



**BIRCH BAY VILLAGE COMMUNITY CLUB
BOARD OF DIRECTORS MEETING
April 23, 2026 at 2:00pm at Clubhouse and via Zoom
Zoom ID: 885 8656 9122 / PW: 8055**

AGENDA

1. CALL TO ORDER
2. ROLL CALL & CONFIRM QUORUM
3. ADOPTION OF AGENDA
4. HOMEOWNER PRESENTATION (3 Minutes Max Each, for 15 min)
5. HEARINGS (3 Minutes Max Each, for 15 min)
 - a. Ticket Hearings -
6. 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
7. FINANCIAL REPORTS
8. OLD BUSINESS AND VOTING AS NECESSARY
 - a. ACC Recommended AR&R Rule Revision Review
 - b. Golf Course Irrigation from Kwann Lake
 - c. Other
9. NEW BUSINESS AND VOTING AS NECESSARY
 - a. Election Information
 - b. Committee Recommendations
 - c. Kimley Horn Community Plan Survey
 - d. Other
10. AUTHORIZATIONS AND RESOLUTIONS
 - a. Reserve Transfers
 - b. Authorization – Lighting Change Order
 - c. Authorization – HOA Software
 - d. Authorization – Golf Ventrac Implementation
 - e. Authorization – Lakes Oxygen Tester
 - f. Resolution – WUCIOA – 64.90 Adoption
 - g. Other
11. DIRECTORS' COMMENTS



12. PARKING LOT
 - a. Community Mission and Vision Statement -Board Retreat September 3, 2023
 - b. Committee Mission Statements
 - c. Marina Dock Captains Safety and Compliance Checklist
 - d. BBV Safety Manual
 - e. North Fence Cleanup
 - f. HR Documents
 - g. Board Policies and Procedures
13. EXECUTIVE SESSION DISCUSSION
 - a. Matters Involving Possible Violations of the Governing Documents
 - b. Discuss Likely or Possible Litigation Matters
 - c. Personnel Matters
14. RATIFICATION OF EXECUTIVE SESSION ACTIONS
15. ADJOURNMENT

Justine Brooks

From: BBV Patrol
Sent: Monday, April 6, 2026 11:30 AM
To: Justine Brooks
Subject: FW: EXTERNAL4 speeding tickets

Brad Stolzenburg
BBV Compliance Officer
(360) 371-7744 Ext. 3
brad@bbvcc.com

-----Original Message-----

From: Preston Bouma <prestonbouma@yahoo.com>
Sent: Friday, April 3, 2026 6:03 AM
To: BBV Patrol <patrol@bbvcc.com>
Cc: Rachelle Bouma <rachelle.bouma@gmail.com>
Subject: EXTERNAL4 speeding tickets

EXTERNAL Email.

I am requesting hearings for four separate speeding tickets that were all issued in March within the same few days all at 26 mph.

Sent from my iPhone



NOTICE
Public Hearing - Ticket

April 16, 2026

Preston Bouma

RE: Speeding Citation

Dear Preston,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for April 23, 2026. The hearing will start between 2 pm and 2:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to the speeding citation(s) issued on:

March 20, 2026, Speeding Number 147718954 and CCR 256696
March 22, 2026 Speeding Number 147825175 and CCR 256710
March 22, 2026 Speeding Number 147831849 and CCR 256735
March 23, 2026 Speeding Number 147908268 and CCR 257053

Per General Rules and Regulations Section **5.1.1** "*The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.*" **5.1.1 b)** "*Automated speed signs and speed cameras may take pictures of speed violations, which may result in a mailed citation.*" **5.1.2 d.)** The violations of the traffic code of BBV are "*Speeding – per fine schedule*".

The fine levied for these citations is a total of \$400.00.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

Meeting ID: 88586569122
Password: 8055
Phone In: 1-253-215-8782

CCR 256696



8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
Fax: 360-371-3254
www.bbvcc.com

CITATION

March 22, 2026

Preston Bouma
8092 Cowichan Road
Blaine WA 98230

Re: 8092 Cowichan Road

Dear Preston Bouma,

In an ongoing effort to keep our community standards consistent and safe for everyone, the management team, under the direction of the Board of Directors must ensure that all residents are complying with the BBVCC governing documents.

You have been cited for speeding 26-30 mph. Your speed was clocked at 26 mph. SPEED NOTICE #: 147718954, WHITE 2000 CHEVROLET TAHOE, PLATE #: AUC6692.

A fine of \$100 has been accrued. You have 30 days to pay your fine or you may request a hearing within 14 days. Be mindful of your speed in the future. Further offenses will result in escalating fines.

You may request a hearing on this matter before the Board of Directors within 14 days of this notice. While the fine and/or fees has been accrued on your account, it will be payable after the 14 days has lapsed and/or after the hearing with the Board of Directors is held.

If you are a Property Owner and the alleged violation was done by a renter or a guest, you may also submit a hearing request as you will ultimately be responsible for any charges that may be assessed on the Property.

Thank you for your time and attention.

Sincerely,

BBV MANAGEMENT

General Rules and Regulations 5.1.1 The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.



SPEED NOTICE # 147718954

Date: 2026-03-20 18:54:05
8191, Sehome Road, Blaine, Washington, United States, 98230

Birch Bay Village Community Club is committed to upholding the Covenants, Conditions and Restrictions of the Homeowners Association - Speed being one of them.

