



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

Standing Committee Name: Safety & Security Committee
Date/Time of Meeting: March 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 checked="" type="checkbox"/> Jason McElyea	<input checked="" type="checkbox"/> Dave Owen (, BOD Liaison)
<input checked="" type="checkbox"/> David Scheirman (Chair)	<input checked="" type="checkbox"/> Michelle Ihlan	

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:

Craig McCallum	Diane Gascon	
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1 - Call Meeting to Order: 3:00 pm

Roll Call, Quorum Present: Yes No

Approval of Agenda: Approve agenda with two additions; safety procedures for staff and committees / clubs event.

Moved by: Approved NOT Approved
 Billy Brown **Seconded by:** Ron Bendschneider **Approved**

Approval of Minutes: February 9, 2026

Moved by: Approved NOT Approved
 Billy Brown **Seconded by:** Ron Bendschneider **Approved**

2 – Member Presentations (3 minute max):

None

OLD BUSINESS

3 - Speed Enforcement Program

Ron provided an update on speed camera. The camera has been repaired, and we should be getting it back around March 16th. The Committee asked about a protective case around the camera and Ron stated that the company did not have any protective cases.

Ron noted that he has been out with the lidar gun and has issued 5 citations but there are others that we don't have plate numbers for in the system. The speed signs have increased on every speed sign that we have.

4 - Traffic Citation Appeals

The General Manager (GM) gave an update from the attorney giving us two options for handling appeals before RCW 64.90 takes effect, with option 1 involving administrative review by the committee and option 2 involving advisory recommendations from the Board. The Committee at this time will wait for the Boards decision and see how to move forward.

5 - Security Camera Installs

The GM provided an update on the installation of the camera system, with Northwest Technologies quote of \$19,000 for cameras at the office, fuel dock, docks, and boat ramp. The installation is expected to take 6 weeks once the



cameras are here. The Maintenance crew will be working on installing a new ethernet wire in the area before boating season starts. We are still waiting to get the height of the mast for the lower gate to connect to the broadband infrastructure.

6 - Lighting Updates

The Assistant General Manager (AGM) noted that we are working on trenching permitting to replace and place new poles for the lighting.

7 - Emergency Exit Swing Gate

At the last committee meeting it was discussed having a bi-directional hinge on the lower emergency gate, the GM asked the company what the costs for different options would be. For a bi-directional hinge they would need to refabricate the gate to allow for the hinge to work properly with would shorten the gate as it would need to be mounted on part of the post inline with the gate. The estimated cost for bi-directional hinge is \$3,500. The other option to switch the current gate around to swing outward, estimated cost to be between \$500 and \$700. The Committee discussed the options noting that the Knox box would not be affected by the change, the permit that was acquired was for installation of the gate the way it currently is and how during an emergency when people in the Village needed to leave an out swinging egress would keep potential issues to a minimum. The Committee requested that the hinges be switched so that the gate could open outward.

8 – Emergency Action Plan

The Committee discussed the emergency action plan that Ron, Maureen and Mike have been working on, and a draft has been sent out. The Committee also discussed the upcoming open house event at the marina and are waiting to hear back from the marina committee. The group has reached out to a company that sells emergency preparedness kits and is willing to come out to that event to take orders for residents who are interested in them.

9 – Draft Security Policy

The Committee briefly reviewed the draft Security Policy. The AGM mentioned that there are some concerns regarding the document and had put it into ChatGPT asking it a few questions as at other meetings, including the fishing policy work group where it was brought up about Village liabilities and the length of the document. In the review it stated that with an HOA our size this document should be approximately 4 pages. The Village doesn't want to add liability, take on owners' judgement or behaviors, and with CAI (Community Association Institute) best practices the word security should be removed. The GM also stated some of these things during the meeting.

10 – GateKey

GateKey education meeting – event will happen on Saturday, May 9th at 10 am at the Clubhouse. Maureen and Ron will be there to help assist members with understanding and help the members get set up with the GateKey app.

