



**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 16th or 30th from 10 am to 2 pm.

MOTION TO: approve the committee and club fair proposal for May 30th 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

Committee Members Present		
Lisa Guthrie	Bob Whale, Board Liaison	Patrick Ryan, Board Liaison
Rich Santi	Lyle Sieg	Michael Stringam, Chair
Kevin Ryan		
Committee Members Absent		
Staff Present		
	Justine Brooks, ACC Admin	
Members Present		
	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

Committee Members Present		
✓ Bev Franklin	✓ Dan Nedved	✓ Mary Santi
✓ Sue Garrigan	Erin Ryan	David Towle
✓ Bonnie White		
Guest Members	Maureen Server	
Staff Present	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 19th. This group is working on completing and providing a full detailed list of what the costs will

BBVCC
FINANCE COMMITTEE Minutes
REGULAR MEETING
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 15th. 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 19th 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 30th. Dan also noted that Pat Ryan stepped down from the Board and that the Board is looking to appoint a board

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

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 30th. 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 6th (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 12th).

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 6th. 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 .

[Eel grass survey status – June 2026 schedule.](#)

[Marina entrance channel dredging project update \(12/2025 meeting with Anchor\)](#)

Commented [ST1]: Just to be clear, the “50% rule” isn’t really a rule for beam width. The edits clarify accordingly.

Commented [ST2]: Unless the updated draft is rejected or needs further debate based on comments received by March 6, I recommend we get it to the BOD ASAP, before their next meeting on March 19.

[Review of Anchor QEA cost estimates and progress on reducing mitigation costs.](#)

The AGM provided that BBVCC is working with landscapers for ideas regarding bank stabilization at Lighthouse Park and along the fuel/guest docks. Matia Contractors provided information for a vegetated approach called “Flex MSE”, which the Committee discussed. We are still awaiting input from Anchor on bank stabilization alternatives and updates to other project scope, schedule and cost estimates.

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)
	\$4.58’mo (\$55) (inside)	\$6’mo (inside)	\$9’mo (inside)
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.

3. Marina Rules & Regulations rewrite. (Status: Scott)

Background: During the past year the Marina Rules & Regulations (MR&R) have been undergoing review with proposed changes provided by BBVCC staff, MC members and guests. The early draft versions were consolidated with key changes summarized for subsequent review, further input, approval and incorporation into a new version that will eventually be presented to the Board for approval. See previous agendas and minutes for a more extensive background.

[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 6th, 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.

7. Tabled Items (items temporarily closed for MC discussion but may re-occur for discussion).

Fuel dock electrical panel repairs.

Whatcom County Fire Department recommendations regarding relocating dock standpipes and fire hydrants pending feasibility and cost review.

Marina Committee Mission Statement.

Private Dock Fees

NEW BUSINESS:

1. Dock Captain Responsibilities

The Dock Captain’s responsibilities document was briefly discussed. The current version of the document was sent to the Dock Captains. The HM will distribute to the MC members for their review

2. MC membership applicants.

The Committee discussed and voted on the two applicants.

Motion to: approve Wade Church as a voting member of the committee and to approve Ted Wiegert as an ad-hoc/advisory member.

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 4th Tuesday of the month) 2:00 pm PDT.

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

Committee Members Present		
Bill Reilly	Betsy Just	Dave Carpenter
David Scheirman	Jon Hall, Chair	Karen Anthony
Gwynne Briggs	Jack Dyrland	Mathue Totten, Board Liaison
Committee Members Absent	Lowell Lorenz, ALT	
Staff Present	Justine Brooks, Executive Secretary	
Members Present	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

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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**



March 13, 2026

To: Birch Bay Village Community Club Board of Directors

From: Justine Brooks, Assistant General Manager

Re: Operations Report

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 20th. 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 14th 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
Main Course							
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
Sides							
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		
Dessert (Haggen)							
Cookies Platter	6	18	18	108	118		
Cupcakes	8	12	20	240	262		
Total Cost Food					\$ 1,924		

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

Beverages

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

Miscellaneous

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

Grand Total \$ 4,500



Birch Bay Village Community Club
8055 Cowichan Road
Blaine, WA 98230
Phone: (360) 371-7744
Email: 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)**

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:

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:

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.

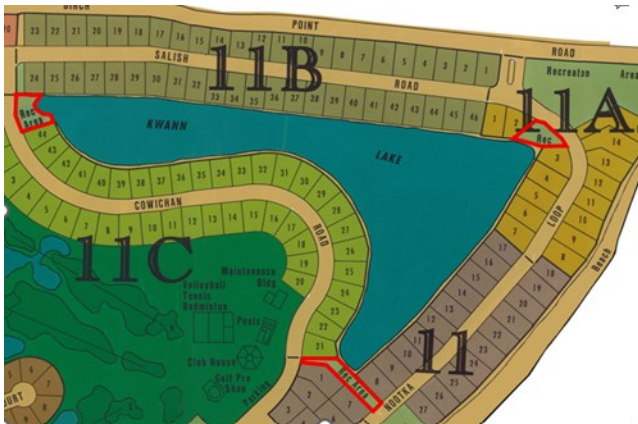
17.2 Temporary Authorization – Kwann Lake and Thunderbird Lake

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.

17.3 Authorized Fishing Locations

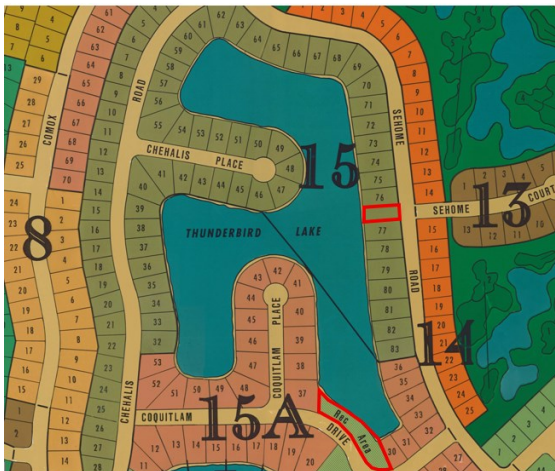
Kwann Lake



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.

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.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

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: _____



MEMBER IS QUALIFIED TO RUN
Justine Brooks, AGM

8055 Cowichan Road, Blaine WA 98230

BBVCC Board Candidate Form

Name: _____

Address: _____ Email: _____ Phone: _____

Years of residency in BBVCC: _____ Hours per month you are employed: _____

Highest level of school attended: _____ Military Background: _____

Relevant experience and/or employment (attach a resume if desired): _____

Boards and Associations with which you have served: _____

BBVCC activities (Clubs, Committees and Board): _____

Why are you interested in serving on the Board? _____

What experience, skills, and personal qualifications can you bring to the Board? _____

Other Volunteer Commitments: _____

Goals as a Board Director: _____

Number of BBVCC Board Meetings you have attended: _____

Are you currently involved in litigation with BBVCC? _____

Other information you wish to provide: _____

I understand that Board of Directors responsibilities require:

- A time commitment
- Attendance at the monthly Board of Directors meeting
- Regular attendance on a Standing Committee
- Signing the “Good Faith Conduct Statement”
- Must be a BBVCC Member in good standing
- Agree to abide by all the Covenants, By-Laws and Rules and Regulations of Birch Bay Village Community Club, Inc.

MR. SCOTT C SOLBERG

AKA

SCOTTY DIAMOND

Home Address:



email:



SPECIAL SKILLS

MORTGAGE BANKING [REO'S & Loan Servicing]
REAL ESTATE AND LAND DEVELOPMENT
NEW CONSTRUCTION
PROPERTY RENOVATION
MORTGAGE BACKED SECURITIES
MARKETING AND SALES
PROPERTY MANAGEMENT

Highly qualified, motivated, personable Executive Manager with 24 years experience in all aspects of Real Estate Owned, Real Estate Investing, Real Estate Development, General Contractor, Property Management, Real Estate Brokerage

President/Owner Catalina Co., General Construction Company (1989-2009)

Member Tristate Associates LLC Land Development & Holding Company (2008-2012)

President/Owner Catalina Group LLC Real Estate Brokerage (2006-present)

Managing Member Diamond Builders LLC General Construction Company (2015-present)

Highly skilled in making informed decisions and acting quickly in instances that require accurate, cost-effective judgment. Works well under pressure while maintaining a professional demeanor at all times.

Headed REO division (2 ½ yrs.) at Preferred Funding skillful at negotiating Short Sales and well-familiar with Participation Agreements, Business Plans, Proformas, Mortgage Backed Securities and essentially all phases of Mortgage Banking.

Real Estate Owned Division Head

- Headed the REO Division of Preferred Funding for 2 ½ yrs. (when 3rd largest private money lender in Washington State) résumé reviewed/approved by DFI.
- Duties involved direct travel to distressed properties, making proper evaluation of assets current condition both physically and economically that were in Preferred Funding's REO portfolio. Complete timely complex analyses and determine proper asset value. Translate to business executives exactly what the best option and direct path that was

required for them to achieve the maximum value of return for each REO, and proceeded to accomplish that.