This letter indicates that a vehicle registered to you at this address was significantly exceeding the posted 20 MPH speed limit as shown below. **As per Appendix A - Schedule of fines, a fine of \$100.00 has been assessed.**

Location of Speed Camera

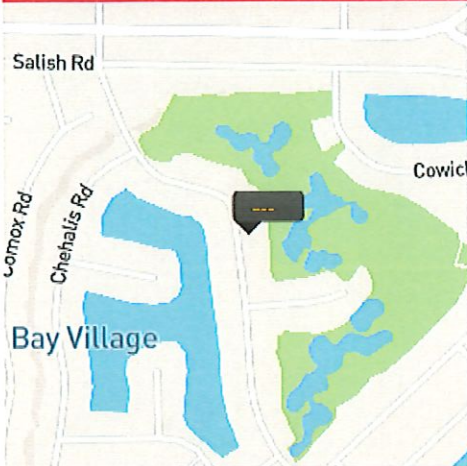


Photo Evidence



Vehicle Information		Speed Limit:	20 mph
Location	8191 Sehome Road	License plate	AUC6692
Date / time:	2026-03-20 18:54:05	Actual Speed:	26 mph

Safety is paramount in our community. We request that you, or whoever was driving this vehicle, observe the 20 MPH posted speed limit. We appreciate your cooperation in this matter.

Feel free to direct any questions or concerns to our Compliance Team - at: compliance@bbvcc.com

Very Truly Yours,
BBVCC

CCR 256710



8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
Fax: 360-371-3254
www.bbvcc.com

CITATION

March 22, 2026

Preston Bouma
8092 Cowichan Road
Blaine WA 98230

Re: 8092 Cowichan Road

Dear Preston Bouma,

In an ongoing effort to keep our community standards consistent and safe for everyone, the management team, under the direction of the Board of Directors must ensure that all residents are complying with the BBVCC governing documents.

You have been cited for speeding 26-30 mph. Your speed was clocked at 26 mph. SPEED NOTICE #: 147825175, GRAY TOYOTA TACOMA, PLATE #: C26255N.

A fine of \$100 has been accrued. You have 30 days to pay your fine or you may request a hearing within 14 days. Be mindful of your speed in the future. Further offenses will result in escalating fines.

You may request a hearing on this matter before the Board of Directors within 14 days of this notice. While the fine and/or fees has been accrued on your account, it will be payable after the 14 days has lapsed and/or after the hearing with the Board of Directors is held.

If you are a Property Owner and the alleged violation was done by a renter or a guest, you may also submit a hearing request as you will ultimately be responsible for any charges that may be assessed on the Property.

Thank you for your time and attention.

Sincerely,

BBV MANAGEMENT

General Rules and Regulations 5.1.1 The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.



SPEED NOTICE # 147825175

Date: 2026-03-22 12:14:05
8191, Sehome Road, Blaine, Washington, United States, 98230

Birch Bay Village Community Club is committed to upholding the Covenants, Conditions and Restrictions of the Homeowners Association - Speed being one of them.

This letter indicates that a vehicle registered to you at this address was significantly exceeding the posted 20 MPH speed limit as shown below. **As per Appendix A - Schedule of fines, a fine of \$100.00 has been assessed.**

Location of Speed Camera

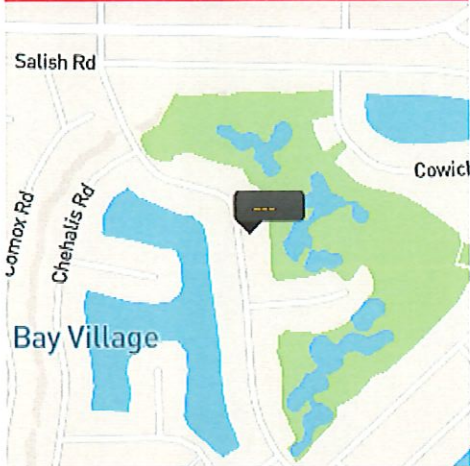


Photo Evidence



Vehicle Information		Speed Limit:	20 mph
Location	8191 Sehome Road	License plate	C26255N
Date / time:	2026-03-22 12:14:05	Actual Speed:	26 mph

Safety is paramount in our community. We request that you, or whoever was driving this vehicle, observe the 20 MPH posted speed limit. We appreciate your cooperation in this matter.

Feel free to direct any questions or concerns to our Compliance Team - at: compliance@bbvcc.com

Very Truly Yours,
BBVCC



CCR 256735

8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
Fax: 360-371-3254
www.bbvcc.com

CITATION

March 23, 2026

Preston Bouma
8092 Cowichan Road
Blaine WA 98230

Re: 8092 Cowichan Road

Dear Preston Bouma,

In an ongoing effort to keep our community standards consistent and safe for everyone, the management team, under the direction of the Board of Directors must ensure that all residents are complying with the BBVCC governing documents.

You have been cited for speeding 26-30 mph. Your speed was clocked at 26 mph. SPEED NOTICE #: 147831849, GRAY TOYOTA TACOMA, PLATE #: C26255N.

A fine of \$100 has been accrued. You have 30 days to pay your fine or you may request a hearing within 14 days. Be mindful of your speed in the future. Further offenses will result in escalating fines.

