



**BIRCH BAY VILLAGE COMMUNITY CLUB  
BOARD OF DIRECTORS MEETING  
March 19, 2026 at 2:00pm at Clubhouse and via Zoom  
Zoom ID: 885 8656 9122 / PW: 8055**

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL & CONFIRM QUORUM
- III. ADOPTION OF AGENDA
- IV. HOMEOWNER PRESENTATION (3 Minutes Max Each, for 15 min)
- V. HEARINGS (3 Minutes Max Each, for 15 min)
  - a. Ticket Hearings -
- VI. CONSENT AGENDA
  - a. Approval of February 19, 2026 Board Meeting Minutes
  - b. ACC- Minutes of February 3, 2026
  - c. Safety & Security – Minutes of February 9, 2026
  - d. Golf Committee – No Minutes
  - e. Finance Committee – Minutes of February 25, 2026
  - f. Marina Committee – Minutes of February 24, 2026
  - g. Lakes and Drainage – Minutes of February 2, 2026
  - h. Operations Report Review
  - i. Action Item List Review
- VII. FINANCIAL REPORTS
- VIII. OLD BUSINESS AND VOTING AS NECESSARY
  - a. Volunteer Dinner Budget
  - b. Town Hall Review
  - c. 2026 Fishing Rule Revision
- IX. NEW BUSINESS AND VOTING AS NECESSARY
  - a. Board Member Appointment
  - b. Safety & Security Committee – Member Recommendations
  - c. Golf Committee Membership Memo
  - d. Marina Committee – Member Recommendations
  - e. Marina Rules & Regulations Revision
  - f. Elections Committee – Member Recommendation
  - g. Lakes and Drainage – Member Recommendation
  - h. ACC Recommended AR&R Rule Revision
- X. AUTHORIZATIONS AND RESOLUTIONS
  - a. Reserve Transfers
  - b. Authorization – Lighting Change Order
  - c. Authorization – HOA Software
- XI. DIRECTORS' COMMENTS
- XII. PARKING LOT



- a. Community Mission and Vision Statement -Board Retreat September 3rd
  - b. Committee Mission Statements
  - c. Marina Dock Captains Safety and Compliance Checklist
  - d. Golf Course Irrigation from Kwann Lake
  - e. BBV Safety Manual
  - f. North Fence Cleanup
  - g. HR Documents
  - h. Board Policies and Procedures
- XIII. EXECUTIVE SESSION DISCUSSION
- a. Matters Involving Possible Violations of the Governing Documents
  - b. Discuss Likely or Possible Litigation Matters
  - c. Personnel Matters
- XIV. RATIFICATION OF EXECUTIVE SESSION ACTIONS
- XV. ADJOURNMENT



## BOARD OF DIRECTORS MEETING MINUTES

**ASSOCIATION NAME:** Birch Bay Village Community Club

**DATE AND LOCATION:** January 19, 2026

**I. CALLED TO ORDER AT:** 2:00 PM by David Wilbrecht.

**II. ROLL CALL - BOARD MEMBERS PRESENT** (check box):

✓ David Wilbrecht	✓ Patrick Ryan	✓ Dave Owen
✓ Randy Ambuehl (Zoom)	✓ Bob Whale	✓ Dan Nedved (Zoom)
	✓ Mathue Totten	

Randy Ambuehl was not present at the beginning of the meeting and was excused from the meeting, then joined via Zoom.

**BOARD MEMBERS EXCUSED ABSENCE:**

**STAFF MEMBERS:** David Franklin, General Manager and Justine Brooks, Executive Secretary.

**COMMUNITY MEMBERS PRESENT:** There were 2 people in person and 3 people via Zoom.

**CONFIRM QUORUM:** David Wilbrecht and David Franklin announced a quorum achieved.

**III. ADOPTION OF AGENDA**

**MOTION TO:** Approved the agenda.

MOTION BY: Patrick Ryan      SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED:      TABLED:      DIED:

IN FAVOR: 6      OPPOSED:      ABSTAINED:

There was a brief discussion regarding HR Documents on the agenda and when those would be discussed.

**IV. HOMEOWNER PRESENTATIONS**

**Sue Remaklus (009-026)** raised concerns about the community landscaping and made suggestions that could potentially reduce the landscaping costs.

**David Scheirman** replied that the Board had previously adopted a sustainable landscaping plan and provided some background information.

**V. HEARINGS**

There were no hearings.

**VI. CONSENT AGENDA**

- a. Approval of January 22, 2026 Board Meeting Minutes
- b. ACC- No Minutes
- c. Safety & Security – Minutes of January 12, 2026
- d. Golf Committee – Minutes of January 13, 2026
- e. Finance Committee – Minutes of December 17, 2025 and January 28, 2026
- f. Marina Committee – Minutes of January 27, 2026
- g. Operations Report Review
- h. Action Item List

**MOTION TO:** Approve consent agenda

MOTION BY: Dave Owen      SECONDED BY: David Wilbrecht

APPROVED: X NOT APPROVED:      TABLED:      DIED:

IN FAVOR: 6 OPPOSED: ABSTAINED:

**VII. FINANCIAL REPORTS –**

Financial reports were presented by the General Manager, highlighting that the association is behind on reporting but reconciliations are ongoing, with no significant discrepancies found. The Bookkeeper is focused on completing the 2025 financials by March 15th for the auditor. The General Manager presented the financial software replacement options, with Dan and Bev Franklin's Finance Committee narrowing it down to three candidates: Vanica, Yardi, and Northstar.

**MOTION TO:** authorize the Board Treasurer and the General Manager to complete the evaluation and select a new HOA software platform for BBVCC, based on staff's review and vendor due diligence, and to present the selected software and implementation plan to the Board of Directors at the next regular Board meeting.

MOTION BY: Bob Whale                      SECONDED BY: David Wilbrecht

**Discussion** – The Board discussed what this would entail which would be the approval of approximately \$11,000 with this coming up at the next Board meeting. The Board then asked to have a special meeting to approve this subject, but with 64.90 that would require 14 days' notice to the members and it would be about the same time that the next regular schedule Board meeting would be.

APPROVED:     NOT APPROVED: X    TABLED:        DIED:

IN FAVOR: 1    OPPOSED: 5    ABSTAINED:

This will be a discussion for the March Board meeting.

**VIII. OLD BUSINESS AND VOTING AS NECESSARY**

**a. HR Documents – Memo**

The Assistant General Manager (AGM) presented the job descriptions for the General Manager, Assistant General Manager, Harbormaster, and Compliance Officer. The AGM reviewed all of the job descriptions that are on file for each position, compiled them into one job description, reviewed with the employee and then to the Board for approval. These are just the first 4 that were asked for at the last meeting and wanted to make sure that we provided them in a timely manner.

Dave Owen provided some feedback that the job descriptions looked great and had some concerns on the Compliance Officer job description as it should be the Safety and Compliance Officer as it has been that way for a long time. The Board and General Manager discussed how the Board would like to see the HR documents either in one lump or in smaller batches. The Board agreed to see them in smaller batches. The GM stated that he and the AGM would be meeting with an HR consulting firm on Monday. This meeting will help us develop a timeline for completing the HR documents and policies.

The Board reviewed each of the job descriptions separately.

**MOTION TO:** Approve the General Manager job description.

MOTION BY: Dave Owen                      SECONDED BY: Patrick Ryan

APPROVED: X NOT APPROVED:    TABLED:        DIED:

IN FAVOR: 6    OPPOSED:        ABSTAINED:

**MOTION TO:** Approve the Assistant General Manager job description

MOTION BY: Mathue Totten                      SECONDED BY: Dave Owen

APPROVED: X NOT APPROVED:    TABLED:        DIED:

IN FAVOR: 6    OPPOSED:        ABSTAINED:

**MOTION TO:** Approve the Harbormaster job description  
**MOTION BY:** Dave Owen                      **SECONDED BY:** Mathue Totten  
**APPROVED:**   X   **NOT APPROVED:**    **TABLED:**            **DIED:**  
**IN FAVOR:**   6   **OPPOSED:**        **ABSTAINED:**

There was a discussion regarding the Compliance Officer job description. Dave Owen raised concerns that the job description was only for a Compliance Officer and not the Safety and Compliance Officer and suggested that we change it back to Safety and Compliance Officer and add other changes that include safety inspections, root cause analysis capabilities, and adding the requirements of OSHA certifications.

The Board and GM discussed who should have the safety and training requirements in their job descriptions, and decided the Management all should have that training, especially the individual that is in charge of the Safety Manual

**MOTION TO:** Approved the Safety and Compliance Officer job description with the discussed changed.

**MOTION BY:** Dave Owen                      **SECONDED BY:** Patrick Ryan  
**APPROVED:**   X   **NOT APPROVED:**    **TABLED:**            **DIED:**  
**IN FAVOR:**   6   **OPPOSED:**        **ABSTAINED:**

**b. Board Policies and Procedures**

The Board discussed and reviewed the strawman of Board Policies and Procedures. This would help with the development of the organizational policies and procedures, which would help with consistency across Boards and Management. Dave Owen had some concerns that 90-95% of this already exists in the Bylaws, making it inappropriate to adopt as an amendment.

The Board agreed that this is a great document to have and with the changes in 64.90 would be great to develop and incorporate its content along with the development of the future Bylaw updates.

**c. Update on Su Sez Sinking & Recovery**

The Board discussed the status of recovering the Su Sez, the boat that sank in the marina. The General Manager has been in contact with the property owner and the boat owner. The GM noted that the BBVCC insurance would cover the costs of the recovery if the process with the owners fails. The Board will discuss this further in executive session.

**d. Golf Cart Registration Decal Clarification**

The AGM presented a request for clarification regarding the stickers on the golf carts. As the members are finding issues with putting 3 stickers on their carts. The Board discussed the size of the stickers and the placement, deciding to have the Safety and Security Committee reconsider the size, placement, and number of stickers, with the suggestion to consider making owners responsible for the cost of the stickers.

**e. Volunteer Dinner Budget**

The GM and Dave Owen presented the volunteer appreciation dinner budget. Dave Owen has offered to cook a whole hog, and others suggested other options to accommodate different dietary preferences. The Board discussed allocating \$8,000 for the event but will further discuss at the March Board meeting when we can get a head count and a plate cost.

**IX. NEW BUSINESS AND VOTING AS NECESSARY**

**a. Committee and Club Fair Proposal**

This proposal was put together by David Scheirman and within the proposal it was recommended to have the Committee and Club Fair the same day as the volunteer dinner. The Board reviewed dates

to have the events and David Scheirman noted that he had dates in the proposal already, which were Saturday, May 16<sup>th</sup> or 30<sup>th</sup> from 10 am to 2 pm.