- Obtained realistic BPO's/Appraisals/Budgets
- Hired and oversaw brokers, contractors and property management firms as required by each plan of action
- Actively involved as primary Loss Mitigation Executive

Real Estate Investing

- Highly knowledgeable in all factors of Real Estate Documents including Purchase & Sales Agreements, Listing Agreements, Appraisals, Title Insurance Binders, Deeds of Trusts, Legal Descriptions, Promissory Notes, Assignment of Rents, Subordination Agreements, Lease Agreements, etc.
- Familiar with real estate laws in the State of Washington.
- Have bought, sold and currently own properties both personally and as a managing member of several LLC's.
- Current co-owner of Catalina Group/dba Catalina Properties Real Estate Brokerage Firm
- Formerly Licensed as a Washington State Real Estate Agent (currently inactive)
- Member of City of Shoreline SE Briarcrest Subcommittee Growth Plan.
- Successfully rezoned 7 properties (4 owned & 3 neighbors' properties) with unanimous City of Shoreline Planning Commission vote and entire City Council. Included Power Point presentation, coordination with city staff, formal neighborhood notification, meetings, etc.
- Have business and personal relationships with several Presidents and Senior Vice Presidents of area Northwest Banks including Skagit Bank, Washington Federal Savings & Loan, BECU, Alaska USA credit union and Private Investors for the purpose of obtaining funding for projects.
- Have long-term relationships with many area Brokers, Agents, Property Management firms for the purpose of marketing/managing and/or selling real estate.
- Member of Real Estate Association of Puget Sound

Real Estate Development

- Well familiar with Development Codes and Zoning requirements.
- Have many years of experience working with local Planning and Building Departments.
- Extensive work with Planners, Surveyors, Engineers, Architects, GeoTechs, Appraisers, City, County and State Agencies in private sector to perfecting entitlements and obtaining permits that increase density/property values; i.e., short plats, subdivisions, plat approvals, building permits, condo conversions, etc.

- Prepare, submit, and maintain construction financing documents, budgets, schedules, and draw requests.
- Coordinate efforts with Insurer, Attorneys and Surveyor for Condominium projects. Compile and maintain Public Offering Statements, CC&R's and other Condo Docs.
- Obtain Insurance and Bonds as needed for each project.
- Work with local Utility Companies in coordinating new services that will ultimately provide water, sewer, power, and communications for projects.
- Work with the local Department of Transportation to ensure that all street and right-of-way improvements will conform to current required standards.
- Consult with and retain the services of a highly motivated/qualified Broker/Agent team for the purpose of marketing and selling completed projects.
- Completed and sold numerous single family units.
- Completed and sold numerous unit lot subdivisions/town home projects.

General Contracting

- 100% Own and operate Diamond Builders opened in October of 2015 in Whatcom County Washington. Primarily a residential General Construction firm. We have built one new home in the Birch Bay area it sold for a reasonable profit. We have since constructed several additions in Whatcom county and one in the City of Shoreline. We have completed numerous smaller projects to date that have all been very profitable.
- Owned and operated **Catalina Company** (Catalina Co.) a general contracting firm licensed in Washington State. Catalina Co. has been doing business in Western Washington since May 1989 until current economic downturn due to lack of construction funding. The company was a member of the Master Builders Association of King and Snohomish County from 2000-2009, BIAW, and NAHB.
- Catalina Co. maintained and kept updated an insurance binder on all Subcontractors, and tradesmen/women also vendors that make on-site deliveries.
- Catalina Co. required a Conditional Lien Release prior to issuing payments for services and materials from all subs.
- Knowledgeable in current local city building and have read most of and gleaned a good understanding of International Building Codes as well as locally adopted amendments. Able to interpret complicated code related issues and resolve any discrepancies quickly and efficiently. Years of experience developing good rapport in all meetings with various city and county heads of departments of building and planning development personnel, planning commissioners and city council members.
- Experienced with Microsoft Project to provide a schedule that brings a project in on time and budget. Monitored updates of any significant deviation from the critical path that may result in delays on any given project.
- Provide on-site supervision from beginning to end to insure that all phases of project construction are completed as intended. This includes scheduling and meeting local officials and private consultants for all requires inspections, instructing and/or verifying Subcontractors method of operations, verifying correct and timely deliveries of all required supplies, and making sure the site is kept clean and secure at all times.

Securities

- Experienced and knowledgeable with Mortgage Backed Securities and the private placement of funds secured by an Assignment of Deed of Trust.
- Provided services for Preferred Funding Inc. as Manager, Loan Servicing also acted as Manager, REO from September 2000 through January 2003. It was my job to oversee the collection of monthly payments, prepare payoff requests, make inspections and review construction/development draw requests, verify entitlements, monitor taxes and insurance payments by borrowers, refer delinquent loans to attorney for foreclosure, complete and/or prepare for sale properties in the REO portfolio, work with brokers, agents, title & escrow to bring forward successful closing sales transactions and refinances to maximize return to investors/lender.
- Familiar with Department of Financial Institution and State Laws governing rules and regulations regarding the placement of private funds.

WORK HISTORY CHRONOLOGY

2015	present	Diamond Builders LLC Managing Member/Owner General Construction Company
2010	2015	Managed projects for others
1998	2009	Catalina Company President/Owner General Construction Company
2006	present	Catalina Group LLC Managing Member/Owner Real Estate Brokerage Firm as well as other holdings
2002	2012	Simpson & Solberg LLC Managing Member/co owner Simpson & Solberg I, II, III were three separate companies formed for three separate developments
2008	2013	Tristate Associates LLC Managing//Owner Real Estate Holding Company
2000	2003	Preferred Funding, Inc. Manager/REO's/Loan Servicing
1999	2000	Project Manager/Contractor of PFI's REO at Birch Bay Getaway Resort Cabins Condominiums Undertook renovation/restoration & condo conversion of dilapidated 1930's cabins including foundation work on all, design, moving walls within, landscaping, parking & built largest retaining wall in Whatcom County behind the 8 cottages. Obtained permits for the transport of 360+ 4,000 lb. cinder blocks and directed their placement. Successfully worked with Whatcom County governmental agencies to comply with codes and converted cabins to individual condo status. Implemented and over saw business model to operate as a vacation resort rental.
1990	1998	Real Estate Investor

		Course Studies Project Manager for Multiple-family Rehabilitation Properties General Construction Services
1985	1989	Scotsmen Construction President/Owner General Construction Company
1982	1985	General Construction Services
1982		Graduated Ballard High School
1978	1982	Carpenters Apprentice
1978	through present	Continuing Education, Course Studies

Computer Skills

Word, Excel, Microsoft Outlook, Adobe Acrobat, Microsoft Project, Quickbooks, CAD, Power Point, Web based and cloud filing systems, Apple apps for Ipad and Iphone. In recent years have gone virtually paper less.

Family,

Father of 4 grown children – son & daughter college graduates and 2 sons skilled in all phases of construction

Hobbies/Interests

Golfing, Running, Reading, Music, Traveling



8055 Cowichan Road, Blaine WA 98230

BBVCC Board Candidate Form

Name: Beverly Franklin
Address: 5560 Coquitlam Dr. Email: sbc-franklin@comcast.net Phone: 206-226-0996
Years of residency in BBVCC: 7 yrs. Hours per month you are employed: Retired
Highest level of school attended: MBA Military Background: n/a

Relevant experience and/or employment (attach a resume if desired):
see attached

Boards and Associations with which you have served:

BBVCC activities (Clubs, Committees and Board):

Why are you interested in serving on the Board?

What experience, skills, and personal qualifications can you bring to the Board?

Other Volunteer Commitments: see attached

Goals as a Board Director: _____

Number of BBVCC Board Meetings you have attended: _____

Are you currently involved in litigation with BBVCC? NO

Other information you wish to provide: _____

I understand that Board of Directors responsibilities require:

- A time commitment
- Attendance at the monthly Board of Directors meeting
- Regular attendance on a Standing Committee
- Signing the "Good Faith Conduct Statement"
- Must be a BBVCC Member in good standing
- Agree to abide by all the Covenants, By-Laws and Rules and Regulations of Birch Bay Village Community Club, Inc.



Bev Franklin

I am applying for the BBVCC Board of Directors because I believe my prior board service and financial leadership experience can continue to benefit our community. My husband and I have been part of the community since April 2019, having bought in 2018.

We are boaters, golfers and live on one of the lakes (hence, I have an understanding of the amenities and how they impact the community).

I served on the ACC committee as a member and as the chairperson from 2020 to 2022. During my time as ACC chair, the committee updated the rules and regulations to reflect updated current county requirements and to clarify the rules for community members.

I served as a member of the board of directors from 2023 to 2025. Initially serving as secretary where we created an election manual and transitioned to on-line voting, saving time and money. I then served as Treasurer, created the community's first finance committee, and helped prepare annual budgets and policy updates. Over the last two years I also helped to create a 5-year budget forecast to help members understand what the funding of our reserves and ongoing operations might look like beyond the current year.

I was a Chief Financial Officer before retiring at the end of 2019. I have served on a number of additional boards, including the UW Alumni Association, the Financial Executives Association and the HOA at Kachess community.

My husband and I split our time between Birch Bay and Arizona. I was able to effectively attend board and committee meetings via both zoom and phone. I

would continue to join the meetings while away via zoom or on the phone, as appropriate.

I believe my background and interests would serve the BBVCC community well. I feel my recent board experience would allow me to “hit the ground running.” I respectfully ask for your support to fill the remaining two-year term resulting from a recent board resignation. My intent is to listen to members and to work collaboratively with all parties to continue improving our community.