11 – Request from Prime Security

The Committee discussed the request from Prime Security to add a TV, which was a verbal request. The Committee members gave their thoughts on the Gate Access Personnel having a TV and they all agreed that we have them here to do a job and keep vigilant with what is happening onsite. If their eyes are on a TV then they are not paying attention to the camera system or the members and guests coming in. The Committee agreed that a TV in the gate house would be a poor decision.

12 – Committee Officer Appointments

As the committee member appointments for the 2 new members will be at the March 19th Board meeting. Once they have been appointed the Committee can move forward with officer appointments.

NEW BUSINESS

13 – BBV Incident Reports

It was reported that in the last month there were reports of dogs barking and trash bags. Ron noted that he has been out viewing drivers not stopping at stop signs. He has caught 13 vehicles not stopping at stop signs and has issued 13 warning letters. These non-stops are not California stops they are only slowing down but keep going.

14 – Re-Visit Golf Cart Policy

The Committee discussed the implementation of registration decals for golf carts in the Village. Craig McCallum from the Golf Committee was present to express the concerns that the Golf Committee and golfers have had with this policy. The Committee first discussed the number of golf carts used for regular use vs golf carts used for golf. Then went to discuss the material makeup of golf carts and noted that majority of them are of a rubber/fiberglass makeup. The Committee reviewed the size of the decals and if they were large enough for compliance and members to see on a golf cart, other options were discussed.

Craig thanked the S&S Committee for allowing him to come and express the Golf Committees concerns. The golf committee expressed concerns about the perceived overreach or requiring additional registrations beyond what is already in place. There is also concern regarding rules on registering scooter, e-bikes, mopeds, or small two wheeled vehicles. This means that there would need to be 3 databases for registering. There is already a registration for golf cart trail use, which has a fee attached to it. With these multiple registrations the golfers now have an additional 3 decals, if they use the lower gate there would be another decal, for a total of 5 decals. The Golf committee asked for clarification as to the intent of the decals, are they for the speed camera and enforcement there or for observers if they see something happening?

The Committee discussed the General Rules and Regulations noting that 5.1 states the laws of the State of Washington apply to the BBVCC roads and that valid drivers license is required. In 5.2 for the registration of scooters etc. there is no such registration. The rules do stat that to drive in BBV that you are required to have a valid Driver’s License for all drivers of motor vehicles and golf carts.

Dave Owen, former Chairperson and current Board Liaison, noted that the golf cart registration is board approved but only a few dozen carts have been registered in the 2 months since implementation. Dave O, who drafted the policy, explained it was developed to address safety concerns, particularly regarding youth drivers, and to mitigate risk in the Village. The Committee discussed issues with the current decal size and placement, with a consensus that the numbers should be larger and visible, like a motorcycle license plate, and that the 3 decal requirement needed to be addressed and reduced.

Motion to: recommend to the Board of directors that only one decal is required on the rear of the golf cart or visible all year round. To have the staff use the rest of the current decals that were ordered and when ordering next to increase the size of the numbers and only have 4 numbers.

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

During this discussion the idea of proposing a youth golf cart training and testing program to allow younger drivers to operate golf carts safely. The Committee agreed to review the training program in more detail at the April meeting.

15 - Safety Procedures for Staff

This discussion will wait until next month’s committee meeting.

16 – Clubs / Committees Event

David S wanted to let the committee know about the Club and Committees Information Fair happening May 30th. This will be an event at the Clubhouse where all residents will be invited to so they can see what each committee does and allows more communication. Each committee will have a table set up and have members from the committees available to discuss what those committees do to hopefully get more residents involved. David S will be there and would like others to attend. S&S would like to have a handout available for the event.

17 – Future Topics

The GateKey class information will go out in the April 1st and May 1st bulletins.

18 – Additional Items for Next meeting

Motion to Adjourn at 4:57 pm

Motion by: Maureen Server **Seconded by:** Billy Brown **Approved**

Next meeting is scheduled for April 13, 2026 at 3:00pm