**MOTION TO:** approve the committee and club fair proposal for May 30<sup>th</sup> from 10 am to 2 pm and have the volunteer dinner that evening.

MOTION BY: David Wilbrecht    SECONDED BY: Dan Nedved

APPROVED:   X   NOT APPROVED:    TABLED:        DIED:

IN FAVOR:   7      OPPOSED:        ABSTAINED:

**b. Cliff Mallory Funeral Request**

The AGM presented the request for a 21-gun salute at a funeral in April. The Board discussed this request and wanted to approve it, noting that the current covenants prohibit firearm discharges, and they agreed to consult legal counsel about potentially allowing blank ammunition.

**X. AUTHORIZATIONS AND RESOLUTIONS**

**a. Reserve Transfers – None for this meeting**

**b. Authorization – Transfer Operating Income to Reserves**

At the January Board meeting, the Board authorized the Finance Committee to review the transfer of excess member income from fiscal year 2025 and to make a recommendation to the Board regarding the appropriate allocation of the transfer between reserve funds.

**MOTION:** move that the Board authorize the General Manager to transfer \$260,000 from General Reserves to Marina Reserves, representing fiscal year excess member income funds previously transferred from the Operating Fund on December 31, 2025, based on the recommendation of the Finance Committee

MOTION BY: Mathue Totten    SECONDED BY: Patrick Ryan

APPROVED:   X   NOT APPROVED:    TABLED:        DIED:

IN FAVOR:   7      OPPOSED:        ABSTAINED:

**c. Banking Resolution**

The Board reviewed the banking resolution adding the AGM and adding restricted access to the Bookkeeper. The only difference is the addition of the bookkeeper, and this is so they could access statements without having to go through the GM or AGM. The Board appreciates the forward thinking of making everyone’s time count.

**MOTION:** Approve the banking resolution as presented.

MOTION BY: Mathue Totten    SECONDED BY: Bob Whale

APPROVED:   X   NOT APPROVED:    TABLED:        DIED:

IN FAVOR:   7      OPPOSED:        ABSTAINED:

**d. Authorization – Boat Launch RFP**

The GM presented the Boat Ramp Replacement Engineering expenditure request. Staff and members of the marina committee developed a scoring matrix to evaluate the proposals and then individuals scores were aggregated into a final scoring matrix. One of the Committee members has done work with proPHS who is the company that provided the lowest bid, provided the most detailed task description ensuring that scope requirements were met.

**MOTION:** I move that the Board of Directors of the Birch Bay Village Community Club approve an expenditure authorization and authorize the General Manager to execute a contract with proHNS for engineering, design and bid package development for the Marina Boat Ramp Replacement Project in the amount not to exceed \$24,000 with funding from the Marina Reserve Fund. Authorize the GM to sign the contracts.

MOTION BY: David Wilbrecht SECONDED BY: David Owen  
APPROVED: X NOT APPROVED: Tabled: DIED:  
IN FAVOR: 7 OPPOSED: ABSTAINED:

**e. Authorization – Expenditure for Drainage Upgrades**

The GM presented the expenditure for stormwater pipe replacement surveying, step one of the drainage upgrades. BBVCC is responsible for over 100 stormwater culverts and their maintenance, repairs and replacement. There are currently 25 of those that have been identified as in critical need of replacement. There are 3 of the 25 are considered challenging due to either 1) larger capacity, 2) deeply buried, 3) involve utility lines, and/or 4) in critical areas. Each one of these attributes requires additional surveying, engineering, studies, permitting, and expense.

**MOTION:** I move that the Birch Bay Village Community Club Board of Directors approve the expenditure authorization and Authorize the General Manager to execute a contract with Northwest Surveying for surveying work related to stormwater culvert replacement and a log boom at Rogers Slough in the amount to not exceed \$14,000 to be paid from the Roads and Drainage Reserve Fund.

MOTION BY: David Wilbrecht SECONDED BY: Patrick Ryan  
APPROVED: X NOT APPROVED: Tabled: DIED:  
IN FAVOR: 7 OPPOSED: ABSTAINED:

**f. Authorization – Expenditure for Paving**

The GM presented the expenditure for paving. The Maintenance Director reached out to multiple asphalt companies who provided bids on a scope of work provided to them. This project is a continuation of the 2023 pavement assessment with the paving starting in 2024 and continuing to 2033.

**MOTION TO:** I move that the Birch Bay Village Community Club Board of Directors approve an expense authorization and authorize the General Manager to enter into a contract with Lakeside Industries for the 2026 Asphalt Paving Project in the amount not to exceed \$784,386 including a 3% contingency and applicable sales tax, to be paid from the Roads and Drainage Reserve Fund, subject to final quantities and standard contract terms.

MOTION BY: David Wilbrecht SECONDED BY: Mathue Totten  
APPROVED: X NOT APPROVED: Tabled: DIED:  
IN FAVOR: 7 OPPOSED: ABSTAINED:

**XI. DIRECTORS COMMENTS**

None.

**XII. PARKING LOT**

- a. Community Mission and Vision Statement -Board Retreat September 3rd
- b. Committee Mission Statements
- c. Marina Dock Captains Safety and Compliance Checklist
- d. Golf Course Irrigation from Kwann Lake
- e. BBV Safety Manual
- f. North Fence Cleanup

**XIII. EXECUTIVE SESSION**

**MOTION TO:** move into executive session at 3:54 pm to discuss personnel matters, possible violations of governing documents and possible legal issues.

MOTION BY: David Wilbrecht SECONDED BY: Mathue Totten  
APPROVED: X NOT APPROVED: Tabled: DIED:

IN FAVOR: 7 OPPOSED: ABSTAINED:

The Board moved out of executive session at 5:31 pm.

No actions were taken during executive session.

**XIV. ADJOURNMENT**

a. The meeting was adjourned at 5:32 pm.

**MOTION TO:** adjourn

MOTION BY: Dave Owen                      SECONDED BY: Dan Nedved

APPROVED: X NOT APPROVED:    TABLED:    DIED:

IN FAVOR: 5 OPPOSED:              ABSTAINED:

Only 5 board members were present at the end of the meeting, 2 had to leave for prior engagements.

Minutes Approved By: \_\_\_\_\_  
Board Secretary

DRAFT

BBVCC  
 ARCHITECTURAL CONTROL COMMITTEE  
 Meeting Minutes  
 February 3, 2026 at 10:00AM

<b>Committee Members Present</b>		
Lisa Guthrie	Bob Whale, Board Liaison	Patrick Ryan, Board Liaison
Rich Santi	Lyle Sieg	Michael Stringam, Chair
Kevin Ryan		
<b>Committee Members Absent</b>		
<b>Staff Present</b>		
	Justine Brooks, ACC Admin	
<b>Members Present</b>		
	Jeff Latta	Jessica

- I. CALL TO ORDER: at 10:00 am by Michael Stringam
  
- II. ADOPTION OF AGENDA  
**Motion to approve agenda with an addition of workshop update.**  
**Motion by:** Lisa Guthrie      **Seconded by:** Lyle Sieg      **Approved**
  
- III. OPEN FORUM:  
 No members wished to speak at this time.
  
- IV. RATIFY MINUTES: December 2, 2025  
**Motion to approve** with the correction of Patrick Ryan being on the members present and absent list.  
**Motion by:** Lyle Sieg      **Seconded by:** Rich Santi      1 abstain      **Approved**
  
- V. CONSENT AGENDA – Admin Approved  
 A. 8025 Kayak Way – Tree Removal  
**Motion to Approve the Consent Agenda**  
**Motion by:** Lisa Guthrie      **Seconded by:** Rich Santi      **Approved**
  
- VI. OLD BUSINESS:  
**No Old Business**
  
- VII. NEW BUSINESS:  
 A. 8165 Comox Rd – Ham Radio and Weather Station  
 Jeff Latta explained to the committee that this is just a fiber glass pole like an antenna on a boat. He has talked to the neighbors and they are good with him putting it up. Jeff provided his background on ham radio and weather station.  
**Motion to:** Approve the ham radio and weather station.  
**Motion by:** Lyle Sieg      **Seconded by:** Lisa Guthrie      **Approved**

BBVCC  
ARCHITECTURAL CONTROL COMMITTEE

Meeting Minutes

February 3, 2026 at 10:00AM

**B.** 8060 Niska Rd – Tree Removal

**Motion to:** Approve the tree removal

**Motion by:** Lisa Guthrie

**Seconded by:** Rich Santi

**Approved**

**VIII.** ADDITIONAL ITEMS DISCUSSION:

Michael provided an update on the 64.90 Task Force. Patrick and Michael are both involved with the task force, which has complicated their review of covenants. They have raised concerns about the required majority for amendments, with some legal opinions suggesting only a 20% majority is needed. The original goal of completing the task force's work by June has been delayed, estimating completion by next year.

The Committee discussed some lighting complaints that have come in stating that compliance issues should be handled by the Safety and Security Committee rather than the ACC. Kevin explained some of the lighting code with the County and that the BBV AR&Rs do not distinguish between residential and commercial lighting regulations. The BBVCC buildings are all commercial, the committee discussed adding rules regarding commercial building lighting.

**VIII.** ADJOURNMENT:

**Motion to** adjourn at 10:35 AM

**Motion by:** Lisa Guthrie

**Seconded by:** Lyle Sieg

**Approved**



## Birch Bay Village Community Club (BBVCC) *Standing Committee Meeting Minutes*

**Standing Committee Name:** Safety & Security Committee  
**Date/Time of Meeting:** February 9, 2026 at 3:00 pm  
**Location:** Maintenance Conference Room (in person & via zoom)

**Committee Members in Attendance:**

<input checked="" type="checkbox"/> Mike Lubow	<input checked="" type="checkbox"/> Maureen Server (Zoom)	<input checked="" type="checkbox"/> Ron Bendschneider
<input checked="" type="checkbox"/> Billy Brown	<input type="checkbox"/>	<input checked="" type="checkbox"/> Dave Owen (, BOD Liaison)
<input checked="" type="checkbox"/> David Scheirman (Chair)		

**BBVCC Staff in Attendance:**

<input checked="" type="checkbox"/> David Franklin, GM	<input type="checkbox"/> Brad Stoltzenburg, Compliance	<input checked="" type="checkbox"/> Ron Rehon, Compliance
<input checked="" type="checkbox"/> Justine Brooks, Executive Secretary		

**Guests Present:**

Michelle Ihlan	Jason McEYea	
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**Call Meeting to Order:** 3:00 pm

**Roll Call, Quorum Present:**  Yes  No

**Approval of Agenda:**  Approved  NOT Approved

**Moved by:** Mike Lubow **Seconded by:** Ron Bendschneider **Approved**

**Approval of Minutes:** January 12, 2026

Approved  NOT Approved

**Moved by:** David Scheirman **Seconded by:** Mike Lubow **Approved**

**Member Presentations (3 minute max):**

**Michelle Ihlan:** A member in the Village that is interested in serving on the committee. She introduced herself and gave a brief background of her volunteer history.