8055 Cowichan Road, Blaine WA 98230

BBVCC Board Candidate Form

Name: _____

Address: _____ Email: _____ Phone: _____

Years of residency in BBVCC: _____ Hours per month you are employed: _____

Highest level of school attended: _____ Military Background: _____

Relevant experience and/or employment (attach a resume if desired): _____

Boards and Associations with which you have served: _____

BBVCC activities (Clubs, Committees and Board): _____

Why are you interested in serving on the Board? _____

What experience, skills, and personal qualifications can you bring to the Board? _____

Other Volunteer Commitments: _____

Goals as a Board Director: _____

Number of BBVCC Board Meetings you have attended: _____

Are you currently involved in litigation with BBVCC? _____

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Caprice Pine, Candidate for BBV Board of Directors

HR professional, Board experience, active on committees



- Human Resources Professional, consultant to dozens of organizations over 40 years
- Board President at Edgebrook Swim and Tennis Club (Bellevue, 2012-2016)
- Elected to the Birch Bay Village Incorporation Association Steering Committee November, 2023
- BBV member since February 2021, active in the community:
 - Service and Social Club Chair
 - Building and Grounds Committee Secretary
 - Sport Courts Committee Chair
 - Pickleball and Tennis enthusiast

My husband and I joined Birch Bay Village in February 2021 when we bought a vacation getaway on Skeena way. We visited many times that year, and became full-time, year-round residents in Spring of 2022. We love living in the Village and have made a number of friends here, many of the Pickleball persuasion. I have been active on various committees since moving here – I like to get involved to help improve things. I care deeply about the Village, and I would love to have the opportunity to serve on the BBV Board of Directors if you elect me.

My Board experience comes from my time at Edgebrook Swim and Tennis Club. Edgebrook is a member-owned neighborhood club in Bellevue with upward of 600 members. After serving on the Tennis Committee and chairing the Aquatics Committee I was elected to the board and selected as its President. During my tenure at Edgebrook we hired a new General Manager and a new Tennis Director, created a new performance review process, conducted member satisfaction surveys for both summer and year-round members, trained staff on HR issues, upgraded the club website and improved communications between management and membership. Difficult decisions and strong feelings on all sides are familiar territory for me. My fellow Board members and I tried to be proactive in anticipating and addressing member concerns, of which there were plenty.

My professional experience as a human resources consultant working with the leaders of privately and publicly held companies has given me a good understanding of the issues that organizations face at the “big picture” level. As an HR leader through boom and bust cycles, I developed skills for change management that I can use to help the Village position itself for a bright future.

I believe my business experience in general, and my HR expertise in particular, will be of benefit to BBV if I am chosen to serve on the Board. Thank you for your consideration.

Caprice Pine
Senior Consultant, Swift HR Solutions
caprice@cybedian.com
425-503-5770



8055 Cowichan Road, Blaine WA 98230

BBVCC Board Candidate Form

Name: _____

Address: _____ Email: _____ Phone: _____

Years of residency in BBVCC: _____ Hours per month you are employed: _____

Highest level of school attended: _____ Military Background: _____

Relevant experience and/or employment (attach a resume if desired): _____

Boards and Associations with which you have served: _____

BBVCC activities (Clubs, Committees and Board): _____

Why are you interested in serving on the Board? _____

What experience, skills, and personal qualifications can you bring to the Board? _____

Other Volunteer Commitments: _____

Goals as a Board Director: _____

Number of BBVCC Board Meetings you have attended: _____

Are you currently involved in litigation with BBVCC? _____

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Name: _____

Address: _____ Email: _____ Phone: _____

Years of residency in BBVCC: _____ Hours per month you are employed: _____

Highest level of school attended: _____ Military Background: _____

Relevant experience and/or employment (attach a resume if desired): _____

Boards and Associations with which you have served: _____

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Why are you interested in serving on the Board? _____

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Kevin Ryan I.E., P.E., P.M.

8232 Quinault Road, Blaine, WA 98230 • (360) 220-7875 • Kevin.Ryan@RCGStrategies.com

OPERATIONS EXECUTIVE & CONSULTANT

MGMT CONSULTING ~ CONTINUOUS IMPROVEMENT / LEAN ~ BUSINESS & SYSTEMS ANALYST
PROJECT MANAGEMENT ~ PROCESS ENGINEERING ~ INDUSTRIAL ENGINEERING ~ TRAINING

PROFILE

- Senior-level executive with a background in operations, business management and continuous improvement consulting. Accomplished and driven management consultant and team builder with 20+ years of experience in project management, strategic planning, systems analysis and implementation, business expansion/recovery, organizational development.
 - Strong leader, analyst and change agent who can consistently refine and revitalize strategies and procedures, introducing innovative ideas and concepts, constantly improving on plans and able to facilitate solution driven team collaboration. Experience in complex PMI processes: combining and rearranging businesses/processes/resources to materialize potential efficiencies and synergies planned during a merger, acquisition, or re-organization.
 - Background in identifying, evaluating and implementing ERP/WMS/CRM systems. Working with teams to integrate industry best practices, build operational processes in conjunction with optimized systems, maximizing information quality and transparency, while eliminating manual processes.
 - * Able to reduce operating costs through strategic labor modeling and planning, while reducing the number of touches, product cycle times, direct and indirect labor. Skilled team oversight facilitating reductions in inventory costs, while eliminating SLOB, stock outs and overstock, also safely implementing vendor purchasing and supply chain strategies.
 - Excellent project manager, skilled in equipment procurement and installation, facility design, reorg and optimization, subcontractor and site management, safety-driven industrial and commercial installations and facility decom and demolition. Successfully delivering more than 20,000 hours of facility development, relocation projects, and capital equipment installations within rigorous timeline and budget parameters.
 - Practicing Industrial Engineer, expertise spans plant designs, facility layouts, utility and trade drawings, contractor, trade and utility oversight. Outside the box thinking in automation and technology, development and implementation, able to develop practical applications for electronics, weapons and defense, aerospace and all types of manufacturing here in the Northwest.
-

PROFESSIONAL EXPERIENCE

Impact Washington, Bothell, WA, 2004 to Present
Senior Lean Manufacturing Consultant and Industrial Engineer

RCG Strategies Inc., Blaine, WA, 2003 to Present
Chief Operating Officer, Principle

Adjusted Accounting, WA, 2013 to Present
Co-Owner, Member

PROJECTS EXAMPLES, CLIENTS & METRICS:

Hysecurity, Kent, WA

- Project managed \$1MM plant redesign in 2016 within schedule and budget criteria, increasing scope 25%.
- Project managed \$6MM plant design and multi-plant consolidation in 2017/2018

Carlson Paving Products, Tacoma, WA

- Spearheaded \$350K plant redesign and implementation, demonstrating proficiency in subcontractor management, equipment purchasing and installation, and lean process execution.

Vaupell Plastics, Seattle and Everett, WA

- Completed four contracts over nine years to deliver \$1.65M investment in plant redesign which boosted revenue by \$11M, added 48 jobs, and captured \$418K in cost savings.
- Developed all materials and processes for the VLMS Business System.

Boeing, SeaTac, WA

- Developed Lean Strategy for Spares Division and training materials w simulation for the office and manufacturing settings.
- Trained and coached Spares Division staff and managers on lean concepts, principles, tools, and methods.
- Developed departmental cross training matrix and implemented cross training procedures.

Pacific Aerospace and Electronics, Wenatchee, WA

- Championed lean strategies which produced \$1M in savings via use of Okuma CNCs & machining cells, expanded gross margin by 20%, accelerated lead time by two weeks, and reduced costs by \$36 per part.

Wilcox Farms, Roy, WA

- Expertly leveraged Kaizen practice to eliminate EPA issue and transform site into a green facility.
- Generated \$2M in savings and evolved farm into profit center by increasing revenues by \$750K annually and lowering COGS (cost of goods sold) by 5%.

Alliance Machine, Spokane, WA, Bladel, Netherlands & Shreveport, LA

- Initiated facility consolidation program to lower expenses by 21.4% on block push bottom feeder.

Astronics AES, Redmond, WA

- Fueled CRR profits by \$200K per year and drastically decreased proposal lead times by 43%.
- Doubled DOD product shipments, expanded production by 50% to meet higher demand, and effectively converted portions of facility and production to paperless environment.

Savers Value Village, Bellevue, WA

- Applied dynamic talents in industrial engineering as well as outstanding skills in restructuring plant layout to achieve \$3M+ in cost savings over two years across 31 sites in US and Canada.

McFarland Cascade, Tacoma, WA

- Saved \$385K annually for client by introducing closed loop facility to treat all scrap and waste water on site.

Kaiser Aluminum, Spokane and Tri-Cities, WA and California

- Resourcefully managed tools such as 3P, NPD, VSM, and TPM to transform Trentwood Spokane location from bankruptcy status to become flagship facility and model for all manufacturing sites; successfully created 122+ jobs from \$140M investment in lean projects.

Mission Foods, Kent, WA

- Systematically employed setup reduction, standardized work, and Kaizen methods to increase pounds produced per hour from 238 to 250 while generating \$935K in savings.

Tool Gauge, Seattle, WA

- Planned, analyzed, and structured setup reduction and cycle time studies to deliver high-impact process improvements which resulted in \$1.78M+ in savings.

