



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: BBV Buildings and Grounds Committee
Date/Time of Meeting: Thursday, September 5, 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, Chair	Caprice Pine, Secretary	Mark Hodges	Kirk Martin
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Committee Members Absent

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BBVCC Officers and Staff Present

David Franklin, General Manager	Mathue Totten, Board Vice President	
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BBVCC Officers and Staff Absent

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Audience/Members Present

Don Hubert	Jerry Stege	
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Call Meeting to Order: Adam Horsman Time: 5:04pm

Approval of Minutes from Previous Meeting (August 1, 2024)

Approval Moved By: Caprice
 Seconded By: Adam
 Approved By: All

Audience Member Presentations (3 Minutes MAX)

Audience Member	Comments
None	

Business

Previous Actions

- Adam to email Golf Club chair, Justine to provide info. Need a written proposal on what changes are desired for the rec center upgrade. Waiting for the larger plan. Monitor.
- Kirk to email Brandi Wynder regarding the Dog Park Club shade structure. Do they need any additional funds? Per Kirk, they didn't have concrete plans. They are going to present to the Board directly. 14 families have keys to the Dog Park. David Franklin expressed concerns about liability. He is shopping for insurance for the Village (the Marina docks aren't insured), and is having a hard time finding anyone who will cover BBV. Thinks we shouldn't put more money into the Dog Park until we know it is covered by insurance. There is an off leash dog park in Blaine folks could use. Per Kirk, if the Dog Park goes away, Emily Bennett, our Landscape Manager, should be notified so it's not in her landscape plan. Monitor.
- Budget. Adam to email board@ to find out the timing and process for the budget.
- Need to list and prioritize spend.

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New Items

- **Ping Pong Tables** – Barb Farnsworth would like to donate two ping pong tables to the community. To be stored in the Clubhouse. Per Kirk there isn't really room to store the tables. Kirk moved to deny the request, Mark seconded. Approved. Adam will let Barb know that she can't store the tables in the Clubhouse, but is free to roll them in to play.
- **Don Hubert's Application to Join the Building and Grounds Committee** – Kirk moved to accept this, Mark seconded. Approved. The Board to review.
- **2025 Budget** – Per David Franklin regarding the 2025 budget, he is used to the committees meeting with the Board, but there hasn't been a process. Per Don, there used to be a process. Per Kirk, there were not a lot of specifics, "by this date we need your budget requests," no time to process. Per David, there were scheduling issues. We lost our previous committee chair. Adam asked David what is likely to be approved. David said it's up to the members. He provided a budget on September 4th, we have until the 11th to add or subtract anything. The Board is trying to drive the budget subject to members, being subject to demographics – what does the Village want? We need to develop a Community Plan, a longer term plan for buildings. We need to build consensus, educate people re: financials and demographics. There may be increased assessments, we may retire assets, there may be loans.
- **Staffing** – We need additional headcount in Maintenance. Emily our Landscape Manager needs two more Jasons and we need another full-time hire next year in administration. It takes time to do acquisitions and we're spread thin. David is working 60 hours a week. It's not sustainable. And there is more demand for services – we need more bodies. Per Mark, no one has the institutional knowledge that Bob Hoffer has. We need a Senior Maintenance Person who could be a successor to Bob. Per David, we need a preventative maintenance plan. We shouldn't have Bob vacuuming floors. He needs more time to devote to his senior role. We need to document what people do. We want to get to a point where we're in a better place than when David got here. Free Bobby up from manual tasks. The Election Committee's processes were all in Sandra Bogen's head. Now we have a manual. We need to do that in Maintenance as well.
- **Community Plan** – Per David, BBV is the 6th largest community in Whatcom County, but we have no Community Plan. What amenities are we going to continue to provide? Per David, anything under \$5,000 is not capitalized. It could be paid for out of Reserves. Especially if it's part of a longer project. It all depends. Bark could be considered a Reserve item. One of the purposes of Reserves is to have expenditures over 30 years – peaks and valleys – a steady assessment. Bathrooms are in the Reserve Study. By our Bylaws, any improvement costing over \$8,000 has to be voted on by the Board in an open meeting. And it may need to be approved by the membership. Examples: Bocce Ball Court, Fountain. Bobby said he wasn't consulted on the type of fountain, and the one we have is difficult to maintain. Dave Owen on the BOD wants to enclose the patio by the Clubhouse – but there is the issue of the windscreen and the fountain. We need a Community Plan.
- **Recreation Center Improvements** –
 - 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. B&G and Golf Committees need to meet.