**OLD BUSINESS**

**Committee Officer Appointments**

The committee discussed the need for a full-time chairperson and secretary. Dave Owen as the Board liaison is stepping back from being the interim chair.

**Motion to:** Nominate David Scheirman as Chair of the Safety and Security Committee

**Motion by:** Billy Brown **Seconded by:** Mike Lubow **Approved**

They will hold off on getting a secretary until the next committee meeting.

**Speed Enforcement Program**

Ron provided an update on speed enforcement. The new camera has been ordered with the cost being approximately \$2,000, once it arrived maintenance will get it set up and out for use. The General Manager noted that he did not want to put anything into the newsletter regarding this, when he put something in about members using the garbage receptacles in common areas the more the members start utilizing them for their garbage. The Committee mentioned vandalism at other areas in the Village and asked the General manager to put something in his weekly notice on the topic.



The Committee discussed ways in which we could protect the camera from damage in the future. The General Manager was asked to reach out to the manufacturer to see if there was a protective case that we could get for it or if we could fabricate one.

Ron noted that the lidar gun has been used but also noted how much busier it is during the work week, Monday to Friday. He let the Committee know that he has been focusing on the dog off leash investigations and issuing warnings or letters to those involved.

The GAP (gate access personnel) would like to have a TV mounted up at the guard shack. The Committee had a brief discussion regarding TV and will take this under consideration and discuss further at the next committee meeting.

### **Traffic Citation Appeals**

Dave Owen presented this to the Board and there were questions as to if the Committee could make decisions on behalf of the Board. This is a question that is pending legal advice. If this does come to this committee members do still have the right to appeal to the Board if they wish.

### **Security Cameras**

The General Manager provided an update on the security camera system progress. We have received a quote from NW Technology for the final phase of the project but have not received a quote for the office and marina areas, which we were anticipating doing before adding the towers. The towers will be down at the lower gate and at the maintenance shop. With the towers the GM is concerned about the sufficiency of a 30-foot tower for the line-of-sight connectivity and raises questions about the height requirements for the tower.

David S mentioned that there was a previous tower and the concrete pad that has metal poles in it is still located down near the lower gate. The committee discussed why the original tower was removed.

### **Emergency Exit Gate**

The Committee discussed concerns about the emergency egress gate, focusing on its design and compliance with life safety codes. They emphasized the need to confirm the property line and review the fencing contractor's work order and permit. The Committee discussed painting a white stripe on the pavement to help drivers see the gate, though concerns were raised about whether this would be effective in an emergency. The Committee also discussed possibly installing a hinge that swings both directions, that way it would work in any situation. They asked to confirm where BBV property is down at the lower gate and how the permit stated the work needed to happen.

It was mentioned that BERT, which covers Birch Bay and Blaine, had discussed similar issues with automated gates in gated communities, noting that these gates could be overridden in emergencies. Semiahmoo and Horizon have gates that can be overridden.

### **Emergency Action / Evacuation Plan**

The Committee discussed emergency preparedness plans for Birch Bay Village residents, including property line definitions and comments on the written plan. They reviewed next steps, such as participating in the Marina Committee's safety fair, discussing emergency supplies with boat and motorhome owners, mapping evacuation paths, and obtaining updated flood maps. The group also planned to reach out to local resources like nurses, doctors, and ham radio operators, and establish neighborhood support groups.

The committee also discussed the upcoming Marina Safety Fair, tentatively scheduled for June 6th, and Maureen confirmed she would contact Charlie Hall, the Marina Committee chair, about coordinating their efforts as this would be a good place to set up information regarding emergency preparedness.

### **Gatekey**

The committee discussed plans for a Gatekey application training session, with Maureen planning to coordinate with Krista and Ron to promote it through various channels including Facebook and the reader board. They agreed to reframe the training as a "Visitor Access Workshop" to make it more accessible to residents who may not be familiar with Gatekey.



### **Incident Report Investigation**

Ron reported on recent citations issued for aggressive dog behavior, noting that both the dog owner and walker received warnings after the dog escaped. The other dog incident both members received letters letting them know the steps taken and the outcome.

Dave Owen reported on a different member walking their dog off leash and how he stopped to inform them of the rules regarding dogs and that the dog needed to be on leash. The member stated that the dog couldn't have fun on a leash. Ron will further investigate this.

The Committee also discussed a contractor blocking the street. Ron mentioned that he had already dealt with the situation by talking with the homeowner and the workers. The homeowner was unaware of the situation and contacted the contractor as well.

### **Security Policy**

The Committee discussed the Security Policy that was circulated after the last committee meeting. Dave O had received some comments and has revised the policy and sent that out for review by the committee. The Committee was asked to have comments and or notes ready for the next committee meeting.

### **NEW BUSINESS**

#### **Consider New Committee Member Applications**

The Committee discussed Jason McElyea's application, he is a retired Air Force Medic and former Bellevue Detective.

**Motion to** approve Jason McElyea as a member of the Safety & Security Committee

**Motion by:** Mike Lubow    **Seconded by:** Billy Brown    **Approved Unanimously**

The Committee also discussed the application of Michelle Ihlan, which was submitted at the beginning of the meeting. Michelle is a former insurance claims manager and has extensive volunteer experience.

**Motion to** approve Michelle Ihlan as a member of the Safety & Security Committee

**Motion by:** Mike Lubow    **Seconded by:** Billy Brown    **Approved Unanimously**

These two applications with a recommendation will go to the March Board meeting for their approval.

### **Newsletter Topics**

Maureen presented that the topics for the monthly bulletin are going to be:

- Gatkey education expanding on the workshop in a few months.
- Emergency plan evacuation steps.
- Review of dog rules and locations where members can have their dogs off leash, including the dog park.

### **Additions**

Next month the committee needs to address a Co-Chair or Vice Chair position and a Secretary.

The General Manager stated that he still needed to have a meeting with Dave Owen regarding safety procedures and come up with a timeline and plan. The GM also provided an update on HOA software and how this will be better for staff and members. We are hoping to have the implementation happen in 4 or 5 months.

Dave Owen discussed safety training and hazard training for members of the committee and possibly scheduling that for March.

The Committee also discussed lighting complaints that have come into the office and how they may end up coming to the committee for review. The changes to lighting in common areas are safety driven changes and the lighting project still is not complete. The BBVCC buildings are considered commercial buildings and not residential and there are different codes that have to be followed in that regard. This is just to make the committee aware of the complaints as this may be bringing up the pipeline.

Maureen mentioned that Delia Alberstein from Semiahmoo safety committee would like to have a meeting with BBV and Semiahmoo and the NWFR regarding the levy lid lift that they have been trying to initiate. It is going back on the ballot this year and Delia and NWFT would like to get as much information out to people as possible. Maureen asked David S to reach out to Delia and she would send him the contact information.



**Motion to Adjourn at 4:40 pm**

**Motion by:** Billy Brown      **Seconded by:** Ron Bendschneider

**Approved**

**Next meeting is scheduled for March 9, 2026 at 3:00pm**

**BBVCC**  
**FINANCE COMMITTEE Minutes**  
**REGULAR MEETING**  
**February 25, 2026 at 1:00PM via Zoom**

<b>Committee Members Present</b>		
✓ Bev Franklin	✓ Dan Nedved	✓ Mary Santi
✓ Sue Garrigan	Erin Ryan	David Towle
✓ Bonnie White		
<b>Guest Members</b>		
	Maureen Server	
<b>Staff Present</b>		
	Jonah Douglas, Bookkeeper	David Franklin, General Manager
Justine Brooks, Assistant GM		

The General Manager started the meeting letting everyone know that Dan, Bev, Jonah, and Justine would be late getting to the meeting due to being in a software meeting and would be attending once they were done.

I. **CALL TO ORDER:** by Dan Nedved at 1:08pm

II. **ADOPTION OF AGENDA**

**Motion to adopt Agenda**

**Motion by:** Sue Garrigan

**Seconded by:** Bonnie White

**Approved Unanimously**

III. **OPEN FORUM**

IV. **RATIFY MINUTES:**

**Motion to approve January 28, 2026, meeting minutes**

**Motion by:** Bev Franklin

**Seconded by:** Sue Garrigan

**Approved**

V. **FINANCIAL SOFTWARE CONVERSION UPDATE**

The General Manager discussed the ongoing financial and software challenges. The current software, Enumerate, has been experiencing more and more issues, including unapplied payments/prepaid payments. Staff currently is not getting any responses from the vendor support team. The basic system functionality seems to be breaking down, and staff would not be surprised if one day we came into the office and the whole system was down or gone.

Jonah has been working on reconciling accounts and has made some progress. The GM and Assistant General Manager will be working with Jonah to assist with what they can on the banking reconciliations.

The group that has been evaluating alternative software companies, like Northstar, Vantica, and Yardi are hoping to have a decision and get Board approval on March 19<sup>th</sup>. This group is working on completing and providing a full detailed list of what the costs will

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**February 25, 2026 at 1:00PM via Zoom**

be for both the members and Birch Bay Village per transaction and for what the breakdown of the software costs. This cost analysis would include what the charge would be for the different types of payment, i.e. ACH, checks, card, etc. and who would be paying for that charge the Village or the member.

The GM has tried to supply some reports to the Board; we know that we do not have a full account of what our 2025 income statement is from January 1 to December 31 but wanted to get a draft of it out there in front of the Board. The Finance Committee has not seen the reports yet and the GM will send them to the Committee.

Sue, Jonah and the GM have been working with the Auditor to balance the inter funds and transfers. Sue discussed the reserve account procedures and how there are not any procedures on how to pay invoices, and we have a need to simplify them. They discussed just having one operating reserve account to make it easier for management. Sue and the GM discussed the issues that we have had with the current reserve accounts and the process that gets messy when we have to have a check written out of reserve accounts. The Committee discussed contract liability and how the process of clearing out old balances works. The GM will ask the auditor, Michelle, for clarification of the correct process and will copy Sue. The GM will send a copy of the treasurer's handbook for more guidance on accounting procedures to the Committee.

The Auditor has asked to have their check list of items provided to them by March 15<sup>th</sup>. The check list and the process of how we are getting the information to the auditor was discussed. The software that we are looking may assist with us providing the information out without difficulty and in a decent format. One of the major issues that we have had is documentation of processes and procedures. The new software programs have really good audit trails.