EDUCATION / CERTIFICATIONS

BS, Chemical Engineering, University of Middle Tennessee, Murfreesboro, TN

AAS, Culinary Arts and Food Science, Institute of Seattle, Culinary Arts, Seattle, WA

Intermediate & Advanced Lean Manufacturing Training, WA State MEP/NIST

Master Black Belt (CMBB) – Six Sigma, ASQ Certification

Lean Trainer Certification, WA State MEP/NIST

Certified Kaizen Facilitator, WA State MEP/NIST

HACCP Certification & Cost Control, Institute of Seattle, Culinary Arts, Seattle, WA

TRAINING & PROFESSIONAL DEVELOPMENT

Business System Development: Principles & strategies, training modules, documentation, and implementation

Lean Manufacturing (Continuous Improvement): Start to finish development and delivery

Lean 101 Training and Simulations: Lectures, training doc's and simulations for the office, warehouse, and plant

Lean Office: Principles, processes, and workflow reduction strategies

DMAIC, A3, Four Square, Six Sigma: Problem solving, documentation and strategies

Lean Tools;

- Value Stream Mapping (VSM)
- Hoshin Kanri / X-Matrix,
- Kaizen Development and Facilitation
- Focus Factory and Cellularization
- Standard Work, Work and Information Flow
- 5S / 6S or Work Place Organization
- Visual Controls
- Supply Chain Management Strategies and Vendor/Supplier Contract Negotiations
- Inventory Management and Analysis
- Paperless Process and System Development
- Setup Reduction or Quick Changeover (SMED)
- Total Preventative Maintenance (TPM) or Preventative Maintenance (PM)
- Cycle Time Analysis, Line Balancing, Labor and Equipment Capacity Modeling

Lean Engineering Tools;

- Design Failure Mode Effects Analysis (DFMEA)
- Failure Mode Effects Analysis (FMEA)
- New Product Development (NPD)
- Production Preparation Process (3P)

Quality Tools;

- Total Quality Management (TQM)
- Ishikawa Fishbone Diagrams

Project and Site Training;

- Agile and Lean Construction Methods
 - Project Management (PM)
 - Industrial Engineering
-

SOFTWARE

Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, One Note), MS Project, MS Visio – 2D/3D Facility and Tool Modeling, ERP, MRP, CRM, WMS, LMS – Sage 100, 300, NetSuite, Shop Floor, Adobe Acrobat Pro XI and Adobe Creator Suite, AutoCAD (Novice) and Revit (Novice)

KEVIN RYAN

8232 Quinault Road, Blaine, WA 98230 • (360) 220-7875 • kevin.ryan@rcgstrategies.com

DATE

HIRING AGENT NAME
TITLE
COMPANY NAME
ADDRESS
CITY/STATE/ZIP CODE

Dear _____:

I am currently seeking a challenging career opportunity in a senior-level management capacity and am submitting my resume for your review. In advance, thank you for your time and consideration.

As indicated in the accompanying resume, I bring to you a substantial background in lean manufacturing consulting, significant experience in overhauling operations at multiple facilities concurrently, and well-developed expertise in facility redesign, project management, process engineering, and industrial engineering. I constantly strive to capitalize on cutting-edge technologies to propel company growth, productivity and cost savings, and am highly regarded for my motivational training and team-building talents. My extensive experience in all aspects of change management will prove to be an immediate asset to your company. To complement these qualifications, I offer an excellent blend of project planning, scheduling, budgeting, and forecasting skills which are vital in a senior management role.

As an influential addition to your leadership team, you will find that I am remarkably positioned to guide (INSERT NAME OF COMPANY) in not only attaining but exceeding its goals. I am eager to discuss how my qualifications uniquely match your current and future needs and look forward to interviewing with you soon.

Sincerely,

Kevin Ryan



8055 Cowichan Road, Blaine WA 98230

BBVCC Board Candidate Form

Name: _____

Address: _____ Email: _____ Phone: _____

Years of residency in BBVCC: _____ Hours per month you are employed: _____

Highest level of school attended: _____ Military Background: _____

Relevant experience and/or employment (attach a resume if desired): _____

Boards and Associations with which you have served: _____

BBVCC activities (Clubs, Committees and Board): _____

Why are you interested in serving on the Board? _____

What experience, skills, and personal qualifications can you bring to the Board? _____

Other Volunteer Commitments: _____

Goals as a Board Director: _____

Number of BBVCC Board Meetings you have attended: _____

Are you currently involved in litigation with BBVCC? _____

Other information you wish to provide: _____

I understand that Board of Directors responsibilities require:

- A time commitment
- Attendance at the monthly Board of Directors meeting
- Regular attendance on a Standing Committee
- Signing the “Good Faith Conduct Statement”
- Must be a BBVCC Member in good standing
- Agree to abide by all the Covenants, By-Laws and Rules and Regulations of Birch Bay Village Community Club, Inc.

DAVID W. SCHEIRMAN

Birch Bay Village, WA

dscheirm@msn.com
[David Scheirman | LinkedIn](#)

+1.760.712.6172

SUMMARY

Business unit/development manager, innovative product-development expert and technology marketing leader with deep and broad experience in the professional audio industry. Core competencies in B2B communications, global marketing and targeted market-segment impact. Have added value working for a publicly-traded Fortune 500 manufacturer, a VC-funded networking technology startup, a privately-held software and electronics firm and an agile entrepreneurial consulting organization. Extensive experience building consensus in the corporate boardroom and on the governing board of a global professional society. Commercial international travel in over 50 countries. Particularly effective at identifying and leveraging new revenue opportunities and increasing profitability while managing investment costs. *A core strength: bridging the gap between R&D/product-development engineering teams and sales-channel/end-user expectations.*

PROFESSIONAL EXPERIENCE

DIRECTOR GLOBAL CONCERT & RENTAL BUSINESS

2017-2020

BOSE PROFESSIONAL

Framingham, MA

- Managed business program development, sales team leadership and created integrative plan for integration of product development, engineering, marketing and sales channel efforts. Led worldwide system/product efforts in coordination w/country directors and regional managers.

DIRECTOR, Knowledge Resources

2011 - 2015

HARMAN INTERNATIONAL

Northridge, CA

- Created and delivered in-country technical training seminars (including Brazil, Russia, India, China) linked to emerging-market growth strategy; this established cross-divisional and multi-brand understanding of the initiative's global importance, while directly supporting year-on-year revenue growth across the four regions ranging from 24% to 110%.

VICE PRESIDENT, Tour Sound

2005 - 2011

JBL PROFESSIONAL

Northridge, CA

- Leveraged the company's top-tier branding to establish a comprehensive family of system-level products which have now generated >\$300m in sales. Doubled the average core product SKU profit margin from 26% to 53%.

DIRECTOR, Tour Sound Marketing

1997 - 2005

JBL PROFESSIONAL

Northridge, CA

- Created and implemented a five-year market-share recovery plan for a respected legacy brand. Coordinated R&D/engineering development and manufacturing/operations teams to create a patented, innovative loudspeaker and driver platform, resulting in a tripling of market share. Awarded Key Contributor of the Year in recognition.

DIRECTOR, Tour Sound Marketing

1997 - 2005

JBL PROFESSIONAL

Northridge, CA

- Created and implemented a five-year market-share recovery plan for a respected legacy brand. Coordinated R&D/engineering development and manufacturing/operations teams to create a patented, innovative loudspeaker and driver platform, resulting in a tripling of market share. Awarded Key Contributor of the Year in recognition.
- Established a worldwide top-tier customer group (including five out of six of the USA's largest firms); simultaneously created an industry-wide advisory panel of 20 independent experts. This symbiotic, two-pronged approach elevated the company's system and product offerings to the #1-2 position, up from #4-5.

MANAGER, Western Region (Sales Engineer)

1996

INNOVATIVE ELECTRONIC DESIGN, Inc.

Louisville KY

- Managed regional sales rep network, establishing quotas and business development plans for computer-controlled sound systems. B2B relationship responsibility with numerous large-scale public venues in the transportation, hospitality and performing-arts market segments.
- Established nationwide database of legacy installations, achieved incremental revenue increases by connecting changing customer requirements with system expansion and upgrade proposals.

MANAGER, Professional & Industrial Electronics Division

1992 - 1995

MEDIALINK TECHNOLOGIES, Inc.

Seattle, WA

- Led sales-engineering team along with intellectual property and legal team specialists for a venture-capital funded startup, associated with Paul Allen's Vulcan Ventures. B2B relationship responsibility for 65-member technology licensing program that included Bose, Harman, Shure, Siemens and Sony. Key client in-field support for large-scale public venue systems.
- Assisted with development of end-user technical specifications for OOP (Object-Oriented Protocol) user-interface software and firmware/hardware integration. Industry evangelist responsible for tradeshow and professional conference activities including content creation, marketing collateral and technical staff recruiting and management.

EDUCATION

Institution	Location	Qualification	Course of Study
California Institute of Technology	Pasadena, CA	EXECUTIVE EDUCATION	Taking Technology Products to Market; Accelerating New Product Development
Stanford University	Palo Alto, CA	EXECUTIVE EDUCATION	Strategic Marketing

Massachusetts Inst. of Technology	Cambridge, MA	EXECUTIVE EDUCATION	Product Development & Management
University of Washington	Seattle, WA	EXECUTIVE EDUCATION	Finance for Non-Financial Managers

HONORS & AWARDS

President, Audio Engineering Society (2018)

Member, Audio Engineering Society Board of Governors (2017-21)

Key Contributor of the Year for Harman Professional

Performance Magazine Award nominee, Sound Engineer of the Year

TEC (Technical Excellence & Creativity) Award nominee, Best Sound Engineer



8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
www.bbvcc.com

February 11, 2026

To: Board

From: Safety and Security Committee

RE: Safety and Security Committee Member Appointment

Attached please find confirmation memos for two new members being added to the Safety & Security Committee who have been vetted and unanimously approved by all voting members.

