



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee
Date/Time of Meeting: December 8, 2025 at 5:00 PM
Location: Maintenance Building Conference Room (in person & via zoom)
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 checked="" type="checkbox"/> Ken Davidson	<input checked="" type="checkbox"/> Maureen Server
<input type="checkbox"/> Billy Brown	<input checked="" type="checkbox"/> Dave Owen (Interim Chair)	<input checked="" type="checkbox"/> Ron Bendschneider
<input checked="" type="checkbox"/> David Scheirman (Advisory Member)		

Absent

Billy Brown		
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BBVCC Officers and Staff Present =

<input checked="" type="checkbox"/> Dave Franklin, GM	<input checked="" type="checkbox"/> Brad Stoltzenburg / Safety/Compliance Officer	<input checked="" type="checkbox"/> Ron Rehon / Safety/Compliance Officer	<input checked="" type="checkbox"/> Natasha Bialuski, Assistant GM
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Audience/Members Present

none		
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Call Meeting to Order: Time: 5:00 pm

Roll Call, Quorum Present? YES NO

Approval of Agenda: Approved NOT Approved

Moved By: Mike Lubow

Motion Seconded By: Ken Davidson

Motion Carried By: 6

Member Presentations (3 Minutes MAX)

Member Name	Comments
none	none



OLD BUSINESS

The Safety and Security Committee meeting covered several key topics including the new Security Camera System, Lighting, Signage for Nakat Way, Golf Course Safety Hazard Design, Golf Cart Registration, BBVCC Emergency Action Plan and the Rogers Slough & front entry shrub plantings. Also, a review of the speed enforcement data and efforts, and the new Committee Member application for 2026.

Speed Enforcement Program –

The Committee reviewed the speeding report and the number of speeders getting caught by the Lidar gun within the past 30 days. Tickets have been issued for going over 25/26 mph; 81 tickets on Quinault, 28 on Sehome, 12 on Skeena and 6 on Salish.

Speeding via the speed signs, Trailer Camera and Lidar Gun:

Speeding Report:	Number of speeders:
Road with Speed Signs	48
Road with Lidar Gun	3

Security Camera System Update

David Franklin stated that Phase 2 has been completed for the installation of the net hardware and cameras at the clubhouse, maintenance, pool and recreational center. Management will need to review the operating procedures of the pan zoom cameras with Northwest Technology. Phase 3 will begin first of the year at the Management office and the Marina Dock area. The system will also include the installation of two towers, one at the emergency gate and a second one at the maintenance yard and all the cameras will be linked together to allow for access control and camera integration across different locations.

David Owen stated that the BBVCC Security Policy DRAFT that was placed on “hold” by the S&S Committee needs to be resurrected and finalized by the Safety & Security Committee and then sent to the Board for their approval; before our system is fully operational, because it contains a section related to video surveillance protocols, which is a legal requirement for having the system in place.

Lighting Update

David Franklin stated that the light fixtures have been installed at the Pro-Shop, Clubhouse and the Courts and some adjustments need to be made for light intrusion. The lighting at the office and the Marina has not yet been done. Next year common area parking lots will be done with trenching and new wire conduit.

New Sign on Nakat Way

David Franklin stated that we have the caution signs and that maintenance will insert them soon.

Golf Course Safety Hazard Design Review

David Franklin stated that the Golf Committee needs to further discuss “other” golf course modifications however, moving the tee area (hole 16) and adjusting trajectories to address resident concerns (Option 2 of the Board approved actions) is under way currently.



Golf Cart Policy Registration

Dave Owen stated that the BOD approved the rewrite to the Golf Cart Policy Registration and Resolution and the policy will be in effect January 5, 2026. David Franklin stated that the new registration requirements will include waterproof stickers which will be placed on the golf cart in 3 locations (front and both sides). The golf cart stickers will be purchased before January 5, 2026, and Ron, Patrick and Brad will be intricate in finalizing the process and system.