The Committee discussed the software conversion process. Dan and Bev provided 10 single platform software. The two that we are down to are Yardi and Northstar. All of these companies have a great audit trail, integration, reporting systems and so on. Yardi is one of the biggest software programs in the industry. Northstar has a point of sale. Vantica we looked at them, it looks like good software but fell short with calculated fields and rely heavily on AI. All of them will be better than what we currently have. The Board has tasked us with providing the total cost of everything including transaction costs for each for the entire year for their March 19<sup>th</sup> meeting.

We have had meetings today with Northstar today to go over things. Currently Northstar doesn't have any ACC process would be the same manual process as Justine has been doing. Northstar is working on putting a process together.

**VI. MEMBER COMMENTS**

Dan provided information to the committee about the committee awareness day and volunteer appreciation dinner that will be happening on May 30<sup>th</sup>. Dan also noted that Pat Ryan stepped down from the Board and that the Board is looking to appoint a board

**BBVCC**  
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member to sit in the seat until the June election.

Sue G was thanked for all the work that she has been putting in and will come up with a cost that the village can pay her for all the work that she has put in. The GM also thanked Dan and Bev for the work that they have put in for the software conversion.

Bonnie noted that she would be out for the next meeting and help out if she is able to for committee day May 30<sup>th</sup>. She will be in attendance at the April and May meetings.

**VII. ADJOURNMENT:**

Next Meeting set for March 25, 2026.

Adjourned Meeting at 1:58 pm

**Motion by:** Bev Franklin

**Seconded by:** Bonnie White

**Unanimously Approved**

DRAFT



## BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

### Marina Committee Meeting – Minutes

**Date/Time:** Tuesday, February 24, 2026, 2:00 pm PDT

**Location:** Maintenance Conference Room & ZOOM Meeting

**Zoom Info:** Meeting ID: 88586569122 Password: 8055

**Phone In call only:** 1-253-215-8782

#### **Marina Committee Members:**

Charlie Hall, Chair (Zoom), Kevin Anthony, Bryan Vanderyacht (Zoom), John Stone (Zoom), and Scott Tobiason

**Absent:** Mike Moriarty

#### **BBVCC Officers and Staff:**

David Franklin (General Manager) (Zoom), Patrick Heaviside (Harbormaster) and Justine Brooks (Assistant General Manager)

#### **Others:**

Wade Church and Ted Wiegert

- **APPROVAL OF AGENDA: February 24, 2026**                      **Approved**  **Not Approved**

Motion to approve.

Motion by: Kevin Anthony              Seconded by: Bryan Vanderyacht              Unanimously Approved

- **APPROVAL OF MINUTES: January 27, 2026**                      **Email Approved**  **Not Approved**

Motion to approve.

Motion by: Kevin Anthony              Seconded by: Bryan Vanderyacht              Unanimously Approved

- **AUDIENCE PRESENTATION**

Wade Church – candidate for open Marina Committee position -Wade is a retired 20-year BBV resident with extensive boating experience and a background in contract negotiations, specifications and management in the petroleum industry. He lives about half the year in BBV and recently completed serving as Commodore of the Bellingham Wheel and Keel Yacht Club. Wade emphasized his commitment to participating via Zoom when he is away.

Ted Wiegert – candidate for open Marina Committee position – Ted, a four-year BBV resident, also with extensive boating experience, and a background in financial services and construction including docks. He expressed interest in becoming more active in the community through the committee.

The Chair noted that the Committee will vote on the applicants later in the meeting.

- **RESULTS FROM BOARD MEETING**

The Board approved the MC minutes from the 1/27/26 meeting.

### **HARBORMASTER REPORT**

Update on marina operations: moorage occupancy, rules compliance, new issues, suggested topics for MC discussion, etc., and current project updates.

The Harbormaster (HM) reported unchanged moorage vacancy with 12 on A, 15 on B, 8 on C and 8 on D dock.

The Harbormaster reported on the complex cases with the pending removal of 2 boats from the marina.

The “Su Sez” should be leaving the marina by March 6<sup>th</sup> (sunken and recovered boat on C dock).

Removal of the boat on D dock requires additional steps including a release of interest form from the owner (who is current with moorage payment). The Committee discussed the general process and State

regulations for removing boats from the marina. The two subject boats are a good test case to review and document the process steps for removing boats from the marina per the Marina Rules & Regulations.

1. Shore power GFI modification – installation status of three (3) remaining modules.  
The HM explained that we are still waiting for the new replacement modules and the additional four (4) we purchased for spares.
2. Draft of amendment to Marina Rules & Regulations (Dec 2024) regarding requests for a variance of the current 15 ft maximum width (beam) limitation (proposed draft circulated for MC review on February 12<sup>th</sup>).

The Committee discussed the proposed variance language and the challenges of managing different horseshoe widths and boat dimensions. The Committee agreed to keep the current 50% rule that is intended to prevent any boat in a horseshoe from encroaching on its neighbor. The potential variance options for length were also discussed but left for future consideration. The Committee also discussed the need to manage gaps between boats in the same horseshoe.

Scott will update the draft proposed variance amendment to reflect new language of the motion below and circulate it for MC review. The Chair emphasized the importance of committee members providing feedback to Scott by March 6<sup>th</sup>. Final review and approval of the process by the MC is scheduled for the meeting to be held on 3/24/26.

**Motion to:** Approve the following wording to be added to 4.3.4 of the current Marina Rules and Regulations (version 25 dated 12/19/24):

An existing or prospective Marina Member may request a variance for Community Dock moorage of a vessel that exceeds the maximum width limitation up to seventeen (17) feet. Any variance is subject to Harbormaster, General Manager, and Marina Committee review, approval, and appropriate slip availability. If a variance is granted the vessel must comply with all other requirements of the Marina Rules and Regulations.

**Motion by:** John Stone      **Seconded by:** Scott Tobiason      **Unanimously Approved**

## OLD BUSINESS

1. **Future Marina Upgrades** – Develop project plan, timeline and cost estimates (**Status: John S., Scott T. and David E.**)

**Background:** The Board has approved a scope of work agreement with Anchor QEA in the amount of approximately \$210,000. The agreement for consulting and support services will occur over the next 2-3 years and will address harbor bank reinforcement, piling replacement, ramp and gang way replacement, fuel dock and fuel tank replacement, entry channel and harbor basin dredging, marina dock grounding, launch ramp replacement and related permits and testing. Wilson Engineering has completed a channel and harbor bathymetric survey; initial permit applications have been submitted to Anchor QEA for review and completion, and the boat ramp replacement permit application has been submitted to the appropriate agencies. Initial and revised project cost estimates have been provided by Anchor QEA but further review, analysis and discussion with Anchor QEA is required. See previous agendas and minutes for a more extensive background.

[Update progress on Anchor QEA contract and status of permit applications.](#)

[Launch ramp replacement design and permit status, vendor RFP's.](#)

The Assistant General Manager (AGM) noted that the Board of Directors awarded the engineering contract for the boat ramp design to ProHNS. Of the four respondents, ProHNS had the best pricing, the most efficient design approach and overall best response to the RFP.

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**2. Financial Items (Status: Charlie, David)**

[January 2026 Marina financials results.](#) – Not ready for review.

[Marina fee subcommittee status.](#)

The Chair asked the members of the Committee to provide proposals to him for the subcommittee. The HM suggested a new six-month moorage option primarily for smaller boat users who generally launch at the beginning of boating season but only lease for a few months (the 2-month minimum is typical). Suggested pricing for a 32’ slip is as follows:

	ANNUAL	SIX MONTHS	MONTHLY
	\$5.17’mo (\$62) (outside)	\$8’mo (outside)	\$11’mo (outside)
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32’	\$1984/1760	\$256mo (\$1536)/\$192mo (\$1152)	\$352mo/\$288mo

There are new tenants and existing tenants that may elect launch only or monthly moorage for the two-month minimum. A 6-month option would add an additional four months of revenue versus the typical monthly moorage term of two months. It could be helpful for people who have purchased a new boat while still in possession of an old boat. If successful, this might be a good potential future option to attract non-residents to store boats in the winter months (hot berthing) without sacrificing slips for members during peak boating season. However, with the option of a six-month commitment there would be no guarantee of the same slip assignment in the following year.

One of the goals of the marina fee sub-committee is to increase utilization of the community docks with a positive impact on revenue. It was suggested that the HM poll various marina users that are not annual moorage tenants for feedback on moorage options other than monthly or 12 months. The Chair asked the MC members to forward any suggestions and ideas to him for the subcommittee to consider.

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[Status of revised draft from subcommittee.](#)

The Committee discussed and resolved the remaining items in the final review draft MR&R that Scott sent to the MC Feb 13th. These were mostly related to clarifying some fines and ultimate consequences for non-compliance. Additional input from the HM and AGM included 1) an added first-time fine of \$200 for delinquent insurance (then \$25/day per existing schedule) and 2) increased minimum liability insurance from \$300K to \$500K for new applicants and existing tenants for 2027 (this phase in should be confirmed). Input was incorporated in the working final draft which will be circulated for MC final confirmation before sending to the BOD for review. Justine will determine if and when public review of eventual final revised MR&R is necessary. Other remaining items include 1) deciding whether fine amounts will be published only in the MR&R or only posted on the website like the schedule of fees; and 2) deciding consistent names for fees between the MR&R, annual fee schedule and accounting software.

**4. Dock Captain Boxes. (Status: Kevin)**

Dock Captain boxes need to be refurbished or replaced and re-supplied including extra life vests.  
[Discussion of project status.](#)

Kevin has completed an inventory of the four Dock Captain boxes. He will send a list of what is still needed to the Committee members. The estimated cost of what is still needed is approximately \$2,200.

**5. Boat Wash-down Area Paving. (Status: Mike)**

[Discussion of project status.](#)

This project is to be scheduled with the Road Paving later this year.

**6. Vessel Safety Day 2026 (Status: Kevin, Charlie)**

[Discussion of project status and date selection.](#)

Kevin provided an update and noted that he would need some help to plan the event as he will be gone in May. The event is scheduled for June 6<sup>th</sup>, which should not be affected by the shrimp opener which is usually over the last weekend of May. Activities for the event were discussed; it was noted that in past years there has been little to no participation in some of the activities. The committee discussed other activities and the possibility of awarding prizes. It was suggested that we ask West Marine and LFS to donate a gift card or something for the event. Other suggestions to expand the event to help get non-boaters to the marina included involving other BBVCC committees, holding an open house for the docks/marina, live music, food trucks, an outdoor movie, etc. It was also suggested to rename the event along the lines of “Marina Open House Day” or “Marina Celebration Day” to attract the community at large.

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Marina Committee Mission Statement.

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The Committee discussed and voted on the two applicants.

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**Motion by:** John Stone      **Seconded by:** Kevin Anthony      **Unanimously Approved**

**Adjournment Time:** 6:14 pm

**Motion to adjourn**

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**Next meeting:** March 24, 2026 (note 4<sup>th</sup> Tuesday of the month) 2:00 pm PDT.





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- **APPROVAL OF AGENDA: February 24, 2026** Approved  Not Approved

Motion to approve.

Motion by: Kevin Anthony      Seconded by: Bryan Vanderyacht      Unanimously Approved

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**Motion by:** John Stone      **Seconded by:** Kevin Anthony      **Unanimously Approved**

**Adjournment Time:** 6:14 pm

**Motion to adjourn**

**Motion by:** Kevin Anthony      **Seconded by:** John Stone      **Unanimously Approved**

**Next meeting:** March 24, 2026 (note 4<sup>th</sup> Tuesday of the month) 2:00 pm PDT.



BBVCC  
Lakes and Drainage Committee Minutes  
February 2, 2026 at 5:00PM

<b>Committee Members Present</b>		
Bill Reilly	Betsy Just	Dave Carpenter
David Scheirman	Jon Hall, Chair	Karen Anthony
Gwynne Briggs	Jack Dyrland	Mathue Totten, Board Liaison
<b>Committee Members Absent</b>	Lowell Lorenz, ALT	
<b>Staff Present</b>	Justine Brooks, Executive Secretary	
<b>Members Present</b>	Molly Semenik	Ron Snyder
Cathy Tagget		

- I. **CALL TO ORDER:** at 5:01 pm by Jon Hall.
  
- II. **Ratify Minutes:** January 5, 2026  
**Motion to approve.**  
**Motion by:** Bill Reilly                      **Seconded by:** Gwynne Briggs                      **Approved**
  
- III. **Adoption of Agenda**  
**Motion to approve**  
**Motion by:** David Scheirman    **Seconded by:** Dave Carpenter                      **Approved**
  
- IV. **Visitor Comments and Suggestions**  
Gwynne introduced Molly Semenik, a guest who is also a resident of BBV. Molly is an avid fisher person and someone that the committee may want to utilize when developing rules and policies for fishing the lakes.
  
- V. **Committee of the Whole**
  - A. **Review Status of Committee Members/Officers**  
The Committee recommendation for Gwynne to be a full voting member was approved by the Board. The Committee then discussed the Co-chair position, as Dave Carpenter was originally going to co-chair with Jon Hall. Jon Hall offered to Chair the committee for the year. Dave Carpenter was nominated as Vice Chair for 2026.  
**Motion to have Dave Carpenter as the Vice Chair for 2026.**  
**Motion by:** Bill Reilly                      **Seconded by:** David Scheirman                      **Approved**
  - B. **03/02/26 Meeting**  
Jon noted that he would not be available to Chair the March meeting and asked that someone step up to chair the meeting. Jon will put the agenda and items for the meeting together; he will not be available to be at the meeting. David S. will assist with leading the next meeting.
  
- VI. **Subcommittee Reports**
  - Education Subcommittee**  
The Committee discussed the Education Subcommittee first as some of the guests were interested in assisting with fishing policies and rules. Mathue gave a brief update from the

BBVCC  
Lakes and Drainage Committee Minutes  
February 2, 2026 at 5:00PM

Board and what their expectations were for the trial run of fishing on the lakes and that the Board has directed the Committee to submit policies and rules to them before fishing season opens.

The Committee is hoping to create a subcommittee and have 3-4 active outdoor/fishing people assist with the process. Mathue stated that he would like to help and that it would be a good idea to have staff involved and lead the policy portion of that. The Committee formed the Fishing Policy Work Group which will include David Scheirman, Mathue Totten, Molly Semenik, Ken Hecker, Kathy Tagget, Ron Snyder, David Franklin and Justine Brooks. It was recommended for us to look into other HOAs to see what their policies are regarding fishing. It was suggested that we reach out to the state/county to see what their rules are regarding fishing in the lakes.

**Biological Management Subcommittee**

Bobby updated the committee that he has put in the first order of chemicals for the lakes and it should be getting here in the next couple of weeks. David S raised concerns about the email distribution for the test results from Exact Sciences Laboratory, Bobby stated that he would add the Lakes Committee email to the distribution list with them.

The Committee discussed duckweed and the need to control it before it spreads through the culverts to other ponds and eventually making it to Thunderbird Lake.

**Hydrologic Control Subcommittee**

There is no update at this time. Bill R. mentioned that the management strategy for Thunderbird and its control structure would be addressed after other projects are completed. David S. inquired about the timeline for Northwest Surveying and GPS project. David F. reported that the survey results should be available within a few weeks.

**Flood Monitoring, Preparation, and Response Subcommittee**

The flood monitoring subcommittee reported that the water levels were below concern levels and will continue to monitor.

**Education Subcommittee**

The Committee asked if there was any other education that needs to happen. There was only one question, and it was regarding what the requirements for kids fishing in Washington are.

**Development Oversight Subcommittee**

The Committee discussed the Avista at Birch Point development, which received unanimous approval from the City of Blaine's council. David S provided an update on the development, including its location, planned commercial spaces, and potential impact on water flow. The committee considered monitoring water flow changed but determined that it would be too expensive. They agreed to organize an information forum for the Board and HOA members after mid-June to educate them on stormwater management issues and upcoming developments. Bill R will continue reviewing hydrologic studies for the committee.

**County / Lakes Subcommittee**

There was no direct contact with anyone at this time. Bill R will maintain contact with the MOU and other projects going on. The timeline for the MOU, which we were hoping to have completed by the end of 2026 most likely will happen in 2027.

David F mentioned that there has been a preliminary discussion regarding the concept of a log boom across Rogers Slough. He also mentioned what the permit would entail and the

BBVCC  
Lakes and Drainage Committee Minutes  
February 2, 2026 at 5:00PM

potential of cost sharing. The project would open not only manhours for the Village but also the County.

David S discussed the information forum and to schedule it in mid-June after newly appointed Board members take their seats. He will draft a presentation and have it ready for the next Committee meeting as an agenda item.

The Committee also discussed the need for a new member and asked if the announcement went out. It went out in the General Managers Weekly update, and we have not received any applications as of yet. The Committee members will reach out to Eddie Wood as a potential member. It will also get put into General Managers weekly again.

The Committee briefly discussed newsletter topics and will look back at has been previously published and provide an article to Krista by the third week of February.

**Motion to Adjourn** at 6:23 pm

**Motion by:** Bill Reilly **Seconded by:** David Scheirman **Approved**



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**March 13, 2026**

**To: Birch Bay Village Community Club Board of Directors**

**From: Justine Brooks, Assistant General Manager**

**Re: Operations Report**

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### **Administration**

#### **Staff –**

In the last month we have had quite a few staff members who have been out sick, and the rest of the staff stepped up to cover when and where needed. There have been issues with our current software Enumerate with accounts, where charges and payments have not been added as they have been in the past.

The search for a new Executive Coordinator (ACC Administrator / Executive Secretary) is in progress. The recruitment team that we have been working with had the job posted for 3 weeks. They received 4 applications, one of which was not qualified for the position, one that backed out, one that ghosted them, and the final one seems to have some potential.

The bookkeeper put in two weeks' notice and his last day will be March 20<sup>th</sup>. So, we are also looking for a new bookkeeper; that job posting is currently up on multiple platforms. Management will start reviewing those applications soon.

**HOA Software Selection** - The General Manager, Bookkeeper, Assistant General Manager, and 2 members of the Finance Committee have been having meetings and demonstrations with the final two contenders for potential new HOA software. The 2 software companies that we have been looking at are Yardi and Northstar. Both companies would be great to move forward with and each of them has pros and cons, but no matter what they will be better than the company that we are with currently. This authorization will be at this Board meeting.

**Ticketing Project Management**- we are currently using Monday, a customizable cloud-based Work OS (Operating System) for team collaboration, project management, and workflow automation, helping businesses plan, track, and manage tasks across various departments. Currently this is being used by the GM, AGM and Bookkeeper.

#### **ACC Activity**

- ACC reviewed 6 applications. All 6 applications were approved with 2 approved with contingencies. The Committee discussed an agreement request which moved into revising an AR&R.

#### **Miscellaneous**

- The Office has issued 30 bar codes for the last month (January 14<sup>th</sup> to February 13, 2026).
- The Office has completed 5 home sales and 8 HOA requests in the last month.



**Pro Shop**

- Pro Shop is currently open daily from 9am to 4pm, in April it will be 9am to 5pm, and in May it will be open 8 am to 5 pm. Once all the leagues are started, staff will have the Pro Shop open Mondays and Fridays until 7pm. As the days get longer, the tee times will adjust. The Pro Shop staff have been preparing for the golf leagues. The men’s and scramble leagues have started, and the other leagues will be starting in the next two months. The first tournament of the season is at the end of the month. There have been multiple meetings to prepare for the golf season. The Pro Shop menu will be changing in April; they are finalizing the menu by taking some items off the menu and adding new items. The Pro Shop has been busier than it was last year and sales are doing better.

**Golf Greenskeeper**

- Greenskeepers have been working on edging parts of the golf cart path and it takes quite a bit of time to do one area and have to go back and do areas by hand. They are working with the golf committee to get volunteers to assist with doing this project once things get a little more solid. The greens have been punched, which was done early this year.

**Maintenance** – The Maintenance Department has been busy this winter with the following:

**Maintenance Report- February 14 to March 13**

- Sport court pressure washing started
- Roof repair
- Lawn mower maintenance
- Flower bed cleanup and mulching
- Finished refinishing picnic tables and benches.
- Mowing/weed whacking
- Culvert repair
- Street cleanup/garbage pickup
- Monthly inspections
- Small equipment repairs
- Door handle replacement at Guard house and Golf maintenance entry
- Two-day pesticide licensing and recertification training

**Marina**

- **Marina** – Harbormaster has been diligently monitoring all the boats in the Marina, especially the Su Sez and has been continuing to work getting the older boat out of the marina. The Su Sez is supposed to leave the marina on Monday, March 16, which is 10 days after we had anticipated it to be removed. They will be loading the boat on a trailer to remove it.
- Marina Committee has been working on the rewrite of the marina rules and is getting closer to having it complete for the Board to review.
- Currently the marina has 43 vacant spots for moorage, 4 fewer vacancies than last month.

**Compliance**

CCR Letters Sent	
Dog Issues	3
Speeding	3
Failure to Stop	13



Trash Dumping	1
Illegal Parking	1

**Speeding** – The speed camera is still down. The camera is on the way back and should be back up and running by the end of the month. Compliance has been utilizing the lidar gun when they can and going to the areas with higher speeds that have been indicated on the speed signs.

**This is data received from the speed signs not the speed radar camera trailer.**

Speed Data						
MPH	5397 Salish	8211 Skeena	8226 Sehome	8250 Quinault	TOTALS	%
0-20	1658	1382	3280	6173	12493	77.2
21-25	370	245	982	1943	3540	21.9
26-30	15	6	37	83	141	.87
31-35	1	1	3	6	11	.06
36+	1	0	0	0	1	.006
					16,186	

The compliance team has used the lidar gun for approximately 28 hours in the last month. There have been 5 citations issued. Compliance has been watching at intersections, and there are a lot of members and guests who do not understand what a stop sign is and will slow down and roll right through.

- **Cameras** – The cameras will be put up at the Office and Marina areas once NW Tech gets the cameras. You may see the maintenance team spooling out ether cable around the office and marina parking lots for the network for the cameras.
- **Community Plan** – There was a Town Hall for the Community Survey on Thursday, March 12 at 6pm. There were 33 people who attended in person, and 23 was the top mark for people attending via Zoom. The recording and presentation on located on the website, bbvcc.com.

**Future BBV Projects**

- **MOU project** – drainage from Birch Point Road/ Birch Bay Drive to Kwann Lake to Rogers Slough. We are working with the County on this project, and it looks as though it could be pushed from being completed in 2026 to 2027 or 2028.
- **Marina Dredging** – working on permitting with Anchor QEA and other agencies.
- **Boat Launch Ramp Replacement** – Expense authorization was approved at the February Board Meeting. There currently is a Public Notice at the top of the boat launch.
- **2026 Paving** – Expense authorization approved at the last board meeting and will be scheduled.
- **Marina Restrooms** – Working on the permitting process and preparing the RFP to go out.
- **Culvert Replacement** – we have 125 total culverts that are BBVCC responsibility to repair or replace, and we have 30 standard 12-inch culverts that need to be replaced. We also have 3 larger culverts that will need to be replaced that will require engineering and additional work.

# BBV Board Meeting Action Items

Assignee	Task	Priority	Status	Start Date	Due Date	% Complete	Done/Overdue?	Notes
David	Security/surveillance Cameras		In Progress		2/19/2025	50%	In progeess	Guard House, Clubhouse area complete. Next step Office/Marina then install towers at lower gate and Maintenance Shop. Cameras have been ordered, maintenance will be spooling ether cable before cameras get here NWTech will install.
GM	Schedule with Dr Granger a meeting with the School Board to discuss child pick up with in the Village. Send out Bus Survey.		In Progress			25%		David met with Granger and bus depot and received map of BBV members. Need to send out Bus Survey including that the bus will be parked off road and not interfering with traffic. Schedule a meeting with Blaine School new superintendent.
Dave O and David F	Accident Prevention Program review							Need to schedule.
David F	Send notice to members regarding fence along norther border - Education piece in weekly update.		In Progress			50%		Letter Sent - Send reminder info in March 2026.
Staff	Publish amended Member not in good standing resolution		??			50%		Need to check where progress is at.
David	Letter to Private Dock Owners and schedule a meeting		In Progress			10%		In contact - Waiting until after Holidays to schedule meeting - Contact is Bryan V.
Staff	New Microphones		In Progress			10%		Waiting on Dimensional - looking for the best option.
Justine	HR Documents - policies, job discriptions, performance evaluations and forms.		In Progress			25%		2/13/2026 - 4 Job descriptions completed, working on others to review with employees before they go before the Board. Next will be the performance evaluations and policies. Review what has happened and started review of job descriptions with each employee.
David F	Community Survey Results -							Have results working with Adam Horsman to help bucket word salad answers.
David/Patrick	GFR replacement project		In Progress			25%		Modules have been ordered waiting on delivery then installation.
Dave O	Volunteer Recognition Dinner							January BOD Mtg. Budget to be discussed March BOD Mtg.
Lakes	Fishing Policies - Rules and Regulations Signs							Discussed at the February Lakes Meeting. Rules and Signage March Bod Meetinh
GM/AGM	RFP for Marina Restroom							RFP put together - working on permit.

Assignee	Task	Priority	Status	Start Date	Due Date	% Complete	Done/Overdue?	Notes
GM	Sunken Boat Removal - Legal, insurance, process							GM working with legal, property owner, and boat owners. Waiting on weather for removal.
GM	Legal Clarification regarding Safety/Security Committee first review of hearings							
GM/AGM	Budget for Annual Volunteer Dinner							David F working with Dave O. will be on March BOD Meeting
Staff & Finance Committee	HOA Software Selection							Work on selecting new HOA software. On March BOD Agenda with 2 separate recommendations
GM	Timeline & Work Plan for 64.90							64.90 Task Force reviewing. Work in progress Changes need to be made and staff need time to make them.
GM & AGM	Hire New Bookkeeper				ASAP			
GM & AGM	Hire New Executive Coordinator (previously Executive Secretary/ACC Administrator.				ASAP	90%		Start date for new employee is April 6th

**BVCC Volunteer Appreciation Dinner**

1.09 tax

Item	Qty	Count	\$/lb or ea.	Subttl	Total	Retainage	recoverable lbs
<b>Main Course</b>							
75 pound hole hog	1	75	3.69	276.75	302	0.5	37.5
“Packer “ (12-15 lb) briskets	2	12	5.29	126.96	138	0.6	7.2
Whole smoked chickens	8	6	1.79	85.92	94	0.75	4.5
Turkey breasts (smoked)	4	5	5.69	113.8	124	0.7	14
20 lbs smoked sausages	1	20	5.29	105.8	115	0.7	14
<b>Sides</b>							
Veggie Trays	2		70	140	153		
25 lbs potato salad	5	5	11.69	292.25	319		
25 lbs coleslaw	5	5	5.69	142.25	155		
1- Large pot of Safety Dave’s Texas beans					0		
5-lbs yellow onions (for slicing)	5	1	1	5	5		
One 10-lb but-roast (smoked)	10	1	2.29	22.9	25		
2-lbs lean bacon	2	1	4.5	9	10		
4-ham hocks (smoked)	4	4	4.69	75.04	82		
2- Chicken broths	2	6	1.79	21.48	23		
<b>Dessert (Haggen)</b>							
Cookies Platter	6	18	18	108	118		
Cupcakes	8	12	20	240	262		
<b>Total Cost Food</b>					<b>\$ 1,924</b>		

77.2 total meat
0.75 per person
58 Will feed # of persons
<b>90 number of volunteers +1</b>
-32 lbs deficit or surplus
24 More lbs needed
<b>\$ 21.38 per plate</b>

**Beverages**

Beer	160		2	320
Red Wine	6		12	72
White Wine	8		12	96
Soda	50		1	50
Water	50		1	50
<b>Total Beverage</b>				<b>\$ 588</b>

**Miscellaneous**

Double Trouble Band				300
Brickets and lump				400
Awards & party favors				500
Contingency				788
<b>Total Miscellaneous</b>				<b>\$ 1,988</b>

**Grand Total \$ 4,500**



Birch Bay Village Community Club  
8055 Cowichan Road  
Blaine, WA 98230  
Phone: (360) 371-7744  
Email: [contactus@bbvcc.com](mailto:contactus@bbvcc.com)

**BIRCH BAY VILLAGE COMMUNITY CLUB**

**RESOLUTION NO. [ ]**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIRCH BAY VILLAGE COMMUNITY CLUB  
ADOPTING TEMPORARY AMENDMENTS TO GENERAL RULES AND REGULATIONS SECTION 17 (FISHING)**

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**WHEREAS**, the Birch Bay Village Community Club (“BBVCC”) maintains General Rules and Regulations to promote the health, safety, and welfare of its members and to protect community assets; and

**WHEREAS**, the current Rule 17 governing fishing activities is limited in scope and primarily addresses marina-related fishing; and

**WHEREAS**, the Marina Committee has recommended updates to Rule 17 to address fishing activities on inland lakes and associated areas; and

**WHEREAS**, the Board of Directors finds it appropriate to implement a temporary and controlled fishing program on Kwann Lake and Thunderbird Lake for the 2026 season in order to evaluate impacts to shoreline integrity, water quality, and fish populations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the following temporary amendments to General Rules and Regulations Section 17:

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**SECTION 1. REPEAL AND REPLACEMENT (TEMPORARY)**

Rule 17 – Fishing is hereby amended and replaced, on a temporary basis for the 2026 calendar year, as follows:

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**17. FISHING – LAKES (TEMPORARY)**

**17.1 General Prohibition**

Fishing is prohibited on all lakes, ponds, docks, and waterways within BBVCC except as expressly permitted in this Rule 17.

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**17.2 Temporary Authorization – Kwann Lake and Thunderbird Lake**

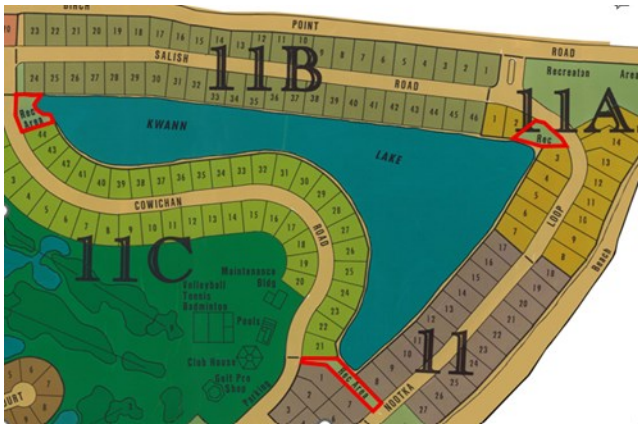
Fishing is temporarily permitted during 2026 on Kwann Lake and Thunderbird Lake under the following conditions:

- Fishing is **catch and release only**.
- **Barbless hooks are required** at all times.
- **No bait allowed**; fly fishing and artificial lures only.
- **No wading is permitted** at any public access area or private lot to protect shorelines and water quality.
- All fish must be **immediately released**.
- Fish may not be kept, consumed, transported, or removed, as they are not known to be safe for consumption.
- All applicable regulations of the Washington Department of Fish and Wildlife must be followed.