We are extremely gratified to have these individuals added to this committee; their professional experience and qualifications should prove be a valuable addition to current and upcoming activity on behalf of the community.

With one recent resignation, adding these two new applicants will give this committee a full complement of 7 (seven) members.

Thank you for your prompt action in finalizing BBVCC Board approval for same.

Respectfully,

David Scheirman

Chair, BBVCC Safety & Security Committee



Birch Bay Village Golf Course Neighbor Member Golf Application 2026

Applicant Information

Full Name: _____ Date: _____

Address: _____

Phone: _____ Email address: _____

_____ By initialing here, you agree to have your email address shared with the Golf Club to be included in special communication regarding Club events and activities

Membership Fee

Single	\$980	Limited 3-Month Membership (Months must be consecutive. The introductory price of \$450 is valid for first time members ONLY. All subsequent memberships are \$550.)	\$450 or \$550
Sponsored Trail Fee (to bring your own golf cart)	\$205		

Intro Rounds fee to be applied to Membership

- 3 nine hole rounds _____
- 3 eighteen hole rounds _____

Disclaimer and Signature

I certify that I have read and/or received a copy of the BBVCC Golf Course Rules & Regulations.

I hereby agree to abide by all rules and conditions relating to the privilege of being a Neighbor Golf Member holder. I acknowledge that failure to comply with said rules and conditions may result in the termination of my Neighbor Golf Member privileges and the full forfeiture of fees paid. I further understand that Neighbor Golf cards are not automatically renewed year to year and require a new annual application.

Hold harmless/Indemnification:

To the extent permitted by law the I (Applicant) agree to indemnify and hold harmless BBVCC as to any claims for losses or damages or injuries to persons or to property that arise in connection with the activities carried on under this Agreement where such liability is incurred in whole or in part as a result of the actions or omissions of the Applicant. In the event of any such claims or lawsuits, the Applicant shall assume all costs of defense, including any costs and fees incurred by BBVCC.

Signature: _____ Date: _____

OFFICE USE ONLY

Amount Paid: _____

BBV Approval _____ Date: _____

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Birch Bay Village Neighbor Golf Membership Rules and Conditions

General Premise: Neighbor Membership Holders (NMH) will be subject to the rules and regulations applicable to all BBV residents. NMH may participate in the same golf activities and events as are enjoyed by all BBV residents. Participation in BBV Men's, Ladies Golf and Scramble Golf nights are subject to independent approval of those clubs.

Conditions and Procedures:

- **Eligibility and Application:** NMH applicants, residing within the specified area, must complete an application (see attached) accompanied by payment of annual fee and submit it to the Pro Shop for approval.
- **Approval notification:** Applicants approved will be notified by BBV staff.
- **NMH Fee:** The Neighbor Member Annual Golf Holder fee for 2026 is \$980.00 per person and is good for one calendar year (January 1 to December 31).
- **Program Evaluation:** Each year, the Golf Course Committee shall evaluate the NMH program and recommend to the board if it should be continued, changed or terminated.

Additional Considerations:

- **Tee-Times:** NMH are required to schedule tee-times in advance for themselves and their guests through Chronogolf or by calling the Golf Shop. Check in is required prior to teeing off. Tee times are subject to availability.
- **Compliance with Golf Course Rules:** NM holders and their guests must comply with the same rules and regulations as that applies to BBV resident golfers. The club will provide a copy of the rules and regulations. **Failure to comply with said rules and conditions may result in the termination of the NMH privileges and the forfeiture of fees paid.**
- **Club and Social Activities:** NMH may participate in all BBV golf related clubs and activities depending on availability.



2026 Neighbor Member Sponsored Golf Program

General Outline:

The Neighbor Member Sponsored Golf Program is a pilot program for the 2026 fiscal year that allows the village to sponsor up to **50 golfers** that reside in the approved surrounding areas. Applications/memberships are first come first served.

NEW for 2026 –

- **Golf Committee can approve additional surrounding areas for program eligibility.**
- **New offer of a 3-month (months must be consecutive) limited membership for \$450 (offer valid for first membership, each additional membership is \$550)**

Potential NMSGP applicants can pay for “**intro rounds**” (**up to 3 rounds total**) of either 9-hole or 18-hole each or combination of the two (at the daily guest rate) to try out the course. If the applicant ends up purchasing a membership, the amount they paid for their intro rounds can be applied to the purchase of their membership. They may bring in up to 3 guests.

- **For example:** For every round 9-hole round played, deduct \$22.98 from the total amount of the membership fee (adjust price in Lightspeed POS and not Chronogolf). For every 18-hole round played, deduct \$29.41 from the total amount of the membership fee. *Everything is done before taxes are added.*

Applicants who would like to use intro rounds will need to contact the Pro Shop to be put on the GateKey Entry list for scheduled tee times.

Applicants who would like to take advantage of the intro rounds will still be required to provide the “items required” as listed below.

Who’s Eligible:

- See eligibility List. If area is not on list write down the area and we can submit it to the Golf Committee for approval.

Items Required [for both membership & trial rounds, also applies to 3-month (consecutive) limited membership]:

- 2026 Neighbor Member Application
- Valid Driver’s License (make copy of for our records)
- License Plate # (for GateKey Entry) (Not required, but will make check in at the gate easier)
- Credit Card (make copy for our records – for damages caused to the course)
- Proof of Residency (copy of a recent Utility Bill, HOA billing, etc. with address in approved surrounding areas.)

Actions (for both membership & trial rounds):

- Collect all items required (see items required checklist above) and make appropriate copies.
- Verify residency in approved area.
- Create an account for the applicant in Chronogolf. If they are using the trial membership rounds, keep their member category as “Member Only – Please Log-in” to prevent them from making tee times on their own. Once they purchase a membership, provide them with instructions on how and where to book tee times (online or via app).
- Have applicant review and sign rules acknowledgement.



- REMIND GOLFER OF 20 MPH SPEED LIMIT. IF THEY ARE CAUGHT VIOLATING THE SPEED LIMIT THEY COULD LOSE THEIR MEMBERSHIP ELIGIBILITY.**
- Sell appropriate golf membership (deduct any paid “intro rounds” from the total amount of the membership.
- Use 15A022 for the member and bag number to complete the applicant’s Chronogolf profile.
- Add golfer’s name to Pro Shop temporary guest list in GateKey for 2026 **ONLY** if they purchase an annual membership. Make sure to indicate “**2026 NMSGP**” in GateKey entry notes. Provide instructions on gate entry.
- Application & document copies go to the Pro Shop office for filing.

Birch Bay Village Community Club (BBVCC)

Golf Course & Pro Shop Member Survey

Purpose: This survey is intended to better understand member awareness, usage, and interest related to the BBVCC Golf Course and Pro Shop, including potential non-golf activities. Your feedback will help guide future programming, amenities, and communication.

All responses are anonymous.

Section 1: About You

1. **Are you a:**
 - Owner
 - Renter

 2. **How long have you been a resident of BBV?**
 - Less than 1 year
 - 1–3 years
 - 4–7 years
 - 8–15 years
 - More than 15 years
-

Section 2: Golf Course Use

3. **Have you used the BBVCC Golf Course within the past 12 months?**
 - Yes, regularly**
 - Yes, occasionally**
 - Not in the past 12 months**
 - No, never**

4. **If you do not currently use the golf course or no longer use it, what are the primary reasons? (Select all that apply)**
 - Do not golf
 - Cost
 - Time constraints
 - Lack of interest

Unaware of opportunities/programs

Other: _____

5. **Did you know that BBV residents may invite guests from outside BBV to play golf?**

Yes

No

Section 3: Non-Golf Activities & Events

6. **If non-golf related activities were available at the golf course, would you be interested in participating?**

Yes

Maybe

No

7. **Which non-golf activities would you be interested in?** *(Select all that apply)*

Outdoor games (cornhole, lawn games, etc.)

Walking

Social events / mixers

Family-friendly events

Live music or entertainment

Junior or youth activities

Foot golf

Other: _____

Section 4: Pro Shop & Patio Use

10. **Have you visited the Pro Shop?**

Yes

No

11. **Have you used the Pro Shop patio?**

Yes

No

12. **Have you ordered food or drinks from the Pro Shop?**

Yes, frequently

Yes, occasionally

- Tried once
- No

13. What food or beverage items would you be more inclined to purchase from the Pro Shop? (Select all that apply)

- Coffee / espresso drinks
- Cold beverages (soda, iced tea, sports drinks)
- Snacks (chips, candy, granola bars)
- Grab-and-go food (sandwiches, wraps, salads)
- Hot food items
- Baked goods
- Other: _____

14. Did you know that BBVCC logo apparel and other merchandise can be ordered through the Pro Shop?

- Yes
- No

Section 5: Programs & Awareness

15. Did you know that free beginner golf instruction is available to BBV residents?

- Yes
- No

If yes, how did you learn about it? (Open-ended)

16. Did you know that junior golf camps are offered during the summer?

- Yes
- No

If yes, how did you learn about it? (Open-ended)

Section 6: Communication & Feedback

17. How do you typically learn about BBVCC programs and events? (Select all that apply)

- Website
- Email
- Social media
- Word of mouth

- BBVCC publications/notices
- Other: _____

18. What could BBVCC do to increase your interest or participation in golf course or Pro Shop activities?

19. Additional comments or suggestions:

Below are **optional add-on questions**, grouped by purpose. You don't need all of them — even 3–5 of these would deepen the insight without overloading members.

