Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee
Date/Time of Meeting: April 13, 2026 at 3:00 pm
Location: Maintenance Conference Room (in person & via zoom)

Committee Members in Attendance:

☒ Mike Lubow	☒ Maureen Server (Zoom)	☒ Ron Bendschneider
☒ Billy Brown	☒ Jason McElyea	☒ Dave Owen (, BOD Liaison)
☒ David Scheirman (Chair)	☒ Michelle Ihlan	

BBVCC Staff in Attendance:

☒ David Franklin, GM	☒ Brad Stoltzenburg, Compliance	☒ Ron Rehon, Compliance
☒ Justine Brooks, Executive Secretary	☒ Amy Ashby	

Guests Present:

1 - Call Meeting to Order: 3:01 pm
Roll Call, Quorum Present: ☒ Yes ☐ No
Approval of Agenda: **Approve agenda with two additions; safety procedures for staff and committees / clubs event.**
☒ Approved ☐ NOT Approved
Moved by: Billy Brown **Seconded by:** Michelle Ihlan **Approved**

Approval of Minutes: February 9, 2026
☒ Approved ☐ NOT Approved
Moved by: Billy Brown **Seconded by:** Michelle Ihlan **Approved**

2 – Member Presentations (3 minute max):
None

OLD BUSINESS

3 - Speed Enforcement Program

The committee discussed the speed enforcement program and compliance efforts. Compliance Officer reported the radar trailer is back from being repaired and has been relocated. The Compliance Officer discussed operation of radar cameras and speed signs, noting 34 citations were issued for speeding over 25 MPH. The committee debated the enforcement of stop sign violations, and moving away from warnings to formal citations. The discussion continued and suggested citing higher legal and financial consequences compared to speeding violations due to the higher risk of injury when running a stop sign and the significant number of observed violations at the main gate. The committee agreed to consider implementing fines for running stop signs.

4 - Emergency Exit Swing Gate

The meeting focused on updates to security and infrastructure projects. It was reported that emergency exit swing gates now swings outward and project was completed a couple weeks ago. Recently staff were informed some golf carts were having trouble with the gate due to a lower stabilizing bar, but maintenance will be able to modify that.

5 - Security Camera Installs
Regarding security camera installations, most cameras would be installed within the next couple of weeks, however some installations would be delayed by about a month due to new light poles being installed which is where the cameras will be attached. The committee discussed a decision regarding digital data transmission between the emergency gate and maintenance building, where Northwest Technology recommended using a Comcast modem instead of proposed towers due to potential line-of-sight issues with trees. The committee discussed when the time comes for the point to point where it will be placed, what structure would be used and using already established structures.

6 - Lighting Updates
Mentioned in previous discussion above. It was reported that the final phase of the lighting project (install) is about a month out.

7 - Traffic Citation Appeals
The committee discussed implementing a committee to review traffic citations and determined it was best to keep appeals with the Board. The decision-making authority is within the Board not the committee.

8- Safety Procedures for BBV Staff
The committee discussed the importance of having a safety manual and a member has created a comprehensive 24-module safety manual draft. The group agreed to review as a team before implementing, with plans to schedule a dedicated meeting to discuss and potentially modify the content to better suit Birch Bay Village's needs.

9 – BBV Security Manual
The meeting focused on reviewing a draft security manual for Birch Bay Village. The committee discussed, in detail, definitions, responsibilities, and procedures related to security and safety incidents. The discussion was ongoing regarding specific definitions and procedures, with plans to continue reviewing and editing the document in detail.

10 – Emergency Action Info/Evacuation Plan
Mike and Maureen presented plans for an emergency action information table at the upcoming Marina Safety Fair on June 6th, which will include a vendor (Prepare Smart) and representatives from the Blaine Emergency Response Team. The conversation ended with plans for a field trip to visit the gatehouse and emergency systems, followed by an announcement about an upcoming board-organized dinner on May 30th to recognize volunteer committee members.

11 – Gate Key
It was confirmed that the Entry System Workshop is at the Clubhouse on May 9th at 10:00 am.

12 – Committee Officer Appointments
There was discussion and nomination for the Vice Chair position for the committee. Billy Brown was nominated and suggested he could ask Mike Lubow be back up and support to the position as well. Both members agreed.

Motion to: Approve Billy Brown and Mike Lubow to the position of Vice Chair of the Safety and Security Committee.
Motion by: Ron Bendschneider **Seconded by:** Michelle Ihlan Approved

NEW BUSINESS
13 – BBV Incident Reports
The committee also discussed recent incident reports involving backyard fires. There was discussion regarding what's allowed and not. Incidents were addressed between Compliance Officer and neighbor discussion.

14 – Guest Lane Switch
The committee discussed concerns regarding the main gate arms malfunctioning. It was recognized this was not a new problem and there are solutions.

15 – Potential Youth Golf Card Program
David Scheirman will send a document to the committee to review before the next meeting, and this discussion will occur at the next meeting due to the length of today's meeting.

16 – Post Meeting Field Trip
Members of the committee were invited to visit areas of the community that relate to safety and security. David Scheirman would provide a tour and they would be meeting at the main gate first.

17 – Future Topics
Dave Owen announced the volunteer committee dinner to the committee and extended an invitation to the members.

18 – Additional Items for Next meeting
None

Motion to Adjourn at 5:10 pm
Motion by: Michelle Ihlan **Seconded by:** Billy Brown **Approved**

Next meeting is scheduled for May 11, 2026 at 3:00pm