You may request a hearing on this matter before the Board of Directors within 14 days of this notice. While the fine and/or fees has been accrued on your account, it will be payable after the 14 days has lapsed and/or after the hearing with the Board of Directors is held.

If you are a Property Owner and the alleged violation was done by a renter or a guest, you may also submit a hearing request as you will ultimately be responsible for any charges that may be assessed on the Property.

Thank you for your time and attention.

Sincerely,

BBV MANAGEMENT

General Rules and Regulations 5.1.1 The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.



SPEED NOTICE # 147831849

Date: 2026-03-22 14:44:44
8191, Sehome Road, Blaine, Washington, United States, 98230

Birch Bay Village Community Club is committed to upholding the Covenants, Conditions and Restrictions of the Homeowners Association - Speed being one of them.

This letter indicates that a vehicle registered to you at this address was significantly exceeding the posted 20 MPH speed limit as shown below. **As per Appendix A - Schedule of fines, a fine of \$100.00 has been assessed.**

Location of Speed Camera

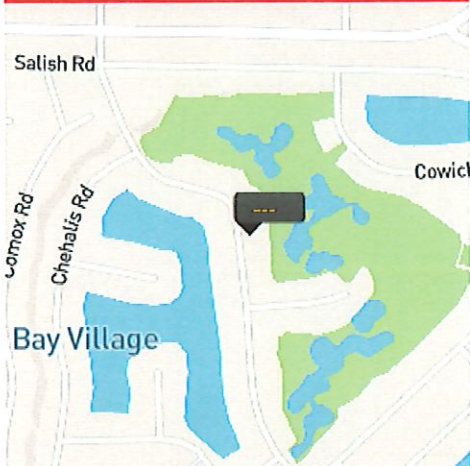


Photo Evidence



Vehicle Information		Speed Limit:	20 mph
Location	8191 Sehome Road	License plate	C26255N
Date / time:	2026-03-22 14:44:44	Actual Speed:	26 mph

Safety is paramount in our community. We request that you, or whoever was driving this vehicle, observe the 20 MPH posted speed limit. We appreciate your cooperation in this matter.

Feel free to direct any questions or concerns to our Compliance Team - at: compliance@bbvcc.com

Very Truly Yours,
BBVCC

CCR 257053



8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
Fax: 360-371-3254
www.bbvcc.com

CITATION

March 25, 2026

Preston Bouma
8092 Cowichan Road
Blaine WA 98230

Re: 8092 Cowichan Road

Dear Preston Bouma,

In an ongoing effort to keep our community standards consistent and safe for everyone, the management team, under the direction of the Board of Directors must ensure that all residents are complying with the BBVCC governing documents.

You have been cited for speeding 26-30 mph. Your speed was clocked at 26 mph. 2000 White Chevy Tahoe, Plate# AUC6692. Picture will be mailed with citation.

A fine of \$100 has been accrued. You have 30 days to pay your fine or you may request a hearing within 14 days. Be mindful of your speed in the future. Further offenses will result in escalating fines.

You may request a hearing on this matter before the Board of Directors within 14 days of this notice. While the fine and/or fees has been accrued on your account, it will be payable after the 14 days has lapsed and/or after the hearing with the Board of Directors is held.

If you are a Property Owner and the alleged violation was done by a renter or a guest, you may also submit a hearing request as you will ultimately be responsible for any charges that may be assessed on the Property.

Thank you for your time and attention.

Sincerely,

BBV MANAGEMENT

General Rules and Regulations 5.1.1 The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.



SPEED NOTICE # 147908268

Date: 2026-03-23 17:22:45
8191, Sehome Road, Blaine, Washington, United States, 98230

Birch Bay Village Community Club is committed to upholding the Covenants, Conditions and Restrictions of the Homeowners Association - Speed being one of them.
This letter indicates that a vehicle registered to you at this address was significantly exceeding the posted 20 MPH speed limit as shown below. **As per Appendix A - Schedule of fines, a fine of \$100.00 has been assessed.**

Location of Speed Camera



Photo Evidence



Vehicle Information		Speed Limit:	20 mph
Location	8191 Sehome Road	License plate	AUC6692
Date / time:	2026-03-23 17:22:45	Actual Speed:	26 mph

Safety is paramount in our community. We request that you, or whoever was driving this vehicle, observe the 20 MPH posted speed limit. We appreciate your cooperation in this matter.

Feel free to direct any questions or concerns to our Compliance Team - at: compliance@bbvcc.com
Very Truly Yours,
BBVCC



FW: EXTERNALHearing for Citation Request

From Justine Brooks <Justine@bbvcc.com>

Date Fri 4/17/2026 2:31 PM

To Amy Ashby <Amy@bbvcc.com>

Justine Brooks, CMCA
Assistant General Manager
Birch Bay Village Community Club
justine@bbvcc.com or acc@bbvcc.com
360-371-7744, ex. 105

From: Kira Iaconetti <iaconettikira@gmail.com>

Sent: Wednesday, April 1, 2026 10:34 AM

To: Justine Brooks <Justine@bbvcc.com>

Subject: EXTERNALHearing for Citation Request

EXTERNAL Email.

To whom it may concern,

My name is Kira Iaconetti and I reside at 5490 Tsawwassen Loop. I am contacting you in regards to a speeding violation I received earlier in the month for license plate BLL0095 in which I was clocked at 8 miles above the posted speed limit.

