



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

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

Committee Members in Attendance

Adam Horsman, Interim Chair	Caprice Pine, Secretary	Kirk Martin
-----------------------------	-------------------------	-------------

Committee Members Absent

--	--	--

BBVCC Officers and Staff Present

Mathue Totten	Justine Brooks		
---------------	----------------	--	--

Audience/Members Present

Barb Farnsworth	Jerry Stege	David Sherman	
-----------------	-------------	---------------	--

Call Meeting to Order: Adam Horsman Time: 4:55pm

Approval of Minutes from Previous Meeting (July 25, 2024)

Approval Moved By: Kirk

Seconded By: Caprice

Approved By: All

Audience Member Presentations (3 Minutes MAX)

Audience Member	Comments
Barb Farnsworth	Barb would like to store two ping pong tables in the Clubhouse to be used by the group of folks interested in playing ping pong. She would charge ping pong club members \$10 each (possibly up to \$15) and would buy paddles and balls with the money. Per Kirk, Barb should get the form from Krista that she can fill out to form a club, requires Board approval. Barb could get a fob for access to the Clubhouse. She'd need to schedule ping pong playing times with Krista. It was determined that there would be room enough to store the two tables, paddles, and balls in the Clubhouse coatroom. Barb will request the storage in writing, including dimensions for the tables, and send to Justine, who is BBVCC Executive Secretary and ACC Administrator. Justine will get the request to the Buildings and Grounds Committee. We'll discuss at our next meeting.
David Sherman, Chair of Security Policy Committee, Working Advisor to Safety and Security Committee	<p>There were 30 items approved by the BOD at their March meeting. Two intersect with Buildings and Grounds, around planting plants on common property. Sunrise Park is one of the intrusion areas. Randy Ambuehl measured. The land is owned by BBV, Division 11A, Parcel A. It's up against Birch Point Road. The goal is to utilize land native, drought tolerant, intrusive resistant plants. Nootka Rose was proposed by members of the Buildings and Grounds Committee. Per Matthue, we should forward it to the Landscape Manager – it's a good idea.</p> <p>Motion to move forward with the recommendation to use Nootka Rose. Motioned By: Kirk Martin Seconded by: Adam Horsman Approved</p>

Business

Motion to: elect Adam Horsman as the new Chair of the Building and Grounds Committee

Motion by: Caprice Pine

Seconded By: Kirk seconded. **All approved.**

Relationship between B & G and Sports Courts

- The current situation is:
 - Sports Courts requests actions be approved by B & G.
 - B & G decides whether to recommend this proposal to the Board.
 - The Board either approves or vetoes the proposal.
 - If approved the action should go to David Franklin (manager) for implementation through appropriate staff.
- Would it be better for Sports Courts to become a club so they can raise funds and get things done without quite so much bureaucracy? Caprice will get the form from Krista.

Recreation Center

- Upgrading the building
 - Electrical, sheet rock, floor, painting etc.
 - Collaboration with Golf Club (not Golf Committee) which has both money and workers to do most of the job.
- Adam will ask for a written proposal from the Golf Club Chair re: Rec Center.
- Any renovations on the Rec Center will have to wait until Fall. Installation of 220 electric may be a Rec Center upgrade.

Maj Items

- The Dog Park Club is proposing a shade structure (as it was in the original Dog Park Plan brought to the BOD) as they have some funds left. Brandi Wyder is exploring the physical functional aspects with Maintenance before proposing the final project. It doesn't have to be in the budget.
 - Contact Brandi if there are any questions before her presentation to the BOD. Kirk will ask Brandi re: the scope. Justine will contact Brandi and let her know that Ruth is gone and include Kirk's contact info.
- Sunrise Park blocking of entrance vehicles proposed (with David Franklin's suggestions). We will monitor this.
- Cutting down the hedge at the intersection of Salish Road and Cowichan on Common BBV property.
 - David Franklin met with the adjacent property owner. Maintenance is supposed to cut this down for sightline safety of pedestrians. We will monitor this.

Budget

- We need to have budget items to the Finance Committee by the end of August. We scheduled a special budget meeting for August 29, 2024 at 5:00pm
 - Adam will email the BOD asking about the budget schedule and process, what they need from us and when, what was the previous budget. Per Dave, Debbie Johnson sent the prior year's budget to each Committee Chair last year.
 - Review of last year's budget– what was approved and done or not done and decide what to do about the ones not done.
 - Sand Dollar ADA path – Per Kirk, the BOD approved this and we have the materials. The issue is Maintenance capacity. We may have to contract this out. We will monitor this.
 - Items for this year

- Door openers for Office and Rec Center at \$8,000 each – Kirk has a list of budget items.
- Bocce Ball Court – Mark and Maj were working on this with Maintenance. It never was approved by the BOD. There are questions re: placement.

Barb and Dave left at 5:30pm.

Report on July 31, 2024 meeting between Ruth (chair) and David Wilbrecht, Bev Franklin and Mathue Totten (board members) concerning B & G functioning

Following the last Buildings and Grounds Committee meeting on July 25, 2024, David, Bev, and Mathue followed up with Ruth to let her know that type of meeting can't happen again. That meeting didn't go well. Emily Bennett presented, and apparently felt attacked. It brought her to tears. It was awkward, and Mathue was embarrassed for Emily. He said he should have stopped the meeting. They discussed the role of the Buildings and Grounds Committee as an advisory committee. The committee was new in 2022, and didn't have guidance or a structure. We didn't have a Landscape Manager at the time. Ruth and Maj Nelson and other volunteers did lots of manual labor on the landscape and had ownership. They helped us hire the Landscape Manager. But they need to let her do her job. Buildings and Grounds doesn't manage her – she reports to David Franklin and Bobby Hoffer. Kirk asked if there was any commitment to relay the content of the 7/31 meeting to Emily? Per Mathue, yes. Ruth subsequently resigned from the Buildings and Grounds Committee, as did Maj Nelson.

- Kirk recommends replacing the chairs in the clubhouse – cost is \$3,800 - \$6,600 for 100 chairs. A 2" pad is more expensive - \$60 per chair.
- Kirk asked if groups meeting in the Clubhouse will have access to the new projector screen? If not, we should replace the TV with a larger one. He'll email David Franklin about that.

Individual Action Items:

- Barb will send the written request re: ping pong to Justine
- David will send the recommendation re: plantings to the Landscape Manager
- Caprice will get the form from Krista Templeton to form an official BBVCC Sport Courts Club
- Adam will ask for a written proposal from the Golf Club Chair re: Rec Center
- Kirk will ask Brandi Wyder re: the scope of the Dog Park shade structure. Justine will contact Brandi and let her know that Ruth is gone and include Kirk's contact info.
- Adam will email BOD re: budget
- Kirk will email David Franklin about access to the new projector screen
- All – send budget items to Adam before 8/29 meeting, send links

Motion to Adjourn: Caprice

Motion Seconded: Adam

Motion Approved: All

Adjournment Time: 5:55pm

Next Meeting Date: Thursday, August 29, 2024 at 5:00pm, Clubhouse – Special Budget Meeting

Respectfully submitted, Caprice Pine