1. Experience & Satisfaction (for current users)

These help you understand *what's working vs what needs attention*.

- **How satisfied are you with your overall experience at the BBVCC Golf Course?**
 Very satisfied Satisfied Neutral Dissatisfied Not Applicable
 - **What aspects of the golf course do you value most? (Select up to 3)**
 - Course condition
 - Affordability
 - Convenience/location
 - Pace of play
 - Staff friendliness
 - Pro Shop amenities
 - Social atmosphere
 - **What one improvement would most increase your use of the golf course?**
(Open-ended)
-

2. Barriers to Use (this is gold for planning)

You asked *if* they use it — this gets to *why they don't*.

- **What would make you more likely to use the golf course in the future? (Select all that apply)**
 - Sales or Specials
 - Beginner-friendly events

- Short-format or casual play options
- Better communication about programs
- More social or family-oriented activities
- Nothing — I'm not interested in golf

- **Would you be interested in non-traditional golf options?**

- Short loops / quick play
 - Beginner leagues
 - Family or parent-child golf
 - Clinics instead of full rounds
 - Not interested
-

3. Value Perception (important for member-owned facilities)

This helps frame future investments and budget discussions.

- **How important is the golf course as a community amenity to you, even if you don't personally use it?**
 - Very important Somewhat important Neutral Not important
 - **Do you feel the golf course adds value to living in BBV?**
 - Yes Somewhat No Unsure
-

4. Communication & Awareness (beyond "did you know")

This tells you *how* to fix the awareness gaps.

- **How clear do you feel current communication is regarding golf course offerings and events?**
 - Very clear Somewhat clear Not clear I don't see the information
- **What would be the best way to improve communication about golf and Pro Shop offerings?**
 - More emails
 - Website updates
 - Printed notices
 - Social media
 - Signage at the course
 - Combination of the above

6. Demographic Context (optional but powerful)

Only include these if you're comfortable and want deeper analysis.

- **Which age group best represents your household?**
 Under 35 35–49 50–64 65+
- **Do you have children or grandchildren who visit BBV regularly?**
 Yes No

(This helps interpret interest in junior camps, family events, etc.)



8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
www.bbvcc.com

February 25, 2026

To: Board

From: Marina Committee

RE: Marina Committee Member Appointment

At the February 24, 2026 Marina Committee meeting, the committee reviewed the applications of two people, both of whom are qualified candidates for the committee. At this time, the committee is recommending the following:

Appoint Wade Church as a voting member of the Marina Committee for a three-year term.

Appoint Ted Wiegert as an ad-hoc/advisory member of the Marina Committee.

Applications for both members are attached.

COMMITTEE MEMBER APPLICATION FORM

[prepared by Applicant for committee membership and submitted to Board Secretary]

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of Committee for which you are applying: Marina Committee
Name: Wade Church Phone: 713-299-8786
Address: 5495 Haida Way Email Address: wade.church100@gmail.com

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: 20+ Hours per month you are employed: Retired

Employment background and education: Manager, On and Offshore Gas and Liquids Measurement, Contract Negotiations and Administration
BS Civil Engineering

Other career related activities: Voting member of American Petroleum Institute (API), Ch 20.1 Allocation Measurement Standards
Boating since early 1970's. Just enjoy being things.

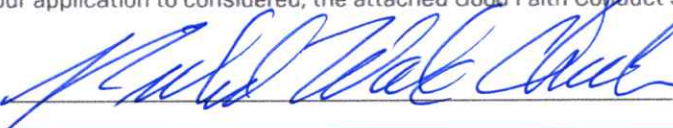
Other outside interests: Completed serving as
Commodore - Bellingham Wheel and Keel Yacht Club.

Committee participation within Birch Bay Village: None so far.

What is your interest in serving on this Committee and what can you offer? To support and serve the interest of BBV Board, Marina Committee and general population of BBV. I have some free time to serve.

What are your goals as a member of this Committee? To offer any experience that I have to help accomplish the goals of the Marina Committee and Board of Directors

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature:  Date: 2-16-26

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No
As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ **DATE:** _____

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve [Duty of Loyalty].

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
- Refrain from leveraging my service in this volunteer role for my own personal advantage or for the benefit of my friends or associates.
- Immediately disclose to the Board and/or Chairperson any real or perceived conflict of interest as soon as I have knowledge of it.

TRUST and CONFIDENTIALITY:

- Maintain confidentiality around all personal or private information gained through working on the volunteer body.
- Will not use any contact information of Committee or Board members for any reason other than for Committee or Board business.
- Will never violate the trust of those who selected me to the volunteer body or of those we serve.
- Will not misrepresent facts or other information relating to the Association business.

AUTHORITY:

- Will not exercise authority as a selected community volunteer except when acting in a meeting or as delegated by the group or the Board as a whole.
- Will refrain from communicating directly with any vendor of the Association or person or entity requested to submit a bid to provide services to the Associations, or one currently providing service to the Association, without collective decision to do so by the Board of Directors or when assistance is needed from General Manager.
- Will not work on or otherwise alter any Village facility or common area without the authorization of the Board of Directors or General Manager.

COLLABORATION:

- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
- Will respect and support the majority recommendations of the appointed group for which I serve and/or ultimately the Board of Directors of the Association.
- Will respect that staff members are a resource to the committees and that it is not the responsibility of volunteers to oversee, supervise, or otherwise direct the work of staff. Issues related to staff performance and job duties are to be directed to the General Manager and/or Board President. Similarly, the General Manager only takes direction from the Board President as delegated by the Board of Directors or as action items determined by the Board of Directors as a whole.

COMMUNICATION:

- Will not communicate to any other volunteer or staff member of the Association in a threatening or harassing manner.
- Will not display any negative or abusive attitude or behavior toward any other volunteer or staff member of the Association.
- Will not post to social media regarding Association business, volunteers, or staff including personal information, postings with editorial content, opinions, slurs, demeaning or inflammatory statements, spam, abusive or discriminatory language, personal attacks, obscenity directed at any Village member (volunteer or otherwise) or staff member (current or prior) is not acceptable as a representative of the Birch Bay Community.

FURTHER TO THE ABOVE AND SPECIFIC TO THE BOARD OF DIRECTORS:

BOARD MEMBERS SHALL:

- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair, and well-publicized elections.
- Ultimately speak with one voice, supporting all duly-adopted board decisions—even if the final decision or direction was not unanimous.

BOARD MEMBERS MUST NOT:

- Reveal confidential information provided by contractors or share information with those bidding on association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Direct personal attacks at colleagues, staff, or residents.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

[Source: <https://www.caionline.org/Advocacy/PublicPolicies/Pages/Protection-for-Community-Association-Volunteers.aspx>]

I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: _____

Date: _____

2-16-26



For Office use only
Applicant is a member in good standing

Initials Date

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to Board Secretary)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of **Committee** for which you are applying: _____

Name: _____ Phone: _____

Address: _____ Email Address: _____

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: _____ Hours per month you are employed: _____

Employment background and education: _____

Other career related activities: _____

Other outside interests: _____

Committee participation within Birch Bay Village: _____

What is your interest in serving on this Committee and what can you offer? _____

What are your goals as a member of this Committee? _____

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature: _____ Date: _____

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No

As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ **DATE:** _____

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve (Duty of Loyalty).

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
- Refrain from leveraging my service in this volunteer role for my own personal advantage or for the benefit of my friends or associates.
- Immediately disclose to the Board and/or Chairperson any real or perceived conflict of interest as soon as I have knowledge of it.

TRUST and CONFIDENTIALITY:

- Maintain confidentiality around all personal or private information gained through working on the volunteer body.
- Will not use any contact information of Committee or Board members for any reason other than for Committee or Board business.
- Will never violate the trust of those who selected me to the volunteer body or of those we serve.
- Will not misrepresent facts or other information relating to the Association business.

AUTHORITY:

- Will not exercise authority as a selected community volunteer except when acting in a meeting or as delegated by the group or the Board as a whole.
- Will refrain from communicating directly with any vendor of the Association or person or entity requested to submit a bid to provide services to the Associations, or one currently providing service to the Association, without collective decision to do so by the Board of Directors or when assistance is needed from General Manager.
- Will not work on or otherwise alter any Village facility or common area without the authorization of the Board of Directors or General Manager.

COLLABORATION:

- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
- Will respect and support the majority recommendations of the appointed group for which I serve and/or ultimately the Board of Directors of the Association.
- Will respect that staff members are a resource to the committees and that it is not the responsibility of volunteers to oversee, supervise, or otherwise direct the work of staff. Issues related to staff performance and job duties are to be directed to the General Manager and/or Board President. Similarly, the General Manager only takes direction from the Board President as delegated by the Board of Directors or as action items determined by the Board of Directors as a whole.

COMMUNICATION:

- Will not communicate to any other volunteer or staff member of the Association in a threatening or harassing manner.
- Will not display any negative or abusive attitude or behavior toward any other volunteer or staff member of the Association.
- Will not post to social media regarding Association business, volunteers, or staff including personal information, postings with editorial content, opinions, slurs, demeaning or inflammatory statements, spam, abusive or discriminatory language, personal attacks, obscenity directed at any Village member (volunteer or otherwise) or staff member (current or prior) is not acceptable as a representative of the Birch Bay Community.