I am writing to you to request a formal appeal or hearing for the posted fine of \$100. To begin, I am taking full accountability of my posted speed of 8 miles over. On this date I was on my way to an audition for the 5th Avenue Theater in Seattle. I am a musical theater performer and in my rush I was not mindful of my speed. I am currently dealing with reduced hours at work and am no stranger to the financial difficulties our nation is currently facing. At your consideration would it be possible to have a one time courtesy and waive this fine as it is my first offense?

Thank you for your grace and consideration.

Kira Iaconetti



NOTICE
Public Hearing - Ticket

April 16, 2026

Robert Emil Iaconetti

RE: Speeding Citation

Dear Robert,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for April 23, 2026. The hearing will start between 2 pm and 2:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to the speeding citation(s) issued on March 19, 2026, CCR 256516

Per General Rules and Regulations Section **5.1.1** "*The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.*" **5.1.1 b)** "*Automated speed signs and speed cameras may take pictures of speed violations, which may result in a mailed citation.*" **5.1.2 d.)** The violations of the traffic code of BBV are "*Speeding – per fine schedule*".

The fine levied for these citations is a total of \$100.00.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

Meeting ID: 88586569122

Password: 8055

Phone In: 1-253-215-8782

CCR 256516



8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
Fax: 360-371-3254
www.bbvc.com

CITATION

March 19, 2026

Robert Emil Iaconetti
5490 Tsawwassen Loop
Blaine WA 98230

Re: 5490 Tsawwassen Loop

Dear Robert Emil Iaconetti,

In an ongoing effort to keep our community standards consistent and safe for everyone, the management team, under the direction of the Board of Directors must ensure that all residents are complying with the BBVCC governing documents.

You have been cited for speeding 26-30 mph. Your speed was clocked at 28 mph. Plate #: BLL0095, Silver 2007 Honda CR-V.

A fine of \$100 has been accrued. You have 30 days to pay your fine or you may request a hearing within 14 days. Be mindful of your speed in the future. Further offenses will result in escalating fines.

You may request a hearing on this matter before the Board of Directors within 14 days of this notice. While the fine and/or fees has been accrued on your account, it will be payable after the 14 days has lapsed and/or after the hearing with the Board of Directors is held.

If you are a Property Owner and the alleged violation was done by a renter or a guest, you may also submit a hearing request as you will ultimately be responsible for any charges that may be assessed on the Property.

Thank you for your time and attention.

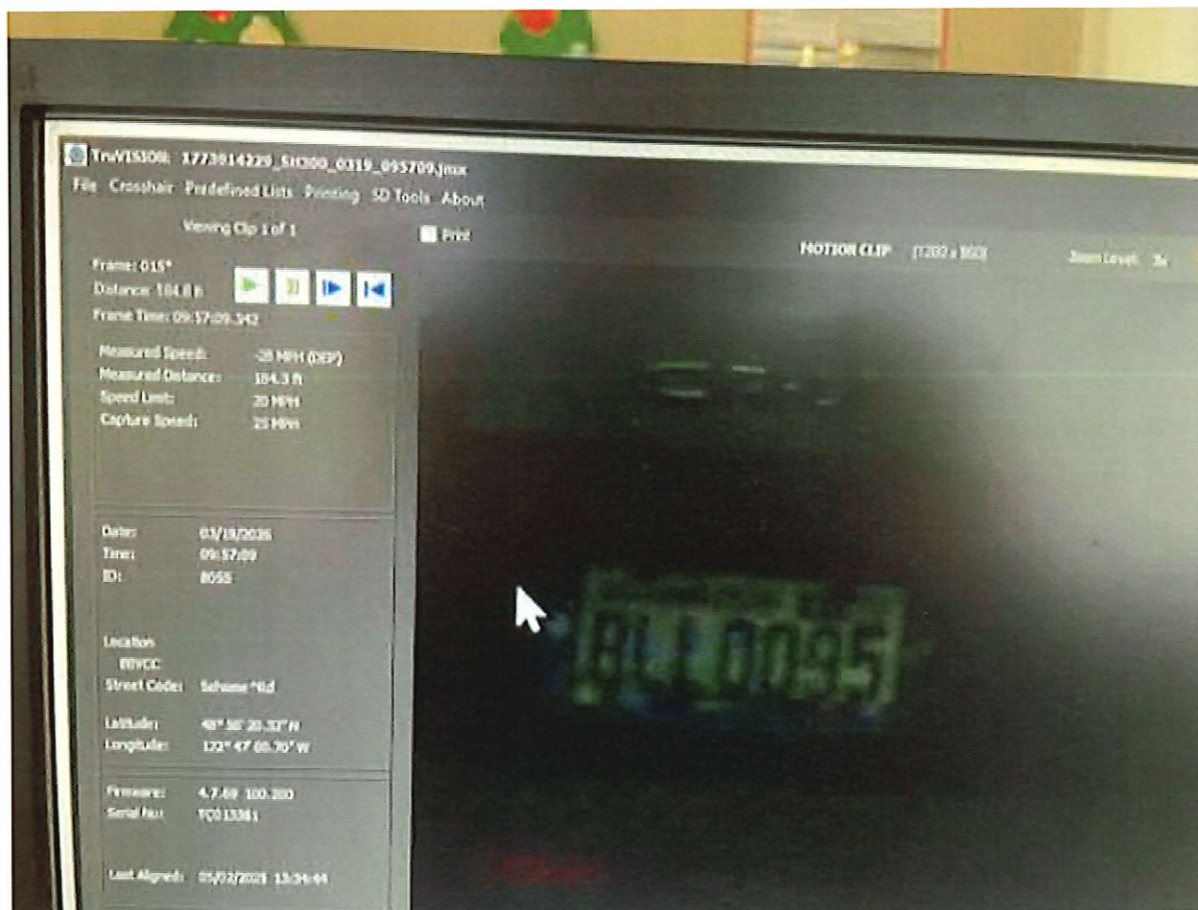
Sincerely,

BBV MANAGEMENT

General Rules and Regulations 5.1.1 The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.