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**17.3 Authorized Fishing Locations**

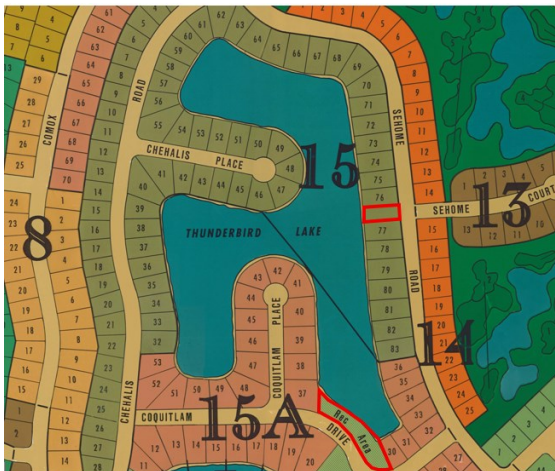
**Kwann Lake**



Fishing access is permitted at:

- Kwann Lake Park
- Recreation area at the east end of Kwann Lake (across from Sunrise Park)
- Recreation area at the south end of Kwann Lake (access from Nootka Loop and Cowichan Road)

#### Thunderbird Lake



Fishing access is permitted at:

- Empty community lot across from Sehome Court
- Recreation area across from the Marina Parking Lot on Coquitlam

Additional provisions:

- Boats may be launched from designated public access areas.
- Private lot owners may fish from their own property or grant permission to others.

#### 17.4 Prohibited Areas

Fishing is strictly prohibited in the following areas:

- Any golf course pond
- Beaver Creek and Beaver Creek Pond
- Private shoreline on Kwann and Thunderbird Lakes without express permission
- Any area not expressly authorized under this Rule

Additional restrictions:

- **No night fishing** (defined as dusk to dawn)



**SECTION 2. MARINA RULES**

The existing fishing rules applicable to the marina remain in effect and will be reviewed separately by the Marina Committee as part of a future update to Marina Rules and Regulations.

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**SECTION 3. TEMPORARY DURATION AND REVIEW**

This rule is adopted on a **temporary basis for the 2026 calendar year** and shall be subject to review, modification, or repeal by the Board of Directors based on observed impacts, compliance, and community feedback.

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**SECTION 4. EFFECTIVE DATE**

This Resolution shall take effect immediately upon adoption.

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**ADOPTED by the Board of Directors of the Birch Bay Village Community Club on this \_\_\_ day of \_\_\_\_\_, 2026.**

---

**BIRCH BAY VILLAGE COMMUNITY CLUB**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Attest: \_\_\_\_\_  
Title: \_\_\_\_\_



**Date:** March 19<sup>th</sup>, 2026  
**From:** David Franklin, GM  
**To:** BBVCC Board of Directors  
**Subject:** Reserve Transfer Requests

---

The following transfer requests cover interfund activities through the month of February. Management requests the Board approve the following reserve transfers:

1. Authorization to transfer **\$35,039.25** from Operating to Marina Reserves to reimburse for the following:

Item	Amount
Special Assessments collected by Op Jan	31,658.61
Special Assessments collected by Op Feb	4,618.14
Marina Expenses paid by Op	(1,237.50)
<b>Total</b>	<b>\$35,039.25</b>

2. Authorization to transfer **\$8,350.40** from Roads & Drainage to Operating Reserves to reimburse for the following:

Item	Amount
I & I Pipe Services	(6,310.40)
Welch Ecological	(2,040.00)
<b>Total</b>	<b>\$(8,350.40)</b>

**Motion:** I move that the BBVCC board authorizes the General Manager to transfer **\$35,039.25** from Operating to Marina Reserves and **\$8,350.40** from Roads & Drainage to Operating Reserves to balance interfund transfers for the month of December 2026.



**REQUEST FOR AUTHORIZATION FOR EXPENDITURE**  
**March 19, 2026**

**Lighting Project Change Order  
 Semia Renovations – Birch Bay  
 (\$56,386)**

The Board has approved lighting upgrades to the common areas which consisted of two phases:

**Phase I** included a lighting assessment of all common areas and upgrading existing fixtures while also adding additional fixtures to all buildings where code required.

**Phase II** included replacing fixtures and poles in all of the parking lot lights at the Clubhouse, Pro Shop, Pool, Maintenance Building, Marina Facilities and Office. This phase also included adding 7 new poles where needed in all areas.

One area that was not originally included in the scope of work was the Marina Boat Storage Lot. It was thought that these lights and poles were least in need of attention, but there is an economic argument to be made that they will need to be replaced in the not too distant future, it would be more economical to replace them now while an installation team is mobilized for the already approved parts of the Lighting Project. Another interesting feature of these light poles is that because of their precast foundations, they can be moved and repurposed if use of the common areas change in the future.

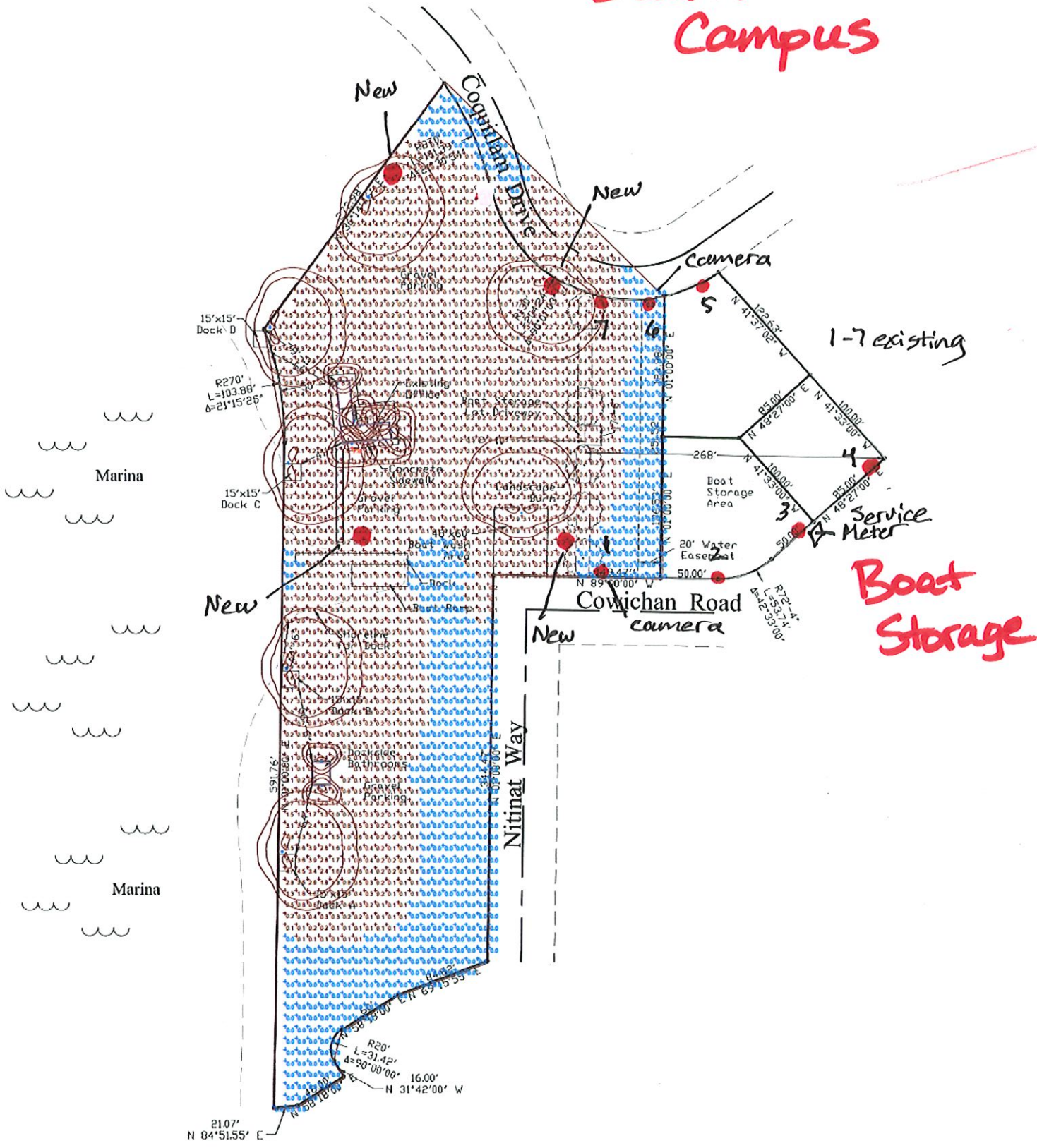
<b>FY 2026 Capital Reserve Fund – General Reserves</b>	
Available General Reserves	\$1,817,218
Change order 7 Additional Light Poles	51,825
Sales Tax	4,561
Subtotal	56,386
Total Authorization	56,386
Ending Cash Balance	\$1,760,832

Recommended Motion

**Motion:**

I move that the Birch Bay Village Community Club Board of Directors approve an expense authorization and authorize the General Manager to exercise a change order with **Semia Renovations** for 7 additional light poles in an amount not to exceed **\$56,386 with sales tax**, to be paid from the **General Reserve Fund**.

# South Campus



**Boat Storage**

**Site Plan**  
1" = 50' Scale

**ACTIVITY**

**QTY      RATE      AMOUNT**

Phase 4 & 5: Site Preparation, Closing & Cleanup: - (\$8,200.00 - 2025)

1    8,610.00    8,610.00T

**Labor:**

- Backfill post holes, trenches and any excavation area's with excavated topsoil (or like materials). Compaction standards will be used of every 6".
- Add new gravel to excavation area's in parking lots
- Add new mulch back to island beds and building beds, returning area's back to original condition
- Remove and load out any remaining excavation materials
- Cleanup work area's

**Materials:**

- Topsoil
- Med Brown Mulch (to match)
- 5/8 Minus w Fines (to match)

CHANGE ORDER #1: Office Area - Long Term Boat Storage Yard Lighting (\$51,825.00)

1      0.00      0.00T

- Replace 7ea existing location wooden posts with new 20' pre cast posts
- Add 7ea LSI "downlight" type LED fixtures. Each pole to get 1.
- Each location has wiring today, no trenching planned

**Labor:**

- Backfill post holes, trenches and any excavation area's with excavated topsoil (or like materials). Compaction standards will be used of every 6".
- Add new gravel to excavation area's in parking lots
- Add new mulch back to island beds and building beds, returning area's back to original condition
- Remove and load out any remaining excavation materials
- Cleanup work area's

**Materials:**

- Topsoil
- Med Brown Mulch (to match)
- 5/8 Minus w Fines (to match)

Note: IT CAMERA'S: We will remove and salvage the existing cameras. IT will be responsible for wiring and installation.

Outside Licensed Services: Asphalt Repairs:

1      0.00      0.00T

- If anything, more than asphalt patching is required, a Change Order will be created to bring in outside services for asphalt repairs. No cost will be associated with this scope of work at this time.