FURTHER TO THE ABOVE AND SPECIFIC TO THE BOARD OF DIRECTORS:

BOARD MEMBERS SHALL:

- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair, and well-publicized elections.
- Ultimately speak with one voice, supporting all duly-adopted board decisions—even if the final decision or direction was not unanimous.

BOARD MEMBERS MUST NOT:

- Reveal confidential information provided by contractors or share information with those bidding on association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Direct personal attacks at colleagues, staff, or residents.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

[Source: <https://www.caionline.org/Advocacy/PublicPolicies/Pages/Protection-for-Community-Association-Volunteers.aspx>]

I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: _____ Date: _____



8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
www.bbvc.com

February 25, 2026

To: Board

From: Marina Committee

RE: Marina Rules and Regulation Changes

The Marina Committee is requesting the following change to the Marina Rules and Regulations.

CURRENT RULE:

4.3.4 Vessels may not have an excessive beam that would interfere with the reasonable and safe use of adjacent moorage. Further, a vessel may not occupy (or have lines extend) more than 50% of the width between fingers and must provide safe passage between boat hulls. For vessels moored in double slips, maximum width must not exceed 30% of the width of the horseshoe. No vessel greater than 15' feet wide will be allowed moorage in the marina.

REQUESTED RULE CHANGE:

Approve: The following amendment (addition) to section 4.3.4 of the current Marina Rules and Regulations (version 25 dated 12/19/24), noted in *italics*:

4.3.4 Vessels may not have an excessive beam that would interfere with the reasonable and safe use of adjacent moorage. Further, a vessel may not occupy (or have lines extend) more than 50% of the width between fingers and must provide safe passage between boat hulls. For vessels moored in double slips, maximum width must not exceed 30% of the width of the horseshoe. No vessel greater than 15' feet wide will be allowed moorage in the marina. *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.*

Note: The guidelines for administering such a variance request are currently being drafted by the Marina Committee. They will be added to the Marina Rules and Regulations currently under review and revision as an addition or referenced addendum form. The MR&R revision is expected to be approved the Marina Committee in March or April, then posted for public review before final submission to the Board of Directors.

Memorandum For The Record

To: The Birch Bay Village Community Club Board of Directors

From: Laura Bailey, BBVCC Election Committee Member

CC: Sandra Bogen, David Franklin, Justine Brooks

Date: March 2, 2026

Candidate for Appointment to the BBVCC Election Committee

On behalf of the Election Committee, I would like to recommend that you accept Tim Wilde's application to join the committee. He is a member of BBV in good standing.

The committee members met him today and found that he has many skills and attributes that would make him a valuable member of the team.

We ask that you approve his application to join the BBVCC Election Committee.

A copy of Tim's application is enclosed.



For Office use only
 Applicant is a member in good standing

 Initials Date

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to Board Secretary)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of **Committee** for which you are applying: Elections

Name: Timothy R Wilde Phone: 432-294-3223

Address: 5787 Skagit Place Email Address: trwilde@gmail.com

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: 2 Hours per month you are employed: largely retired

Employment background and education: Founder and CEO of Applied Creative Technology, Inc.
(PC networking and printing peripherals) 1983-2003. Retired DGA member. Assistant to Sound
Dept Head at Universal Studios 1979-1982. BA Southern Methodist University

Other career related activities: _____
IT, networking, domotics, phone systems,
home theater, video/sound studio designer/installer

Other outside interests: _____
Family, grandchildren, exploring leading edge tech in artistic pursuits

Committee participation within Birch Bay Village: _____
No previous participation

What is your interest in serving on this Committee and what can you offer? _____
I'm eager to learn how everything works from the inside and serve the community
constructively. I am a detail-oriented person, a quick study, and analytical.

What are your goals as a member of this Committee? _____
My goal is to support a fair, transparent, and well-run elections process that
encourages broad participation.

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature: Timothy R Wilde Date: 02/17/2026

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No
 As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ **DATE:** _____

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve [Duty of Loyalty].

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
- Refrain from leveraging my service in this volunteer role for my own personal advantage or for the benefit of my friends or associates.
- Immediately disclose to the Board and/or Chairperson any real or perceived conflict of interest as soon as I have knowledge of it.

TRUST and CONFIDENTIALITY:

- Maintain confidentiality around all personal or private information gained through working on the volunteer body.
- Will not use any contact information of Committee or Board members for any reason other than for Committee or Board business.
- Will never violate the trust of those who selected me to the volunteer body or of those we serve.
- Will not misrepresent facts or other information relating to the Association business.

AUTHORITY:

- Will not exercise authority as a selected community volunteer except when acting in a meeting or as delegated by the group or the Board as a whole.
- Will refrain from communicating directly with any vendor of the Association or person or entity requested to submit a bid to provide services to the Associations, or one currently providing service to the Association, without collective decision to do so by the Board of Directors or when assistance is needed from General Manager.
- Will not work on or otherwise alter any Village facility or common area without the authorization of the Board of Directors or General Manager.

COLLABORATION:

- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
- Will respect and support the majority recommendations of the appointed group for which I serve and/or ultimately the Board of Directors of the Association.
- Will respect that staff members are a resource to the committees and that it is not the responsibility of volunteers to oversee, supervise, or otherwise direct the work of staff. Issues related to staff performance and job duties are to be directed to the General Manager and/or Board President. Similarly, the General Manager only takes direction from the Board President as delegated by the Board of Directors or as action items determined by the Board of Directors as a whole.

COMMUNICATION:

- Will not communicate to any other volunteer or staff member of the Association in a threatening or harassing manner.
- Will not display any negative or abusive attitude or behavior toward any other volunteer or staff member of the Association.
- Will not post to social media regarding Association business, volunteers, or staff including personal information, postings with editorial content, opinions, slurs, demeaning or inflammatory statements, spam, abusive or discriminatory language, personal attacks, obscenity directed at any Village member (volunteer or otherwise) or staff member (current or prior) is not acceptable as a representative of the Birch Bay Community.

FURTHER TO THE ABOVE AND SPECIFIC TO THE BOARD OF DIRECTORS:

BOARD MEMBERS SHALL:

- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair, and well-publicized elections.
- Ultimately speak with one voice, supporting all duly-adopted board decisions—even if the final decision or direction was not unanimous.

BOARD MEMBERS MUST NOT:

- Reveal confidential information provided by contractors or share information with those bidding on association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Direct personal attacks at colleagues, staff, or residents.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

[Source: <https://www.caionline.org/Advocacy/PublicPolicies/Pages/Protection-for-Community-Association-Volunteers.aspx>]

I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: Timothy R Wilde

Date: 02/17/2026



8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
www.bbvcc.com

March 4, 2026

To: Board

From: Lakes and Drainage Committee

RE: Lakes and Drainage Committee Member Appointment

At the March 2, 2026 Lakes and Drainage Committee meeting, the committee reviewed the application Eddie Woods and determined that he is a qualified candidate for the committee. Currently the committee is recommending that Board appoint Eddie Woods a voting member of the Lakes and Drainage Committee.

The Lakes and Drainage Committee.

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to the office in person or electronically)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of **Committee** for which you are applying: LAKES, PONDS and DRAINAGE
 Name: EDDIE WOOD Phone: 206 595 8065
 Address: 8148 Comox Rd Email Address: eddiewoodjr@hotmail.com

Years of residency in Birch Bay Village: 1.5 Hours per month you are employed: RETIRED
 Employment background and education: SUBSTATION ELECTRICIAN 19 yrs Marine Electronics/ Marine Products sales, Commercial Fisherman BS FISHERIES Biology, worked at catfish farm
 Other career related activities: BOATING, WOOD WORKING - Boatbuilding.

Other outside interests: GOLF, Gardening,

Committee participation within Birch Bay Village: NONE

What is your interest in serving on this Committee and what can you offer? I became interested in participating while talking to other committee members. I have background in FISHERIES AND ELECTRICAL/MECHANICS.

What are your goals as a member of this Committee? "TO CONTRIBUTE AND PROVIDE" ? HELP, ANY WAY THAT I CAN.

By signing below and submitting this form you consent to the collection, use and disclosure of your personal information for the purpose of determining the eligibility of the Applicant for the position being applied for.

By submitting this form, the Applicant represents that all statements made above are true and correct.

NOTE: For your application to considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature:  Date: 2/27/26

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No
 As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ **DATE:** _____



Date: March 19th, 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)
Total	\$35,039.25

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)
Total	\$(8,350.40)

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.

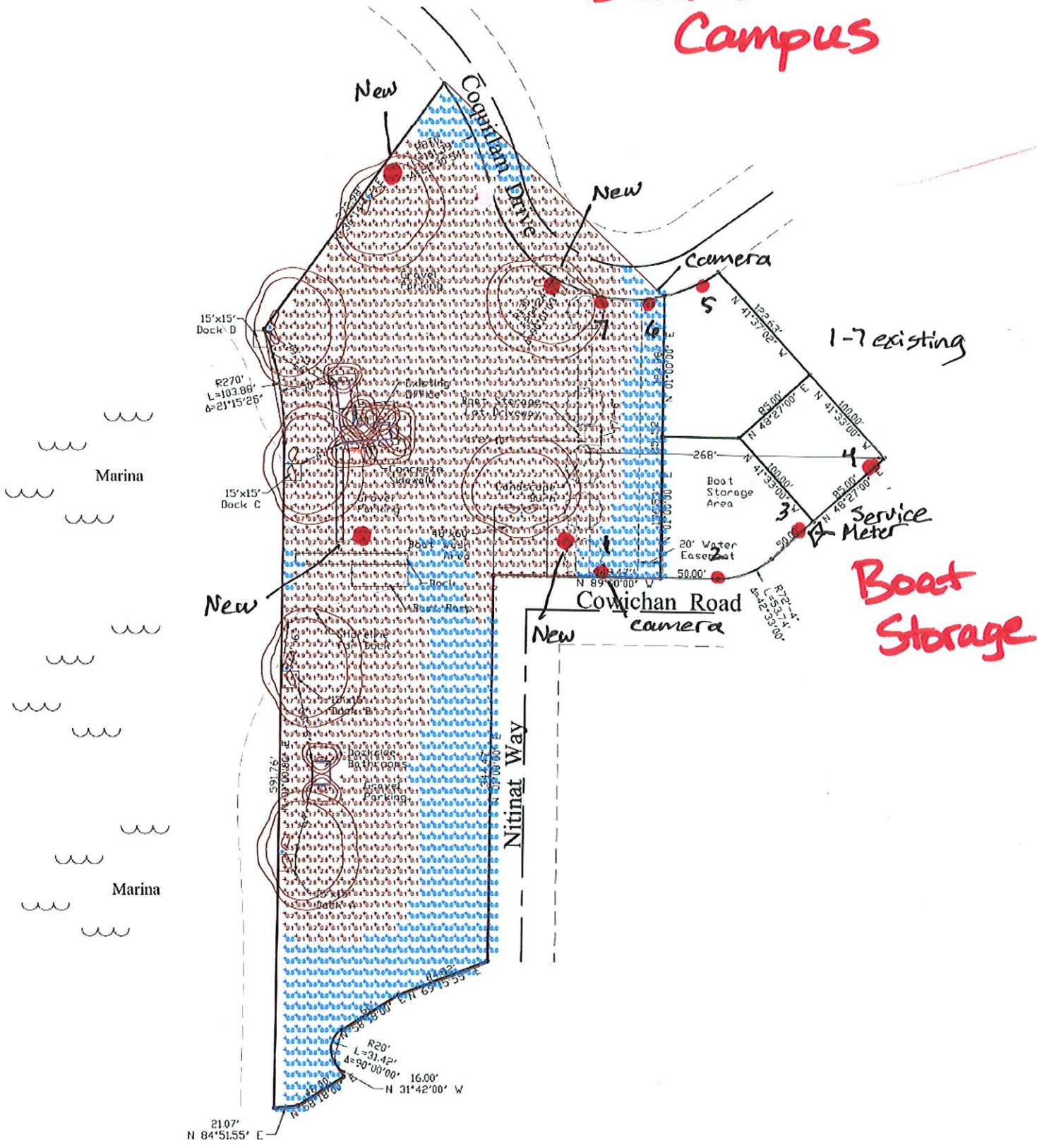
FY 2026 Capital Reserve Fund – General Reserves	
Available General Reserves	\$1,817,218
Change order 7 Additional Light Poles	51,825
Sales Tax	4,561
Subtotal	56,386
Total Authorization	56,386
Ending Cash Balance	\$1,760,832

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

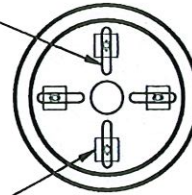
- Our excavator and skilled operator billing rate is \$1,200 per day
- We planned up to four days of excavator and operator services on this project
- We will apply a credit up to \$4,800 on the final invoice when the amount of time used for the BBV operator is calculated

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.)



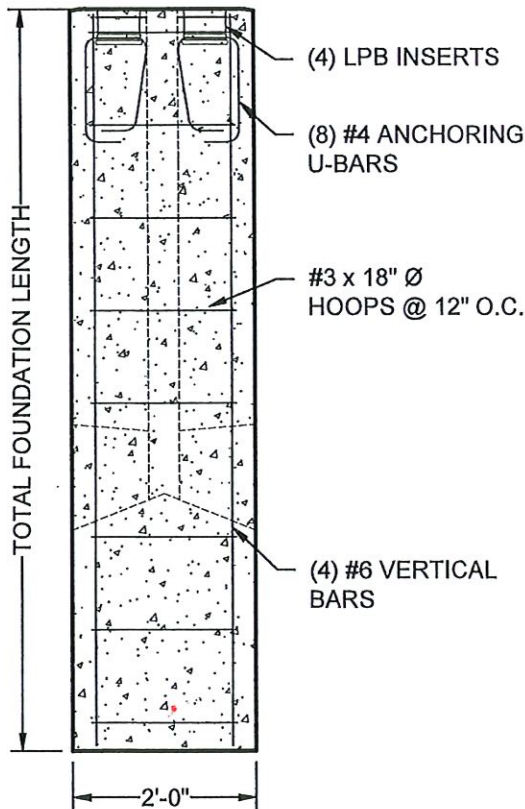
(4) 3" x 3" x 1/4" BEARING PLATE AND NUT

TOP VIEW

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

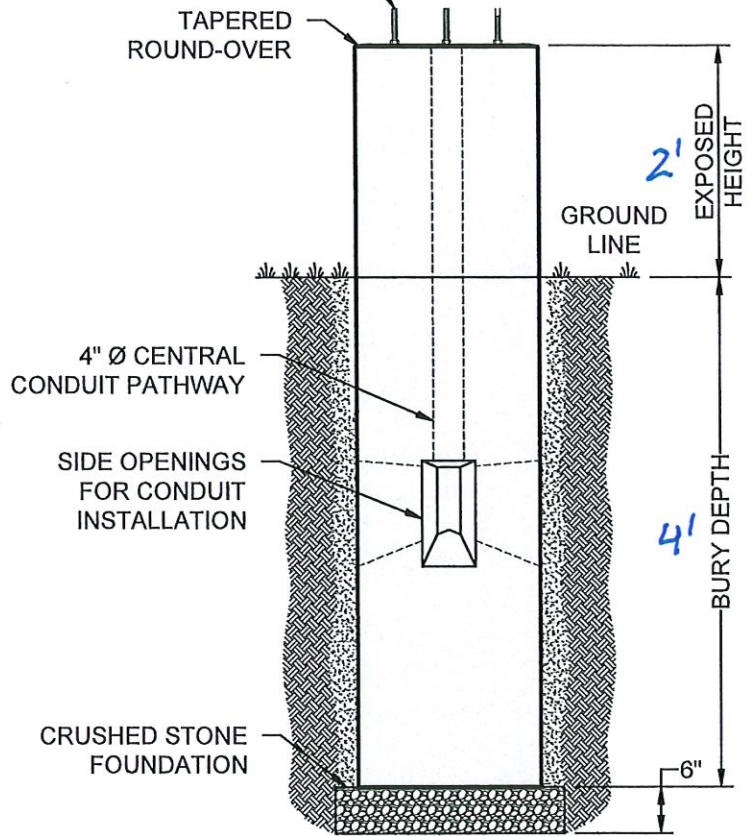
(4) 3/4" Ø OR (4) 1" Ø CARRIAGE BOLT w/ ANCHOR PLATE

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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8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
www.bbvcc.com

March 17, 2026

To: Board

From: ACC

RE: Architectural Rules and Regulation Changes

At the March 3, 2026, ACC meeting the committee discussed the current and on-going issues with restrictions on the height of trees, hedges and other vegetation that have come to the ACC for review. The Board discussed this issue in November, 2025 and asked the ACC to put a hold on these restrictions. In its meeting of March 3, 2026, the ACC discussed revising the AR&Rs to address the height restrictions, particularly the 4-foot rule for waterways and the golf course. The ACC subsequently passed a motion to eliminate a paragraph from the AR&Rs and to forward this recommendation to the Board for approval.

Removing paragraph C in 5.9.7 below eliminates the 4-foot height restrictions for trees, hedges and other vegetation that have caused most of the issues within the community.

5.9.7 REQUIREMENTS FOR LOTS ADJACENT TO MARINA, LAKES, GOLF COURSE, PONDS AND STREAMS

This section applies to any structure or planting on lots in which the rear property line abuts or runs parallel to the BBVCC marina, Kwann and Thunderbird Lakes, the golf course or the Beaver Pond and its upper feeder creek to Salish Road. Lots contiguous to the above defined landforms are subject to additional restrictions, as follows:

- a. Structures, such as bulkheads, must also receive approvals as required by all relevant regulatory authorities and government agencies and are the sole responsibility of the lot owner.
- b. Structures exceeding 3 feet above final average lot grade must be set back a minimum of 35 feet from the rear property line, except part of a home such as a small cantilevered room, bay window, chimney, stairway or roof overhang may extend up to 2 feet into the 35 foot setback area.
- ~~c. Within the 35 foot setback in section 5.9.7b, no trees, plants, shrubs, bushes or other vegetative matter may extend above 4 feet from natural ground level and must be maintained at or below that level, unless relevant regulatory authorities require specific landscaping to meet stringent environmental requirements as a condition of approval for a building permit.~~
- d. In addition to the AR&R, government agencies may require more stringent setback requirements near environmentally sensitive areas such as Birch Bay, the Beaver Pond and BBVCC lakes.