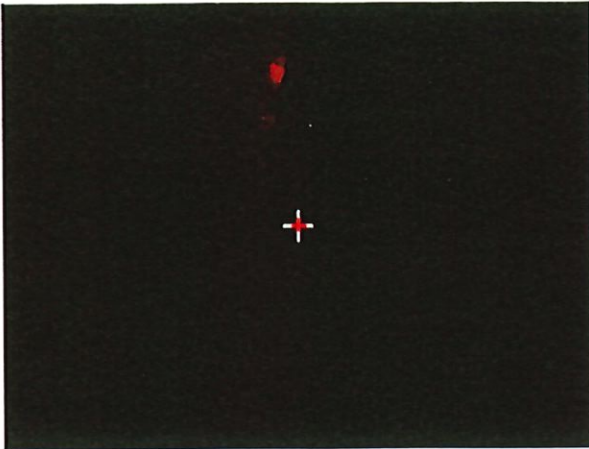


8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
Fax: 360-371-3254
www.bbvcc.com



File: 1773914229_5H300_0319_095709.jmx

Date: 03/19/2026 Time: 09:57:09



TruVISION Serial No: TC013381

Operator ID: 8055

Measured Speed: -28 MPH (DEP)

Measured Distance: 184.3 ft

Speed Limit: 20 MPH

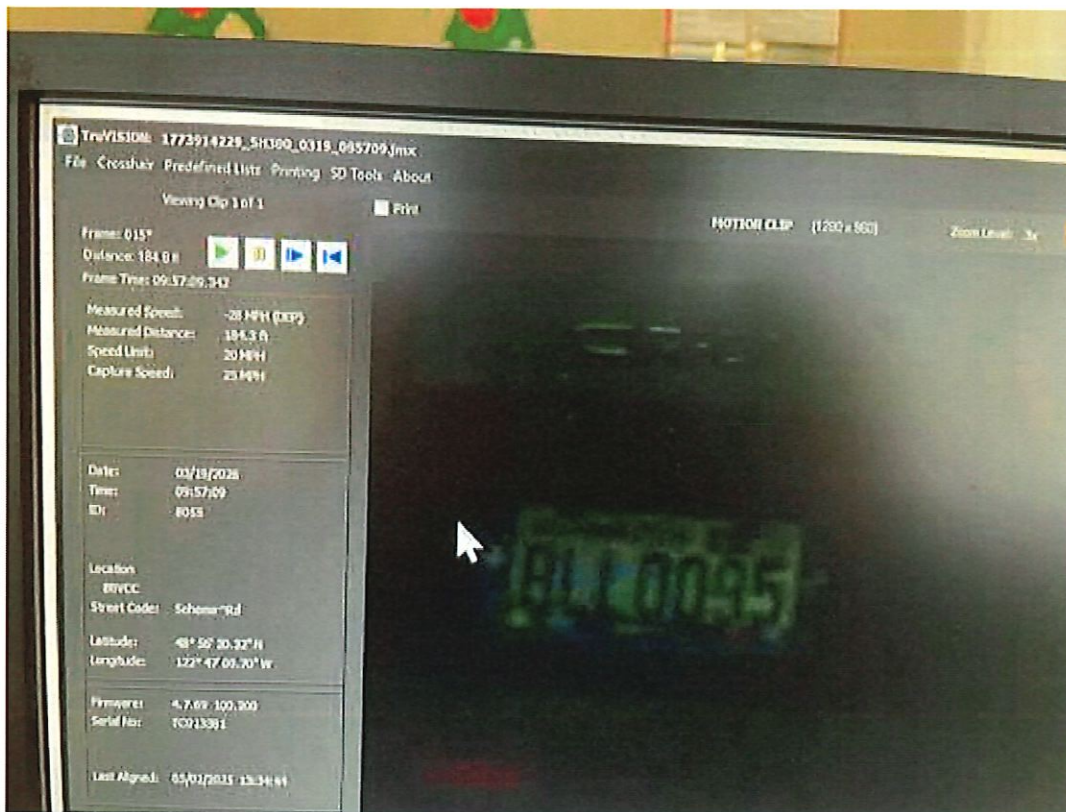
Capture Speed: 25 MPH

Street Name: BBVCC (Code: Sehome^Rd)

Latitude: 48° 56' 20.32" N

Longitude: 122° 47' 00.70" W







NOTICE
Public Hearing - Ticket

April 16, 2026

Jacques Meijssen

RE: Speeding Citation

Dear Jacques,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for April 23, 2026. The hearing will start between 2 pm and 2:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to the speeding citation(s) issued on March 24, 2026, speed notice number #147964842 and CCR 257047

Per General Rules and Regulations Section **5.1.1** "*The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.*" **5.1.1 b)** "*Automated speed signs and speed cameras may take pictures of speed violations, which may result in a mailed citation.*" **5.1.2 d.)** The violations of the traffic code of BBV are "*Speeding – per fine schedule*".