Emergency Action Plan

David Owen stated that the EAP subcommittee members, Mike, Ron and Maureen, have developed and proposed an Emergency Action Plan (EAP) as a first draft for the Committee to review and comment, for discussion at the next Safety & Security meeting in January and that the final Policy may be a few months out before its ready to send to the Board..

Ron stated that the plan focuses on member safety during emergencies, emphasis of simplicity and member orientation. Mike stated that an emergency exit gate that opens out and aligns with LA Fire Department recommendations; and the importance of ensuring members may evacuate safely during extreme situations such as tsunamis. Also, residents need to prepare emergency kits for their families as part of being prepared to manage on their own for a two-week period and develop evacuation plans. This will be a one-year preparedness program, with a new step for each month. The committee will also be working on an evacuation plan next year. Maureen stated that the 1st step of the 12-step emergency preparedness plan will be for residents to determine who will be their outside emergency contact and sign up for alerts and she will include the rollout of the plan with the 1st step in the January Newsletter.

Building/Grounds Committee input on Rogers Slough & Front entry Shrub plantings

David Franklin stated that the plan is to plant Nootka Rose at Roger Slough and the front entryway and follow up will be needed with the Buildings & Grounds Committee at the January meeting to determine steps for procurement and installation.

Suggested Citation Program for Visitors/Vendors

Mike stated that as per resident, Mr. R. Snyder suggested that vendors should be cited for speeding and not the residents. David Franklin stated that the Residents are responsible for their vendors as per the governing documents.

NEW BUSINESS

Review of BBVCC Incident Reports

Dave Owen stated that there are no incident reports to review for the month of November.

Potential New Committee Member Application

Dave Owen stated that David Scheirman has submitted his application to become a member of the Safety & Security Team and asked for discussions, motion and vote.

Approval of Dave Scheirman as a Safety & Security Committee member:

Approved NOT Approved

Moved By: Ron Bendschneider

Motion Seconded By: Ken Davidson

Motion Carried By: 5 (One member abstained)



David Owen stated that in 2026 there will be a rollout of a BBVCC Safety Manuel that includes a **requirement** for safety inspections and further stated that supervisors, staff, Management, Standing Committees and the Board of Directors are included in this program. However, prior to this roll-out, a Hazard Recognition Training Program should be developed for those people outlined in the Policy for conducting or participating in the inspection process.

Dave Owen offered to develop the Hazard Recognition Training Program and recommended Training be conducted for the Safety & Security Committee members (as well as other people recommended by the GM) to take place in either January or February, at the Clubhouse.

David Franklin proposed a 3:00 PM meeting time for the Committee in 2026.

Motion made to change the Safety & Security meeting time from 5:00 PM to 3:00 PM starting in January.

Moved By: Mike Lubow

Motion Seconded By: Ken Davidson

Motion Carried By: 6

Upcoming 14-day Agenda

David Franklin stated that as per RCW 64.90 the ACC Agenda posting is not a 14-day posting requirement, as the Committee was created by the covenants. A 2026 Calendar schedule with Board monthly/annual meetings and Committee meetings including dates and times will be sent out to the membership as notice prior to the end of the year.

Bulletin Insertions for Newsletter

Maureen stated that she will include the Golf Cart Policy and stickers update information. In addition, a “reminder” to our members to notify their delivery drivers / vendors to adhere to the BBVCC 20 MPH speed limits and that the BBVCC Safety/Compliance Officers will be having a higher focus on that group over the next few weeks. She will also add information related to the installation of caution signs for the NAKAT Way “corner.”

Krista will be asked to remove Erica Owens and Erin Ryan from the Safety & Security Committee, who are currently listed in the Newsletter.

David Owen stated that there is one more open seat for the Safety/Security Committee.

CLOSING

Adjournment:

Motion to Adjourn By: Mike Lubow

Motion Seconded By: Ron Bendschneider

Adjournment Time: 6:52 PM

Next Meeting Date: Monday, January 12, 2025 @ 3:00 PM