



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee
Date/Time of Meeting: May 12, 2025 at 5:00 PM
Location: Marina View conference room
ZOOM Information: Meeting ID: 885-8656-9122 / Password: 8055
Phone-in call only: 1-253-215-8782

Committee Members in Attendance =

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> Mike Lubow | <input type="checkbox"/> Erin Ryan | <input checked="" type="checkbox"/> Maureen Server |
| <input type="checkbox"/> Erica Owens | <input checked="" type="checkbox"/> Billy Brown | <input checked="" type="checkbox"/> Dave Owen (Interim Chair) |
| <input checked="" type="checkbox"/> Scheirman, David (Advisory Member) | <input type="checkbox"/> Ron Bendschneider | <input checked="" type="checkbox"/> Ken Davidson |

Absent

| | | |
|-----------|-------------|-------------------|
| Erin Ryan | Erica Owens | Ron Bendschneider |
|-----------|-------------|-------------------|

BBVCC Officers and Staff Present =

| | | | |
|---|---|--|---|
| <input checked="" type="checkbox"/> Franklin, Dave GM | <input type="checkbox"/> Stoltzenburg, Brad / Safety/Compliance Officer | <input checked="" type="checkbox"/> Rehon, Ron / Safety/Compliance Officer | <input type="checkbox"/> Justine Brooks, Executive Secretary, ACC Administrator |
|---|---|--|---|

Audience/Members Present

| | | | |
|-------------|--|--|--|
| Fred Cribbs | | | |
| | | | |

Call Meeting to Order: Time: 5:00 pm

Roll Call, Quorum Present? YES NO

A quorum was present after the discussion of the speed enforcement and New Speed enforcement device discussion.

Approval of Agenda: Approved NOT Approved

Moved By: Mike Lubow

Motion Seconded By: Ken Davidson

Motion Carried By:(Total)

Member Presentations (3 Minutes MAX)

| Member Name | Comments |
|-------------|----------|
| | |

OLD BUSINESS

Speed Enforcement Program –

The Committee discussed speed enforcement and the issues connecting to the cloud, staff has been in contact with the company, and they fixed the issue, then we moved the camera trailer and suddenly nothing for a while. We went back to the trailer, and someone had cut the power wire. Damage wise there is none we have reconnected the wire, the box was not locked properly so it was our fault. It is now fixed, and we know now to make sure that it all locked up after we move it around. 18 citations that were issued, none of them were high speed. There was one at 33 mph and they have not been issued a citation.

New Laser Tech TruVision 20-20 Speed Enforcement Device –

The Committee discussed the new device, and that staff is working on learning how to use it effectively. Dave O stated that he sent staff some training videos and documentation for the training. Brad has been down at the bus drop off of Wednesday's as it is late start to try to catch a couple of the individuals that have been seen speeding by the maintenance staff.

Mike Lubow and Billy Brown present to have a quorum – Agenda approved at this time.

New Village-wide Security Camera System

David F has been ghosted by NW Technology regarding the Security Camera System, they had tech support out to fix the Zoom issue at the Clubhouse but trying to get the upper management has been difficult. Jason, whom David has been working with, is on vacation for two weeks. David will be trying to get a hold of the owner to move forward with this process. The plan at this point is to start with the front gate, then move to other areas. All expressed their frustrations about the situation and David expressed his preference for working with the current group.

New Perimeter- Fence Sign for BBVCC Property

Dave Owen discussed the fence and the need for members to maintain their vegetation. David F. mentioned that there were signs in the shop, and they are going to be placed every 500 feet along the fence. There was further discussion regarding the need for the members to maintain the overgrown brush on their side of the fence and the potential for the association to take care of it if they don't. The members will need to have a date when they need to have the vegetation cleared by, with a nice letter to the members. The next step is communicating with the membership regarding removing the vegetation.

The Committee discussed the lower gate and the possibility of using existing gates for cost-effectiveness and suggested fabricating them into two swinging gates. David F mentioned bids for a 22-foot gate and a 24-foot gate, with JTI and Northwest Fence as potential contractors.

Lighting Improvements for Common Areas

The Committee discussed the need for lighting improvements in the common areas. David F had a meeting with Kevin Ryan who has provided an analysis of the current lighting situation. The estimated cost for the lighting improvements was around \$176,000.



Emergency Gate, convert exit-side (east) fence to hinged gate for Maintenance Use

This was discussed with the new perimeter fence.

AED/Defibrillator

This was briefly discussed that we needed the defibrillator and the training module for it. Erica was not present to provide further updates.

Village -Wide Emergency Action Plan

Erica was not present to provide updates.

BBVCC Safety & Security Manual

Dave Owen discussed the security manual draft and its approval by the Board. The manual is now being sent to the board for approval.

Clubhouse now publicly open during day

Dave Owen mentioned that the Clubhouse is now open during the day and that we need to put up the capacity sign to be in compliance with the fire marshal regulation. The pro shop staff have been tasked with ensuring that the building is cleared after hours. They also discussed the need for additional exit signs and the requirements for monthly inspections of emergency equipment.

NEW BUSINESS

Recent “Village Incident Reports” – Open Discussion, Q&A, share information

The Committee discussed a recent incident involving a member who has been detained and in a mental health facility. The committee did receive a few other incident reports and staff dealt with those.

Future Topics & Communication Issues for 2025 Bulletin

Maureen suggested some topics for the upcoming bulletins, including updates on fireworks, gate key, amazon key, burn bans, vacation house checks and CPR/AED training information (will check with Erica). It was suggested that the opening of the pool at the end of the month, with the emphasized importance that the pool attendants are not lifeguards. The pool attendants are there to monitor water quality, keep the facilities clean, and enforce the rules. Maureen agreed to include a sign stating that pool users are responsible for their children.

Opportunity for Committee Members to discuss Items for Next Meeting’s Agenda

The committee discussed the need for having annual risk assessment and safety inspections, which should be documented and shared with the insurance carrier. Dave O also mentioned the importance of having an indemnification for when purchasing a pool pass. The committee discussed the need for specialized training for pool and playground inspectors and the importance of proper signage around the community

Adjournment:

Motion to Adjourn By: Maureen Server

Motion Seconded By: Billy Brown

Adjournment Time: 6:15 pm



Next Meeting Date: Monday, June 9, 2025 @ 5:00 PM