The fine levied for these citations is a total of \$75.00.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

Meeting ID: 88586569122

Password: 8055

Phone In: 1-253-215-8782

CCR 257047



8055 Cowichan Road
Blaine, WA 98230
Office: 360-371-7744
Fax: 360-371-3254
www.bbvcc.com

CITATION

March 25, 2026

Jacques Meijsen
5499 Sehome Court
Blaine WA 98230

Re: 5499 Sehome Court

Dear Jacques Meijsen,

In an ongoing effort to keep our community standards consistent and safe for everyone, the management team, under the direction of the Board of Directors must ensure that all residents are complying with the BBVCC governing documents.

You have been cited for speeding in excess of 20 mph. Your speed was clocked at 25 mph. 2006 Green Volvo wagon Plate #AMY5645, picture will be mailed out with citation

A fine of \$75 has been accrued. You have 30 days to pay your fine or you may request a hearing with the Board within 14 days. Be mindful of your speeds in the future. Further offenses may result in escalated fines.

You may request a hearing on this matter before the Board of Directors within 14 days of this notice. While the fine and/or fees has been accrued on your account, it will be payable after the 14 days has lapsed and/or after the hearing with the Board of Directors is held.

If you are a Property Owner and the alleged violation was done by a renter or a guest, you may also submit a hearing request as you will ultimately be responsible for any charges that may be assessed on the Property.

Thank you for your time and attention.

Sincerely,

BBV MANAGEMENT

General Rules and Regulations 5.1.1 The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.



SPEED NOTICE # 147964842

Date: 2026-03-24 13:04:14
8191, Sehome Road, Blaine, Washington, United States, 98230

Birch Bay Village Community Club is committed to upholding the Covenants, Conditions and Restrictions of the Homeowners Association - Speed being one of them.

This letter indicates that a vehicle registered to you at this address was exceeding the posted 20 MPH speed limit as shown below. **As per appendix A-schedule of fines, a fine of \$75.00 has been assessed.**

Location of Speed Camera



Photo Evidence



Vehicle Information

Location	8191 Sehome Road	Speed Limit:	20 mph
Date / time:	2026-03-24 13:04:14	License plate	AMY5645
		Actual Speed:	25 mph

Safety is paramount in our community. We request that you, or whoever was driving this vehicle, observe the 20 MPH posted speed limit. We appreciate your cooperation in this matter.

Feel free to direct any questions or concerns to our Compliance Team - at: compliance@bbvcc.com

Very Truly Yours,
BBVCC



BOARD OF DIRECTORS MEETING MINUTES

ASSOCIATION NAME: Birch Bay Village Community Club

DATE AND LOCATION: March 19, 2026

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

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

- | | | |
|-------------------|-------------|---------------------|
| ✓ David Wilbrecht | ✓ Bob Whale | ✓ Dan Nedved (Zoom) |
| ✓ Randy Ambuehl | ✓ Dave Owen | |

BOARD MEMBERS EXCUSED ABSENCE: Mathue Totten

STAFF MEMBERS: David Franklin, General Manager, Justine Brooks, Assistant General Manager and Jonah Douglas, Bookkeeper (Zoom).

COMMUNITY MEMBERS PRESENT: There were 10 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: Randy Ambuehl SECONDED BY: Bob Whale

David Owen asked that item d from the parking lot be added to the April Board meeting agenda.

APPROVED: X__NOT APPROVED: TABLED: DIED:

IN FAVOR: 5 OPPOSED: ABSTAINED:

IV. HOMEOWNER PRESENTATIONS

Craig McCallum – 12C-005 – Spoke regarding the Community Plan Town Hall presentation and the potential plans for the golf course.

Bob Simpson – 013-007 – Spoke regarding the Community Plan Town Hall presentation and his concerns with the potential plans for the golf course.

Mike Stobbart – 009-020 - Spoke regarding the community and his positive experience with it and defended the value of the golf course.

Dave Owen – Board member spoke that the Community Plan Town Hall is just showing the members the potential options for the Village and that there is no immediate changes that are going to be implemented with the golf course or with other amenities.

There were some technical issues with hearing members via Zoom which were fixed.

Alan Scott – 007-045 - Spoke regarding the golf cart policy and allowing 15-year-olds to drive.

V. HEARINGS

There were no 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 **Removed from consent agenda**

- 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

MOTION TO: Approve consent agenda with item c removed to discuss.
MOTION BY: Dave Owen **SECONDED BY:** Dan Nedved
APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**
IN FAVOR: 5 **OPPOSED:** **ABSTAINED:**

Item C Safety and Security Minutes were pulled for a discussion regarding the golf cart registration requirements

MOTION TO: Approve modifying the golf cart policy to require one visible sticker on the back of carts whether they have a winter cover or not.
MOTION BY: Dave Owen **SECONDED BY:** David Wilbrecht
APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**
IN FAVOR: 5 **OPPOSED:** **ABSTAINED:**

VII. FINANCIAL REPORTS –

The General Manager discussed the state of the financials and that we do not currently have financial reports. There should be some reports provided at the April Board meeting. With the difficulties that staff have been having with the software we are almost up to date for 2025, which will clean up the balances so that 2026 reports will be correct.

