



**BOARD OF DIRECTORS MEETING MINUTES**

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

**DATE AND LOCATION:** April 23, 2026

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

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

<input checked="" type="checkbox"/> David Wilbrecht	<input checked="" type="checkbox"/> Mathue Totten	<input checked="" type="checkbox"/> Dan Nedved
<input checked="" type="checkbox"/> Bob Whale	<input checked="" type="checkbox"/> Dave Owen	<input checked="" type="checkbox"/> Randy Ambuehl
<input checked="" type="checkbox"/> Bev Franklin		

**STAFF MEMBERS:** David Franklin, General Manager, Justine Brooks, Assistant General Manager and Amy Ashby, Executive Coordinator.

**COMMUNITY MEMBERS PRESENT:** There were 13 people in person and 8 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: Mathue Totten

SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED:

TABLED: DIED:

IN FAVOR: 7 OPPOSED: 0 ABSTAINED:

**IV. HOMEOWNER PRESENTATIONS**

Ron Snyder thanked the Board for approving fishing in the lakes and was excited to introduce the putting golf program from the Golf Committee later in the meeting.

**V. HEARINGS**

1. 001-046

Kira Iaconetti explained that she was running late to an audition in Seattle. It was a first-time offense and she was asking for grace while also accepting responsibility.

2. 013-009

Jacques Meijsen presented information regarding his driving pattern with shifting from automatic into manual and with the hills and corners that is how he believes he was caught for speeding. Jacques does stated he this was his first time offense and was asking for a reduction.

3. 003-013

Preston Bouma asked questions about the calibration of the speed camera and the General Manager confirmed it is calibrated and guaranteed by the company. Preston explained he had citations in the past and has shared with all family and friends not to speed. These citations were with in a short period of time and all at 26 MPH. He asked for a reduction in fines.

**VI. CONSENT AGENDA**

- a. Approval of March 19, 2026 Board Meeting Minutes
- b. ACC- Minutes of March 3, 2026

- c. Lakes and Drainage – Minutes of March 2, 2026
- d. Safety & Security – Minutes of March 9, 2026
- e. Golf Committee – Minutes from March 13, 2026
- f. Finance Committee – Minutes of March 25, 2026
- g. Marina Committee – Minutes of March 24, 2026
- h. 64.90 Task Force – No March Minutes
- i. Operations Report Review
- j. Action Item List Review

**MOTION TO: Approve consent agenda except for item F and I**

MOTION BY: Bob Whale                      SECONDED BY: Bev Franklin  
 APPROVED: X NOT APPROVED:              TABLED:              DIED:

IN FAVOR: 7              OPPOSED: 0              ABSTAINED:

The Board discussed item F as there were questions regarding some missing information and the General Manager explained it was during a transition period between bookkeepers which has since been cleaned up and accounted for. The Board moved on to discuss item i which brought up concerns about speeding on Quinault.

**MOTION TO: Approve items F and I**

MOTION BY: Dave Owen                      SECONDED BY: Bob Whale  
 APPROVED: X NOT APPROVED:              TABLED:              DIED:

IN FAVOR: 7              OPPOSED: 0              ABSTAINED:

**VII. FINANCIAL REPORTS –**

The Board discussed financial issues, with Dave raising concerns about unrecorded bills totaling \$45,000 and missing golf pro shop income. The General Manager explained these were due to a transition between bookkeepers, members of the Finance Committee confirmed the situation is being addressed with Sue working diligently to clean up the records. The Finance Committee reviewed 2025 financials and found they had more questions, with plans to send them to auditors by the end of May.

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

**a. ACC Recommended AR&R Rule Revision Review**

The Board discussed removing a 35-foot height setback rule for trees, plants, and shrubs near lakes and golf courses. Most board members expressed concerns about inconsistency regarding the rule. A homeowner presented information regarding her lot that violates the current rule due to Whatcom County requirements as they were required to plant trees well over 4ft tall. After debate, and after discussing the comments received from the community, the Board voted to remove the rule in place, with a preference for self-compliance and neighbor negotiations rather than formal enforcement moving forward.

