



BOARD OF DIRECTORS MEETING MINUTES

ASSOCIATION NAME: Birch Bay Village Community Club

DATE AND LOCATION: August 15, 2024

I. CALLED TO ORDER AT: 2:00 PM by David Wilbrecht

II. ROLL CALL - BOARD MEMBERS PRESENT (check box):

✓ Dave Owen	✓ Terry Sullivan	✓ Mathue Totten
✓ David Wilbrecht	✓ Bob Whale	
✓ Randy Ambuehl	✓ Bev Franklin	

BOARD MEMBERS EXCUSED ABSENCE:

STAFF MEMBERS: David Franklin General Manager and Justine Brooks, Executive Secretary.

COMMUNITY MEMBERS PRESENT:

David Scheirman, Susan Scheirman, Kirk Martin, Maureen Server, Laurie Kritz, Betsy Just, and Danny Gibbons.

CONFIRM QUORUM: The Board President, David Wilbrecht, asked David Franklin to conduct a roll call. David announced a quorum was achieved.

III. ADOPTION OF AGENDA

MOTION TO: adopt the agenda with the additions of

- Anchor QEA Permit
- Expense Authorization for Maintenance Roof
- Expense Authorization for Painting – Clubhouse and Multi Buildings.

MOTION BY: Dave Owen **SECONDED BY:** Bev Franklin

APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**

IN FAVOR: 7 **OPPOSED:** **ABSTAINED:**

IV. HOMEOWNER PRESENTATIONS

Susan Scheirman spoke regarding the speeding issues that are happening in the village as well as appreciating the volunteers on committees.

V. CONSENT AGENDA

- Approval of July 18, 2024, Board Meeting Minutes
- ACC – Accept Draft Minutes of August 6, 2024
- Lakes and Drainage – Accept minutes of August 5, 2024
- Marina – Accept minutes of July 23, 2024
- Golf – Accept minutes of August 6, 2024
- Safety and Security – Accept minutes of August 5, 2024
- Buildings and Grounds – Accept Minutes of August 1, 2024

MOTION TO: Adopt consent agenda with items c, f and g removed.

MOTION BY: Bev Franklin **SECONDED BY:** Randy Ambuehl

APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**

IN FAVOR: 7 **OPPOSED:** **ABSTAINED:**

There was a discussion regarding c, f and g (the items removed from the Consent Agenda)

For the Lakes and Drainage (item c) there is a request for funding for David Scheirman and a staff member to attend the Washington State Lake Protection Association Conference in October. The Board agreed to this as there is already money in the budget for it.

For the Safety and Security (item f) there is a section regarding in-field activity which the Board asked for clarification on. Dave Owen gave clarification that this is for field safety audits, inspections and introductions to the main gate access control personnel.

For the Buildings and Grounds (item g) they did not in fact have a quorum for this meeting as all standing committees with BBVCC have the requirement of 7 members. The Board accepts the minutes as notes

MOTION TO: Approve c, f and g from the consent agenda.

MOTION BY: Bev Franklin

SECONDED BY: Mathue Totten

APPROVED: X

NOT APPROVED: Tabled:

DIED:

IN FAVOR: 7 OPPOSED:

ABSTAINED:

VI. FINANCIAL REPORTS

The May financial reports could not be approved due to the balance sheet not balancing. They will be corrected and brought to the next Board meeting.

The June financial reports were discussed.

MOTION TO: Approve the June Financial Reports as presented

MOTION BY: Bev Franklin

SECONDED BY: Dave Owen

APPROVED: X

NOT APPROVED: Tabled:

DIED:

IN FAVOR: 7

OPPOSED:

ABSTAINED:

VII. OLD BUSINESS AND VOTING AS NECESSARY

a. Schedule Board Retreat

The Board scheduled their retreat for Tuesday, September 3rd at 5:00 pm at the Clubhouse.

b. Budget Town Hall Schedule

The Board scheduled two town hall meetings for the Budget. For the Reserve it will be August 27, 2024 at 5:00PM. The full budget September 4th at 5:00PM then a tentative meeting for September 11th at 5:00PM if it is needed.

VIII. NEW BUSINESS AND VOTING AS NECESSARY

a. 2025 budget – Was discussed with the Budget Town Hall Schedule.

b. Buildings and Grounds – Resignation & New Chairperson

MOTION TO: Approve Adam Horsman as the Chairperson of the Building and Grounds standing committee.

MOTION BY: Mathue Totten SECONDED BY: Dave Owen

APPROVED: X

NOT APPROVED: Tabled:

DIED:

IN FAVOR: 7

OPPOSED:

ABSTAINED:

c. Marina Committee – Tract C Funding Request

David Franklin, Randy Ambuehl and Dave Owen all discussed the topic of funding for Tract C. No decisions were made regarding the funding at this time.

d. Honorary Bench

An application for an honorary/memorial bench was brought forward to the ACC and they said that approving that was not in their purview, so it was asked that the member provide more information and bring it to the Board.

There was further discussion regarding the amount of benches that we are going to allow within the community and what they could do in the future instead. The Board will send that to the Buildings and Grounds committee to discuss.

MOTION TO: Approve the honorary bench for Don Clark

MOTION BY: Dave Owen SECONDED BY: Bev Franklin
 APPROVED: X NOT APPROVED: Tabled: DIED:
 IN FAVOR: 7 OPPOSED: ABSTAINED:

IX. AUTHORIZATIONS AND RESOLUTIONS

a. Resolution to Increase Lien Fee

MOTION TO: Increase the lien fee from \$500 to \$800 to cover the full costs of filing and some of the staff time.

MOTION BY: Dave Owen SECONDED BY: Bev Franklin
 APPROVED: X NOT APPROVED: Tabled: DIED:
 IN FAVOR: 7 OPPOSED: ABSTAINED:

b. Resolution to Approve Anchor QEA Proposal.

MOTION TO: Approve the Reserve expenditure of \$9,453 to utilize Anchor QEA.

MOTION BY: Randal Ambuehl SECONDED BY: Dave Owen
 APPROVED: X NOT APPROVED: Tabled: DIED:
 IN FAVOR: 7 OPPOSED: ABSTAINED:

c. Expense Authorization for Roofing for the Maintenance Building

The roof replacement was discussed. Joosten has completed the other roof replacements and repairs in the past. The roof of the maintenance building should be replaced very soon.

MOTION TO: approve the bid for the Maintenance roof replacement by Joosten Roofing.

MOTION BY: Terry Sullivan SECONDED BY: Dave Owen
 APPROVED: X NOT APPROVED: Tabled: DIED:
 IN FAVOR: 7 OPPOSED: ABSTAINED:

d. Expense Authorization for Painting.

The expense authorization for painting was discussed and the Board asked Bobby Hoffer to come back at the next Board meeting with 3 bids for the same work that is proposed for all the buildings and not just one of the buildings.

X. DIRECTORS COMMENTS

Dave Owen asked that the Board move forward with what Susan Scheirman discussed during the Homeowner presentation. The discussion ranged from what was proposed a year ago to what the staff is currently working on. This will be discussed at the next Board meeting with the hopes of having some actions to move forward with an initiative.



XI. PARKING LOT

XII. EXECUTIVE SESSION

XIII. ADJOURNMENT

a. The meeting was adjourned at 4:17 pm.

MOTION TO: adjourn.

MOTION BY: Dave Owen SECONDED BY: Bev Franklin

APPROVED: X NOT APPROVED: Tabled: DIED:

IN FAVOR: 7 OPPOSED: ABSTAINED:

Minutes Approved By: _____
Board Secretary

Action Items: