



## Birch Bay Village Community Club (BBVCC)

### *Standing Committee Meeting Minutes*

**Standing Committee Name:** Safety & Security Committee  
**Date/Time of Meeting:** July 14, 2025 at 5:00 PM  
**Location:** Clubhouse  
**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 checked="" 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 checked="" type="checkbox"/> Ron Bendschneider	<input type="checkbox"/> Ken Davidson

**Absent**

Erin Ryan	Ken Davidson	
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**BBVCC Officers and Staff Present =**

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

Kirk Martin	Elizabeth Martin	Fred Cribbs	Ron Snyder
Cathy Taggett	Liz Parker	Mike ???	

**Call Meeting to Order:** Time: 5:00 pm  
**Roll Call, Quorum Present?** YES  NO   
**Approval of Agenda:** Approved  NOT Approved   
**Moved By:** Billy Brown  
**Motion Seconded By:** Erica Owen  
**Motion Carried By:** 6

**Member Presentations (3 Minutes MAX)**

Member Name	Comments
NONE	



## OLD BUSINESS

### Speed Enforcement Program –

There have been 34 citations issued since the last meeting. We are still only issuing 1 out of 5 citations with the number of speeders getting caught by the speed camera. We are hoping that when the new cameras are placed at the gate that will have the capability to have the license plate reader.

#### Speeding via the speed signs

Road with speed signs	Number of speeders
Quinault Road	24
Sehome (after the speed camera)	<b>242</b>
Comox Road	36
Cowichan Road	82

With the difficulty of finding the vehicle plates in GateKey we have a list of license plates that we are looking for so we can issue the citation. Ron Rehon goes out on the weekends with the list as more people tend to be around on the weekends.

Brad Stoltzenburg has spoken with the garbage truck drivers as they have been caught speeding within the Village. It was recommended that staff contact the SSC Management to let them know that their drivers need to understand the serious need to slow down as the BBVCC speed limit is 20 mph.

A recommendation was made to the General Manager to request that SSC conduct a “documented” Safety Meeting with all of their drives operating within BBVCC, to discuss this speeding issue and provide a copy of the meeting attendance to BBVCC for verification.

As stated in the General Managers update this last week, we are now going to issue citations for those going 25 mph. There will not be warnings issued, it will not be a warning and will be a citation.

The committee discussed the issue of golf carts speeding and children driving golf carts. In addition, it was noted in the meeting that some homeowners/members have witnessed what appeared to be teenagers driving a gold cart while pulling other teenagers behind the cart on a skateboard. The committee would like to see decals on **all** golf carts operating within BBVCC.

The committee discussed how to issue citations to golf cart operators (or the homeowner/member it belongs to) and what the liability is to BBV for having minors driving golf carts, especially since the BBVCC General Rules & Regulations specify the operator must have a valid driver’s license.



There was also a discussion regarding scooters not being allowed in the Village. The committee decided that this is something for the Board to discuss.

It was stated that since the beginning of the year there have been over 300 bar codes for vehicles issued. The issue is, issuing bar codes to temporary plates and members not letting the office know what the updated plate number is. We are going to issue bar codes for the temporary plates but give the members a deadline to get us an updated plate number, so our records are up to date.

**Motion to** recommend to the Board to have all golf carts that drive on the Village roads to have numbered decals and register with the office

**Motion by:** Mike Lubow                      **Seconded by:** Erica Owens    **Unanimously approved.**

### **New Village-wide Security Camera System**

David F reported that 5 cameras have been ordered from NW Technology, our IT company, and that we are working on where these cameras will be installed at the front gate and should be installed by the end of August. This is the first phase of the multiple phase plan. The next phase will be the Clubhouse area, then the Marina/office area. Depending on if a Village wide network can happen, we will implement that, or we will have individual local servers that would hold the recordings. If we can implement the village wide network the camera recordings would be on one huge server at the office.

### **New Perimeter- Fence Sign for BBVCC Property**

This has been completed and can be removed from the agenda moving forward. There was a brief discussion regarding the signs that are up on the fence and that we are going to have a different sign up at the entrance gate notifying people of the recording and audio recording. David F will get that sign ordered.