**MOTION TO: To remove paragraph C in 5.9.7 from the current AR&R's and eliminate the 4-foot height restrictions for trees, hedges and other vegetation.**

MOTION BY: Dave Owen                      SECONDED BY: Randy Ambuehl  
 APPROVED: X NOT APPROVED:              TABLED:              DIED:

IN FAVOR: 4              OPPOSED: 3              ABSTAINED:

**b. Golf Course Irrigation from Kwann Lake**

The General Manager stated a meeting would take place tomorrow with the company to discuss options for irrigation however this company has been inconsistent in the past and has suggested to staff that other companies should be considered. Concerns regarding Kwann Lake and the golf course needing water at the same time during the summer were discussed.

**c. Other**

None at this time.

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

**a. Election Information**

The General Manager presented that there are financial matters to vote on at the next Annual General Meeting. It is required that the content of this packet be distributed to homeowners.

**MOTION: to approve the Annual General Meeting packet.**

MOTION BY: Bev Franklin                      SECONDED BY: David Welbrecht

APPROVED: X NOT APPROVED:              TABLED:              DIED:

IN FAVOR: 7      OPPOSED: 0              ABSTAINED:

**b. Committee Recommendations**

**i. Finance Recommendation**

Dan presented the recommendation to publish delinquent accounts (over \$3,000 and 90+ days past due) with lot numbers and dollar amounts, noting that this is done in other Communities.

**MOTION: to approve posting 90 days past due or \$3,000 past due accounts by lot number.**

MOTION BY: Bev Franklin                      SECONDED BY: Dan Nedved

APPROVED: X NOT APPROVED:              TABLED:              DIED:

IN FAVOR: 6              OPPOSED: 1      ABSTAINED:

**ii. Golf Course Proposal**

The meeting discussed three potential new programs for the golf course. Ernie Hutchins proposed an adult golf program with 5 weekly lessons, similar to the existing junior camp. The second proposal was a walking program on Tuesdays, Wednesdays, and Thursdays mornings, though details about managing golfers and walkers on the same course still needed to be worked out. Ron Snyder and Kathy Taggart presented a third proposal for a putting-only program, which would allow non-golfers to use the course with simplified equipment and lower costs, potentially increasing community engagement and support for the golf course.

The Board discussed pros and cons to additional golf programs. Concerns were raised about safety, particularly regarding maintenance activities and out-of-bounds homes, as well as the need for clear protocols to manage non-member access to the course. While the board expressed support for moving forward with these initiatives, they agreed that specific safety and access protocols need to be documented and addressed before the next meeting.

**MOTION: To approve all 3 programs presented with the Golf Committee and Pro Shop to work collaboratively to determine pricing and a long term plan for the adult program to appropriately document security and gate access details.**

MOTION BY: Bev Franklin                      SECONDED BY: Randy Ambuehl  
 APPROVED: X NOT APPROVED:              Tabled:              DIED:  
 IN FAVOR: 7              OPPOSED: 0              ABSTAINED:

iii. Marina Committee Request

The board also discussed a Marina Committee request to cover dock captains under the DNO insurance policy, with the committee planning to finalize dock captain duties and bring them forward for board recognition as volunteers. The Marina Committee chairman was unable to attend the meeting, but the board was informed that proper documentation and insurance coverage would help protect volunteer dock captains from liability.

iv. 64.90 Task Force Member Recommendation

**MOTION: to approve Llew Johnson as a member of the 64.90 Task Force**

MOTION BY: Bob Whale                      SECONDED BY: Mathue Totten  
 APPROVED: X NOT APPROVED:              Tabled:              DIED:  
 IN FAVOR: 7              OPPOSED: 0              ABSTAINED:

v. Board member Committee Appointment

**MOTION: to appoint Bev Franklin as liaison to the ACC**

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

vi. There was discussion around appointing a liaison to the 64.90 Task Force, however the Board decided to wait until new Board members take office.

