



## Birch Bay Village Community Club (BBVCC)

### *Standing Committee Meeting Minutes*

**Standing Committee Name:** BBV Buildings and Grounds Committee  
**Date/Time of Meeting:** Thursday, October 3, 2024, 5:00pm  
**Location:** ZOOM Only  
**ZOOM Information:** Meeting ID: 885-8656-9122 / Password: 8055  
**Phone-in call only:** 1-253-215-8782

**Committee Members in Attendance**

Adam Horsman, Chair	Don Hubert	Mark Hodges	Kirk Martin
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**Committee Members Absent**

Caprice Pine		
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**BBVCC Officers and Staff Present**

David Franklin, General Manager	Mathue Totten, Board Vice President	Justine Brooks, Executive Secretary
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**BBVCC Officers and Staff Absent**

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**Audience/Members Present**

Brandi Wydur	Kathi Seaman	Dori O'Dell
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**Call Meeting to Order:** Adam Horsman      **Time:** 5:00pm

**Approval of Minutes from Previous Meeting (September 4, 2024)**

Approval Moved By: Kirk Martin

Approved By: All

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

Audience Member	Comments
None	

**Business**

**Previous Actions**

- **Dog Park Club Shade Structure** – Kirk discussed the need for a suitable shade structure for the dog park, which would be installed by the Homeowners Association (HOA) on a gravel pad. He also mentioned an earlier agreement to fill in the low area at the dog park, which was never completed. Kirk suggested that these items are more of a labor issue than a materials issue and would require approval from the Board to proceed. Adam, Don, and Mark expressed concerns about the insurance coverage for the dog park and the lack of participation from the community. Mathue agreed to find out about the insurance coverage and Kirk suggested that a request for the shade structure could be submitted to the Board for their next meeting.

The meeting focused on the dog park's maintenance and concerns raised by community members. Mark and Brandi discussed the \$50 key deposit, which some community members found as an additional fee, and clarified that the dog park was funded by the Dog Club, not the village. Brandi suggested lowering the key deposit to encourage more usage of the park and emphasized the importance of common sense when interacting with dogs of different sizes and breeds. She also shared personal experiences of dog attacks, and the group agreed that most people have common sense when visiting a dog park.

Mark expressed concerns about the lack of commitment from the board and general manager regarding the dog park project. Adam and Brandi discussed the current state of the dog park, with Adam noting its lack of features and maintenance. Brandi asked about the park's maintenance, and

Mark confirmed it was being mowed. The group discussed the financial investment in the dog park and Brandi's desire for reimbursement if the project were to be canceled. Adam suggested escalating the issue to the board for clarity on the insurance aspect, which was the main concern. Mathue agreed to confirm with the general manager about the insurance coverage and to bring the matter up with the board. The board's previous lack of discussion on the dog park was noted. Mathue also offered to generate a work order for a gravel pad if it was deemed necessary. The team agreed to proceed with these actions and to request the board's intent regarding the maintenance of the dog park as an amenity. Don highlighted the necessity of proof of liability insurance for dog park users, similar to boat owners in the marina. Mark suggested that the board's legal counsel should be involved in discussions about liability. Brandi raised a question about liability for injuries at playgrounds, which was left unresolved.

Dori and Mark discussed prioritizing electrical assessments and repairs along with heat and window improvements, with limited funds causing delays. Mathue suggested assigning someone to manage the golf committee project involving renovations like insulation and rewiring. Dori proposed a joint meeting between the golf and building committees. Kirk raised questions about necessary code compliance for the renovations, suggesting a contractor could provide guidance. He mentioned uncertainties around modifying a grandfathered building in a flood plain based on a planning department conversation.

Adam, Kirk, Mathue, Mark, and Dori discussed the need for clear next steps in their project, agreeing to bring in a contractor for bids and to determine what can be accomplished. They also decided to appoint a committee member as a liaison to work with Steve and the general manager. A potential conflict of interest with a contractor was addressed, and it was clarified that no permit was required for storage under 200 square feet or for electricity supply. Kirk expressed willingness to work with Steve and suggested working with a contractor to put together a specification for bidding. Mark proposed involving Craig Simons, a committee member and local contractor, for advice, which Kirk agreed to consider.

- **Budget** - This matter is now in front of the community for vote.
- **Don Hubert Application**- The application was approved by the Board.

#### New Items

- **Memorial Locations** – Was not discussed at the meeting.
- **Bocce Ball Court** – Was not discussed at the meeting.
- **Dog Park Plan** - Was discussed at the beginning of the meeting.

#### Existing Items

- **Recreation Center** - Kirk discussed upgrading the facility with new flooring, paint, and fixtures to make it more welcoming for golfers. A small structure was proposed to house equipment. The food service is a losing proposition, so the focus is enhancing the facility to attract outside members. The board approved a beta test offering memberships to nearby residents. Permits are needed for the outbuilding and electricity. Renaming the Rec Center to the Pro Shop was discussed. Dori mentioned moving books and puzzles during winter closure and needing decisions on food service hours. Dave confirmed \$35,000 for refurbishment in 2024 and \$20,000 for windows in 2025, suggesting project management.

#### Things to Monitor

- **Sand Dollar ADA Path** – Justine will discuss this with David and get an update.
- **Installation of 240 volt / 50 amp electrical receptacle for food trucks.** This has been completed.
- **The Clubhouse is receiving some AV upgrades.** This have been updated. Staff is still working on getting a better audio system for during committee meetings. They are still working on finding a better solution regarding the projector.
- **Sunrise Park Blocking entrance vehicle proposed (with David Franklin's suggestions).** Justine will speak with David regarding this matter.
- **Cutting down the hedge at the intersection of Salish Rd and Cowichan on common BBV property.** This is currently on the desk of the Compliance team.

**Individual Action Items:**

- Matthew to confirm with the general manager about insurance coverage for the dog park and verify with a lawyer if needed.
- Matthew to bring up the dog park project with the board and seek their support.
- Kirk to work with Steve on getting contractor estimates for the Rec Center/Pro Shop upgrades.
- Matthew to propose a rule to the board prohibiting unauthorized vehicles in Sunrise Park.
- Adam to email David regarding the blocking of the entrance to Sunrise Park.
- Kirk to submit a work order for fixing the floodlights on the south side of the clubhouse.
- Adam to email Caprice regarding the proposed change in meeting time to 2 PM or 4 PM for the November 7th meeting.

**Adjournment Time:** 6:30pm

**Next Meeting Date:** Thursday, November 7, 2024, Time and Place TBD.