### **Lighting Improvements for Common Areas**

This project is being phased as well. The first phase is going to be the buildings and next year it will be the parking lots. We have asked Kevin Ryan with Semia Renovations to get us a materials list that way we can get bids for the scope of work and materials.

The Committee will revisit this agenda item in 6 months or so.

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

David F. reported that the Board reviewed the bids for the emergency exit gate, fixing the top rail of the fence and the hinges on the marina dock gates. The Board asked for clarification on the type of hinges that are to be replaced at the marina docks because the cost seemed high for the replacement. David F will be getting an update from JTI regarding the hinges.

### **Gate Personnel issues, Standard Operating Procedures Document**

This has been Board approved and can move it off the agenda. David F mentioned that there is a lot of push back from the members. We will continue to give the information to the members through the General Manager update for the next month or so and will go cold turkey with them after Labor Day.



### **AED/Defibrillator**

Erica received her work schedule and will be scheduling training classes for the beginning of October. There will be a morning and afternoon class and if people want to receive a card, then there will be a limit of 10 people per class.

### **Village -Wide Emergency Action Plan/ C.E.R.T.**

Erica invited guests; Liz Parker, C.E.R.T (Community Emergency Response Team) and B.E.R.T (Blaine Emergency Response Team) representatives to speak on the pros and cons of a Village wide program. The main con for C.E.R.T is that those classes are not happening as often and take more to get certified in.

The B.E.R.T is a local group who are C.E.R.T certified and want to provide emergency preparedness education and training to others that are interested. The B.E.R.T will be having a fair in September for those that are interested. The B.E.R.T train in what is safe and unsafe conditions, triage, and how to prepare, they provide classes that last 4 weeks and have a simulated disaster as well.

BBV members Ron Snyder and Cathy Taggett also spoke regarding their experience with being prepared and having the training to help in emergency situations.

The Committee discussed the possibility of having a “B-V.E.R.T” (BBVCC Emergency Response Team) program and to see if people would be interested in starting one up. The Committee also discussed the Emergency Action Plan for BBV and what it should include. We have a Plan currently for the Marina that Erica and Patrick (Harbormaster) have put together which would be included in the overall BBV Emergency Action Plan. David F has provided Erica with the CAI format for an Emergency Action Plan that we can use as a bare bone start.

The Committee did not discuss the Clubhouse policy or the potential pedestrian/car safety hazards as there were time constraints on members of the committee.

### **BBVCC Security Manual**

Dave Owen discussed the need for the committee to review the Security Manual. It was also discussed that CAI best practices recommendations are that HOA’s don’t use the word “Security”. It gives a false sense of security to the membership. The Security Manual DRAFT currently has a list of tasks the compliance personnel are supposed to be doing, surveillance language – what staff are surveilling and what homeowners should be doing, as well as many other topics. Putting together the Security Manual is something that the Security Policy Workgroup recommended, and the Board approved.

The vacant house check requests were discussed; The liability of having a BBV employee providing the tasks that are on the requests are above and beyond what our staff is capable of providing. We no longer have 9 compliance/security staff working or roving patrol.

The Committee decided to table the Home Check discussions and the Security Manual DRAFT pending further Board discussions.



## **NEW BUSINESS**

### **July 4<sup>th</sup> Fireworks: Discussions**

The committee briefly discussed how the 4<sup>th</sup> of July went and the reports that were provided by Staff, Prime Security and David Scheirman. The Board will be discussing the fining of the members that violated the rules and if members that had debris will be issued citations as well.

### **BBVCC Tsunami Emergency “Exit Plan”**

This was briefly discussed during the Village wide Emergency Action Plan discussions and tabled until next meeting.

### **Future Topics & Communication Issues for 2025 Bulletin**

The committee discussed topics for the next BBVCC Bulletin and came up with the following:

- Must have a valid driver’s license for driving a golf cart.
- Safety reminders about the pool attendants not being lifeguards and that there is **no** alcohol allowed in the pool area.
- Burn ban and what that entails.
- AED Training in October with dates to come.
- Tease for the B.E.R.T fair in September.

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

#### **Adjournment:**

**Motion to Adjourn By:** Billy Brown

**Motion Seconded By:** Erica Owens

**Adjournment Time:** 6:36 PM

**Next Meeting Date:** Monday, August 11th, 2025 @ 5:00 PM