**MOTION: to appoint \_\_\_\_\_ as liaison to the 64.90 Task Force**

MOTION BY:                      SECONDED BY:  
 APPROVED:    NOT APPROVED:              Tabled:              DIED:  
 IN FAVOR:                 OPPOSED:              ABSTAINED:

c. Kimley Horn Community Plan Survey

The General Manager approached the Board to discuss the need for a task force or sub committee to work on the community plan. The Board expressed interest in becoming part of this task force regardless of status on their membership on the Board. It was decided that they would create a task force and mimic the charter that created the 64.90 Task Force.

d. Other

**X. AUTHORIZATIONS AND RESOLUTIONS**

**a. Reserve Transfers – None at this time.**

**b. Authorization – Lighting Change Order**

The General Manager presented a map of the location of changes in lighting. There was a price change from the original order.

**MOTION: to approve the change of order for lighting as presented.**  
MOTION BY: Mathue Totten                      SECONDED BY: Bob Whale  
APPROVED: X NOT APPROVED:      TABLED:      DIED:  
IN FAVOR:7      OPPOSED: 0      ABSTAINED:

**c. Authorization – HOA Software**

This discussion was moved to executive session.

**d. Authorization – Golf Ventrac Implementation**

**MOTION: To approve purchase of the Aerator Attachment for Ventrac**  
MOTION BY: Bev Franklin                      SECONDED BY: Mathue Totten  
APPROVED: X NOT APPROVED:      TABLED:      DIED:  
IN FAVOR: 7      OPPOSED: 0      ABSTAINED:

**e. Authorization – Lakes Oxygen Tester**

This was item was determined to be under the threshold requirement and motion was not needed.

**f. Resolution – WUCIOA – 64.90 Adoption**

This resolution came from the attorney and has been recommended to be adopted by the Board.

**MOTION: to adopt 64.90 resolution provided by the attorney.**  
MOTION BY: Mathue Totten                      SECONDED BY: Randy Ambuehl  
APPROVED: X NOT APPROVED:      TABLED:      DIED:  
IN FAVOR:7      OPPOSED: 0      ABSTAINED:

**g. Other**

**XI. DIRECTORS COMMENTS**

None at this time.

**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 3:59 pm to discuss personnel matters, possible violations of governing documents and possible legal issues.**  
MOTION BY: David Wilbrecht                      SECONDED BY: Bev Franklin  
APPROVED: X NOT APPROVED:      TABLED:      DIED:  
IN FAVOR: 7      OPPOSED: 0      ABSTAINED:



The Board moved out of executive session at 4:55 pm.

**MOTION TO: reduce speed citation 001-046 and 013-009 by 50% and reduce speed citations 003-013 to \$200 (one citation for each vehicle at 003-013).**

MOTION BY: Mathue Totten      SECONDED BY: Bob Whale  
APPROVED: X NOT APPROVED:      TABLED:      DIED:  
IN FAVOR: 7 OPPOSED: 0      ABSTAINED:

**MOTION TO: authorize management to waive 1<sup>st</sup> time speeding by 50% if speed is less than 28 MPH.**

MOTION BY: David Wilbrecht      SECONDED BY: Bev Franklin  
APPROVED: X NOT APPROVED:      TABLED:      DIED:  
IN FAVOR: 7 OPPOSED: 0      ABSTAINED:

**MOTION: To purchase and install NorthStar Software.**

MOTION BY: David Wilbrecht      SECONDED BY: Bob Whale  
APPROVED: X NOT APPROVED:      TABLED:      DIED:  
IN FAVOR: 7 OPPOSED: 0      ABSTAINED:

**XIV. ADJOURNMENT**

a. The meeting was adjourned at 5:01 pm.

**MOTION TO: adjourn**

MOTION BY: Dave Owen      SECONDED BY: David Wilbrecht  
APPROVED: X NOT APPROVED:      TABLED:      DIED:  
IN FAVOR: 7 OPPOSED: 0      ABSTAINED:

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