



## 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 McEyes	
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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**