The current Bookkeeper gave two weeks’ notice and we are working on getting that seat filled.

VIII. OLD BUSINESS AND VOTING AS NECESSARY

a. Volunteer Dinner Budget

David Franklin presented the volunteer dinner budget that will be for all the committee members who are serving on committees. The Board discussed the budget and that Board member Dave Owen has volunteered to barbecue/roast a hog and other members of committees have offered to assist with barbecuing. The budget includes food, drinks and some prizes.

MOTION TO: Approve \$4,500 for the Volunteer Dinner budget.
MOTION BY: Dan Nedved **SECONDED BY:** Dave Owen
APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**
IN FAVOR: 5 **OPPOSED:** **ABSTAINED:**

b. Town Hall Review

The General Manager discussed the Community Plan Town Hall and the feedback that is coming in from it. There has been a community plan email address set up for the members to submit their comments and concerns. Kimley Horn, the company putting together the Community Plan has planned a presentation for the Board at the April Board meeting.

c. 2026 Fishing Rule Revision

The Board discussed the proposed temporary 2026 Fishing Rules. They discussed launching boats into the lakes and revising the barbless hook rule to only allow for single barbless hooks and not

allow treble hooks.

MOTION TO: Approve the temporary fishing rules for 2026 changing the rule to only allow single barbless hooks

MOTION BY: Dave Owen SECONDED BY: David Wilbrecht

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 5 OPPOSED: ABSTAINED:

IX. NEW BUSINESS AND VOTING AS NECESSARY

a. Board Member Appointment

The Board discussed the appointment of the vacant Board position. There were several community members expressing their interest in serving for the few months until the election in June, those members include Caprice Pine, Bev Franklin, Bill Reilly, Kevin Ryan, Scotty Diamond, and David Scheirman. All candidates would be great for the position and clarified that the appointment would be for 3 months and that the candidate that would be elected in June would fill a 3-year term. At this point Bev Franklin stated that she would take her name out of the running for the 3-year term. The Board will discuss the appointment in executive session and come out and vote on the appointment.

b. Safety & Security Committee – Member Recommendation

The Board discussed committee member recommendations they decided to hold a single motion and vote to appoint all the members up for recommendation.

MOTION: approve all members up for recommendation – Safety and Security Committee, Election Committee, Marina Committee.

MOTION BY: Bob Whale SECONDED BY:

APPROVED: NOT APPROVED: TABLED: DIED:

IN FAVOR: OPPOSED: ABSTAINED:

c. Golf Committee Membership Memo

Laura Bailey presented the proposal to expand golf memberships and provide the Pro Shop manager more autonomy in accepting new membership from outside the Village. The current bureaucratic process has created barriers to attract new members and suggested implementing a case-by-case screening process with a \$950 membership fee and a credit card requirement. It was noted that this program would sunset if it did not work effectively.

MOTION: Approve policy change.

MOTION BY: David Wilbrecht SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 5 OPPOSED: ABSTAINED:

The Board reviewed the survey for golf

MOTION: Approve the survey

MOTION BY: Dave Owen SECONDED BY: Dan Nedved

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 5 OPPOSED: ABSTAINED:

d. Marina Committee – Member Recommendations

Discussed and voted earlier with the other member recommendations.

The Board discussed the Marina Rule Revision for variance on beam width of boats. Charlie Hall presented the requested revision and that there was a member that we have put on a 90 day waiting list due to beam width and to see if the variance rule and process could get approved. There will be

a variance procedure to go along with the process that the Marina committee will be reviewing.

MOTION: Approve marina rule revision

MOTION BY: Randy Ambuehl SECONDED BY: Dave Owen

APPROVED: X NOT APPROVED: Tabled: DIED:

IN FAVOR: 5 OPPOSED: ABSTAINED

e. Elections Committee – Member Recommendation

Discussed and voted earlier with the other member recommendations.

f. Lakes and Drainage – Member Recommendation

Discussed and voted earlier with the other member recommendations.

g. ACC Recommended AR&R Rule Revision

Michael Stringam, Chairperson of the Architectural Control Committee, presented the Architectural Rule and Regulation revision proposal of removing the height restriction. Before November there were a few complaints regarding vegetation height restrictions and enforcement of the rule. The Committee has reviewed the rules and noted that it is the easiest way to reduce member conflicts. Michael requested that the rule change go out for review before the Board votes. The Board will put this change out for comments and readdress the rule change at the April Board meeting.

X. AUTHORIZATIONS AND RESOLUTIONS

a. Reserve Transfers

MOTION: I move that BBVCC board authorizes the General Manager to transfer \$35,039.25 from operating to Marina Reserves and \$8,350.40 from Roads and Drainage to Operating Reserves to balance interfund transfers for the month of December 2025.

MOTION BY: Dave Wilbrecht SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED: Tabled: DIED:

IN FAVOR: 5 OPPOSED: ABSTAINED:

b. Authorization – Lighting Change Order

The Board discussed the lighting change order with the addition of 7 poles in the marina trailer parking and marina/office parking areas. The locations of where the added poles will go and the option of adding less poles was asked as there seems to be a lot of poles in that area. It was asked to go back to the contractor to see if there could be a reduction in the number of poles in the area and to bring back a revised change order.

c. Authorization – HOA Software

The Board discussed the two HOA Software companies that the group has been looking at, Yardi and NorthStar. Both companies are great and the selection group could not come up with a unified decision. The GM provided pros and cons for each company, stating that staffs pick would be NorthStar. Jonah, the bookkeeper, who has had experience with the back end of software, spoke regarding the technical side of both of the software programs noting that both were good solid solutions. Bev Franklin stated her opinion on the software and that there is a big difference in implementation costs. Dan Nedved gave his opinion on the software noting that NorthStar is smaller and Yardi has a more established reputation and larger company.