Per David Franklin, we need consensus. It used to be a Pro Shop, and was a better Pro Shop than a Rec Center. The previous General Manager, Jen, unilaterally turned it into a Rec Center. Some people are very much against a Pro Shop. There is no insulation and it's expensive to heat. We could shut it down in the winter. We need a good plan for approaching improvements – HVAC, etc. The Library could be in the Clubhouse. Per Matthue, the Board is still reviewing the budget. Most of the money for improvements would come out of the regular general fund. The biggest thing, the Rec Center,

remodeling the bathroom and adding an auto door. We need to prioritize the list. These are not big asks. Maybe we remodel one bathroom per year.

- **Sport Courts Improvements** – Per David, we should focus on quality. The canopy by the Sport Courts should last. Per Don, will David approve a request to patch the courts? Per David, the courts are below sea level. Bobby said the contractor wouldn't guarantee it because the drainage wasn't fixed in advance. We did the resurfacing without fixing the drainage. Mark has done some work on the bigger picture. Per Matthue, this would be a capital spend – rip the courts out, put in some proper drainage, and put in new courts. WRS is coming in the fall to give an estimate. David supports patching and he'll talk to Bobby. *(Note: Don has since learned that Bobby does not have the supplies in Maintenance to do the patching we discussed, so this is a no go—CP.)*
- **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? Per Caprice, this is a no go. We would have to register with the State as a non-profit entity and obtain a UBI. We don't raise funds, so no need.
- **Dog Park Club** – 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 Wynder is exploring the physical functional aspects with Maintenance before proposing the final project. Contact Brandi if there are questions before her presentation to the BOD. Kirk will ask Brandi if she is dissolving the Dog Park Club.
- **Memorial Locations** – Per Matthue, one is already approved. There are three slots left for benches. We could do a brick wall or paver patio. Per Mark, Emily has a plan for Sunrise Park that includes pavers. Justine Brooks gave us a heads' up via email that at their last meeting, the Board approved a memorial bench for Don Clark. Don is still alive but has dementia. Adam will respond to Justine and tell her to have Don pick one of the available locations. Per Kirk, memorials should only be good for a certain number of years then be recycled.

Things to monitor

- Sand Dollar ADA path. This was approved. Per Kirk, this hasn't been started yet. Bobby is having problems with staffing levels. Monitor to ensure it's completed.
- Installation of 240 volt / 50 amp electrical receptacle for food trucks. Not clear if this was budgeted. Need to monitor, may be part of rec center improvements.
- The clubhouse is receiving some AV upgrades. If after that there is no community access to the projector, there is a request to replace the TV hanging on the wall.
- Sunrise Park blocking of entrance vehicles proposed (with David Franklin's suggestions to use rocks or big planters). This still needs to happen. Adam to email David Franklin.
- Cutting down the hedge at the intersection of Salish Rd and Cowichan on Common BBV property
 - David Franklin met with the adjacent property owner, maintenance is supposed to cut this down for sight line safety of Pedestrians

Individual Action Items:

- Caprice will provide Adam with Barb Farnsworth's contact information, and Adam will let her know that we won't be able to store the ping pong tables at the clubhouse, but she is welcome to roll them in to play if she stores them elsewhere.
- Kirk will ask Brandi Wynder if she is dissolving the Dog Park Club.
- Adam will email Justine about installation of 240 volt / 50 amp electrical receptacle for food trucks – was this budgeted? Maybe install by the Clubhouse?
- Adam will email David Franklin about blocking the entrance to Sunrise Park to vehicles.
- Adam will email Justine and tell her to have Don Clark pick one of the available locations for his memorial bench.

Motion to Adjourn: Caprice

Motion Seconded: Mark

Motion Approved: All

Adjournment Time: 6:15pm

Next Meeting Date: Thursday, October 3, 2024 at 5:00pm, Clubhouse

Respectfully submitted, Caprice Pine