**Disposal:**

1    1,500.00    1,500.00T

- Container and Recycling fee's
- This is an Estimated cost and will be updated with actual SSC invoice amounts per agreement

Equipment & Operator Credit: <\$3,600.00>

1      0.00      0.00T

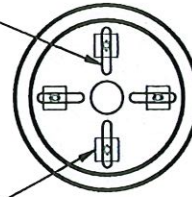
- Our excavator and skilled operator billing rate is \$1,200 per day
- We planned up to four days of excavator and operator services on this project
- We will apply a credit up to \$4,800 on the final invoice when the amount of time used for the BBV operator is calculated

# BBV - 20' Posts

**MATERIALS:**

1. CONCRETE: MIN. 5000 psi @ 28 DAYS
2. REBAR: ASTM A615 GRADE 60
3. CARRIAGE BOLTS: ASTM F1554 GRADE 55
4. ANCHOR PLATES: ASTM A514
5. BEARING PLATES: ASTM A36
6. NUTS: ASTM A194 GRADE 2H
7. WASHERS: ASTM F436

4 SLOT ADJUSTABLE ANCHORING SYSTEM (7.5" TO 13.5" BOLT CIRCLE DIA.)



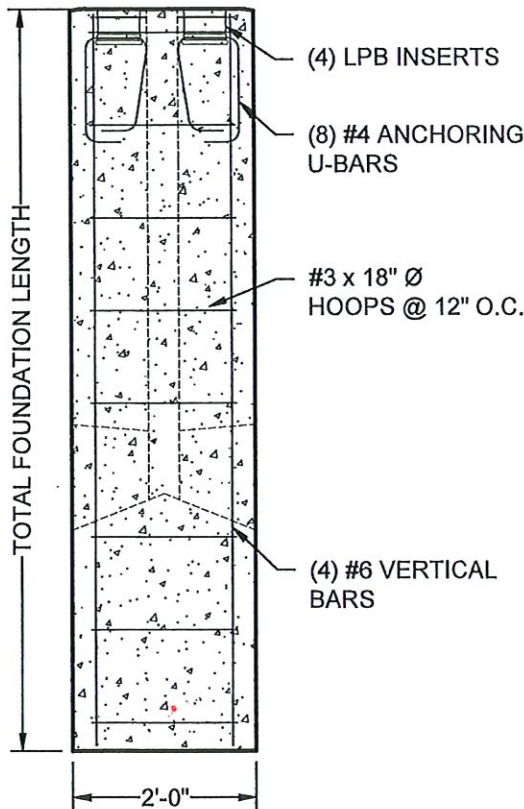
(4) 3" x 3" x 1/4" BEARING PLATE AND NUT

TOP VIEW

SCALE: 1/2" = 1'-0"

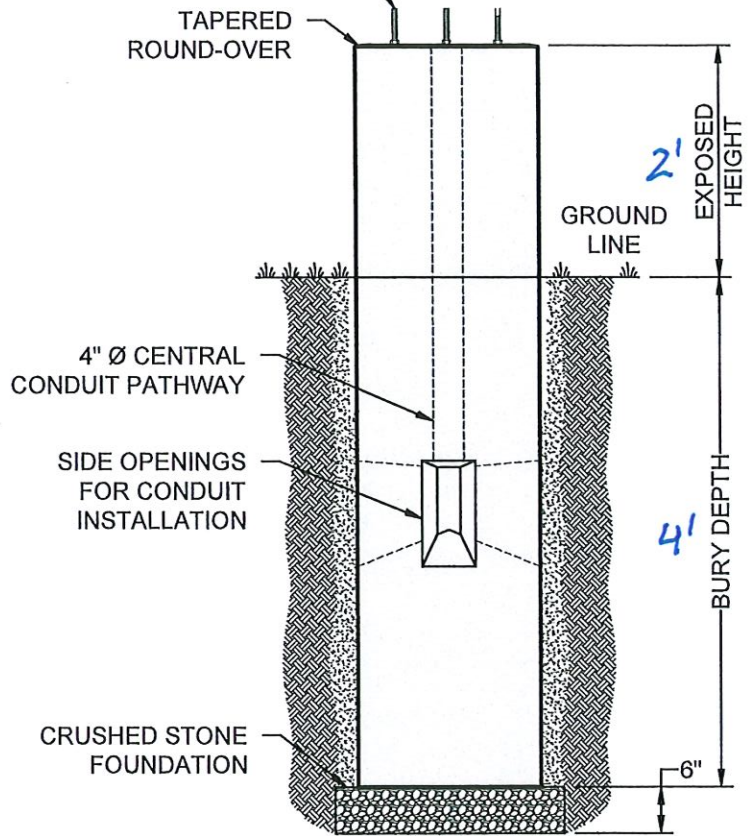
(4) 3/4" Ø OR (4) 1" Ø CARRIAGE BOLT w/ ANCHOR PLATE

TAPERED ROUND-OVER



PRODUCT SECTION VIEW

SCALE: 1/2" = 1'-0"



INSTALLED PRODUCT VIEW

SCALE: 1/2" = 1'-0"

Disclaimer: This drawing has been prepared by LPB, A Forte Company, and to the best of its knowledge, accurately represents the product use in the application that it is illustrated. This drawing is intended for conceptual purposes only. Anyone making use of this drawing does so at their own risk and assumes all liability for such use. Final design for construction purposes must be completed by a Registered Professional Engineer who is familiar with the product and who has taken into account specific site conditions.



LPB  
LEGACY

LPB - A FORTE COMPANY

612-440-4764

www.lightpolebase.com

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# SOFTWARE SELECTION


---

YARDI OR NORTHSTAR

# YARDI NORTHSTAR COMPARISON

---

## **Both Have:**

- Very strong accounting
  - Complete Audit trail and history
  - Have decent banking integration
  - Great database backups
  - Calculated Fields
  - Strong documentation
  - Amenity Handling and reservations
  - Quick setup times and strong setup support
  - Complicated systems that will require training to use correctly and efficiently (documentation on both will be essential here)
  - Within a few grand for annual pricing
- 

# NORTHSTAR -PROS

- Northstar Club Management is built as a **fully integrated system** where:
- Financials, Membership, POS, reservations, access, work orders all live in **one database**
- No syncing between systems (where most of our current problems come from)
- Customizable to the user (both HOA members AND staff AND board members)
- Eliminates duplicate data entry
- Eliminates reconciliation between systems
- Marina and Golf software built into system (charges on account instantly)
- Has a better chance of reducing workloads across operations than Yardi
- Can replace Brivo and Gatekey at a lower cost and they are working on LPR that would eliminate the need for barcodes
- Members pay, make reservations, and enter guests from a single app
- Inventory management included by default
- User Experience Compliance Map is a big plus for infield compliance tracking
- POS available at both Pro Shop AND Office

# NORTHSTAR - CONS

- Significantly smaller company than Yardi
- More niche than Yardi (will likely not find anyone with prior experience with this software)
- Higher initial direct setup fees

-----Future Upgrades-----

- License plate reader
- ARC/ACC updates to process

# YARDI: PROS

- Huge company with a massive ownership of the property management and accounting systems space
- Better chance of finding people with prior experience in Yardi (less time training new hires on the system. (All bookkeepers we are interviewing now do not know Yardi.)
- 3<sup>rd</sup> party consultants can be brought on at desperate points for work on tasks/setup (requires \$\$\$)
- Slightly better accounting and reporting
- Documentation was a little bit better than Northstar
- Direct ADP integration
- More complete banking integration
- Had direct Accounts Payable through the system (no longer require Avid)
- Has their own internal payment processor

# YARDI: CONS

- No marina module
- No golf/tee time support
- No POS
- Member portal less user friendly
- Still need multiple apps for member use
- Currently undergoing an upgrade from voyager 7 to 8 (likely will have some bugs during this process)
- Won't care if they lose us at any point in the process (setup or later)
- Yardi support times were slower than Northstar (still within 24 hours)

-----Future Upgrades-----

-ARC/ACC updates to process

# JUSTIFICATION OF INCREASED COST

- Both Northstar and Yardi are more expensive than our current accounting/CRM software, but Enumerate needs to be replaced and these are the best choices
- Labor costs are currently 66% of the operating budget. A reduction of 0.1% in labor would pay for the difference between our current software system and either Northstar or Yardi.
- Further reductions in labor are a very real possibility but there are no figures currently.

# NO UNIFIED RECOMMENDATION

- Yardi is a large player in the rental property industry
- Northstar is a mid-sized company specializing in country club management
- Birch Bay Village IS a club (it is right in the name)
- Both manage HOAs but it is not their core focus

Staff unanimously believe that Northstar is the best choice for Birch Bay Village

Volunteer Selection Committee Members ????????

Category	Enumerate (Current)	Yardi 2.24.2026	Northstar 2.26.2026	
Software Annual Cost	\$13,860	\$20,700	\$34,860	2026-2027
				Yardi Maint IQ
		\$10,161		Forcast IQ
Yearly cost		\$30,861	\$34,860	
Implementation		\$8,500	\$34,400	Northstar includes onsite evaluation
First Year Totals	\$13,860	\$39,361	\$69,260	
Additional Software:				
Gatekey	\$4,680	\$4,680	\$4,680	Northstar security for gate and access points \$2K cheaper /yr combined
Brivo	\$2,075	\$2,075	\$2,075	
Feenics Barcodes	\$6,000	\$6,000	\$6,000	Northstar is working on capability of integrating License Plate Reader (LPR). We currently have LPR camera at gate. Gatekey does not have functionality. Potencial savings of \$6K /yr

AvidX Strongroom	\$880			1.50 per check -181
ADP (Payroll)	\$4,800	\$4,800	\$4,800	
Chronogolf / Lightspeed	\$5,500	\$5,500		Northstar eliminates current golf reservation system and point of sale
Marina Software	NA		Included	\$6,000 = DockWA (Optional)
<b>TOTAL ADDITIONAL</b>	<b>\$23,935</b>	<b>\$23,055</b>	<b>\$17,555</b>	
First Year Totals	\$37,795	\$62,416	\$86,815	Yardi Nstar \$55.28 \$76.90
Second Year Totals	\$37,795	\$53,916	\$52,415	\$16,121
Transaction Fees				\$4.61 \$6.41
ACH	\$2/ea.	0	0	All no ACH charges
Debit		\$3.95 for >\$1,000 \$4.95 for \$1,000 to \$1,999 \$9.95 for < \$2,000		
Credit		2.95% (Owner)		
Bill Pay		\$1.00 per ACH (Yardi Bill Pay)(Client)		
Other	\$2 per transaction	\$0.50 per scanned check (client)		5000 paper checks