manager is very positive about it.
 - Adam Horsman interested in joining the Committee – Kirk
Kirk saw Mark's response and thought it went to Adam as well. Per Mark, it did not. Mark wanted to get a discussion going. It's a 3-6 year commitment. Folks need to understand what they're joining. We should invite him to the next meeting. Kirk will invite him and send the application to the whole committee.
 - Meeting Schedule – Dave
Question – have we thought about having our meetings at a time when Bobby can attend? We could have any agenda items relating to him in the first 15 minutes. Caprice can't meet during the day because she is still working. Dave will follow up with David Franklin to see if we can get staff to come at 5pm first Thursdays.

Individual Action Items:

- Dave Wilbrecht – Recommend to the Board that they add language to our rules and regulations to the effect that there is to be no driving in our parks without permission. Recommend to David Franklin that we hire a Project Manager 10-15 hours/week through the busy season. Follow up with David Franklin to see if we can get Bobby to come to our meetings at 5pm for a few minutes.
- Maj Nelson – Check with the state re: critical habitat areas, then write something up for Dave to give to the Board, circulate to the group for approval.
- Caprice Pine – Ask Kevin Ryan of Semia Renovations to take a look at the Sport Courts and make a recommendation as to how to patch them. Ask Bobby if anchoring the Practice Board for the Sport Courts to the fence will cause undue stress on the fence. And ask Pickleball players if they can do the work to anchor it. Ask Pickleball people to strap the new pads on the basketball posts once the Board buys them. Share the Part-Time Seasonal Landscape Laborer position description and ad with Emily and incorporate her changes.

- Ruth Balf – Talk to David Franklin and Bobby about the Bocce Ball Court, getting the Village to buy the materials, getting Maintenance to scrape the soil and make it level.
- Kirk Martin – Invite Adam Horsman to our next meeting and send his application to the whole committee.

Motion to Adjourn By: Maj

Motion Seconded By: Caprice

Motion Approved By: All

Adjournment Time: 6:11pm

Next Meeting Date: Thursday, May 2, 2024, 5:00pm, Clubhouse

Respectfully submitted, Caprice Pine