The Board agreed to defer the final decision until April.

XI. DIRECTORS COMMENTS

Dave Owen spoke regarding the Operations Report in the consent agenda and was concerned about the speed stats. Speeding on Quinault has twice as many speeders than on Sehome has and would like the compliance team to focus on Quinault and put the speed camera there when it is fixed.

Dave Owen also asked that the golf course irrigation from Kwann Lake be removed from the parking lot and discussed at the April Board meeting.

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 4:50 pm to discuss personnel matters, possible violations of governing documents and possible legal issues.

MOTION BY: Dave Owen **SECONDED BY:** David Wilbrecht

APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**

IN FAVOR: 5 **OPPOSED:** **ABSTAINED:**

The Board moved out of executive session at 5:36 pm. During executive session the Board reviewed and discussed the applicants to fill the vacant board position.

MOTION TO: Appoint Bev Franklin to fill the vacancy.

MOTION BY: David Wilbrecht **SECONDED BY:** Dave Owen

APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**

IN FAVOR: 5 **OPPOSED:** **ABSTAINED:**

The Board thanked all the applicants for putting their names forward to fill the vacancy.

XIV. ADJOURNMENT

- a. The meeting was adjourned at 5:39 pm.

MOTION TO: adjourn

MOTION BY: Dave Owen **SECONDED BY:** David Wilbrecht

APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**

IN FAVOR: 5 **OPPOSED:** **ABSTAINED:**

Minutes Approved By: _____
Board Secretary

BBVCC
 ARCHITECTURAL CONTROL COMMITTEE
 Meeting Minutes
 March 3, 2026 at 10:00AM

Committee Members Present		
Michael Stringam, Chair	Bob Whale, Board Liaison	Lisa Guthrie
Rich Santi	Lyle Sieg	Kevin Ryan
Committee Members Absent		
Staff Present		
	Justine Brooks, ACC Admin	
Members Present		
	Dean Yeo – 12A-010	David Scheirman

- I. CALL TO ORDER: at 10:00 am by Michael Stringam

- II. ADOPTION OF AGENDA
Motion to approve agenda with the addition of a workshop after the regular meeting.
Motion by: Lisa Guthrie **Seconded by:** Lyle Sieg **Approved**

- III. OPEN FORUM:
 No members wished to speak at this time.

- IV. RATIFY MINUTES: February 2, 2026
Motion to approve
Motion by: Lisa Guthrie **Seconded by:** Bob Whale **Approved**

- V. CONSENT AGENDA – Admin Approved

- VI. OLD BUSINESS:
No Old Business

- VII. NEW BUSINESS:
 - A. 8036 Makah Rd – Tree Removal
Motion to: Approve
Motion by: Lisa Guthrie **Seconded by:** Rich Santi **Approved**

 - B. 5445 Salish Rd – Culvert
Motion to: Approve
Motion by: Lyle Sieg **Seconded by:** Lisa Guthrie **Approved**

 - C. 5703 Nakat Way – Tree Removal
Motion to: Approve
Motion by: Lisa Guthrie **Seconded by:** Rich Santi **Approved**

BBVCC
ARCHITECTURAL CONTROL COMMITTEE
Meeting Minutes
March 3, 2026 at 10:00AM

D. 5640 Nakat Way – New Home Construction +

Motion to: Approve with the condition to either meet the 25” setback requirement on Comox Road or request a variance from the Board

Motion by: Lisa Guthrie **Seconded by:** Bob Whale **Approved**

E. 8133 Cowichan Rd – Addition – Golf Cart Shed/Garage

Motion to: Approve with the condition of receiving the correct impervious calculations for the property.

Motion by: Lisa Guthrie **Seconded by:** Lyle Sieg **Approved**

F. 8102 Quinault Rd – Outdoor Sauna

Motion to: Approve

Motion by: Bob Whale **Seconded by:** Lisa Guthrie **Approved**

VIII. ADDITIONAL ITEMS DISCUSSION:

- **Scheirman Agreement**

The Committee discussed the request from the Scheirman’s to have an agreement exempting them from tree-related restrictions as it states in the governing documents. They also discussed the Board letter that was sent out and the confusion regarding the letter. David S explained the need for a written agreement from the ACC to allow for vegetation over 6 feet in height, as per the covenants. The Committee suggested that the ACC lacks authority to grant such agreement and proposed removing the specific clause from the AR&Rs that causes issues. They agreed to consider this clause during a the workshop discussion. The Committee highlighted the need for better documentation of the community’s history and a discontinuity between different Committee within the Village.

- **ACC Workshop discussion**

The Committee discussed revising the AR&Rs to address vegetation height restrictions, particularly the 4-foot rule for lakes (waterways) and golf courses. Michael explained that the Board could make decisions on the AR&R changes with a simple majority vote in a public Board meeting, while the Covenants would be more complex by needing a community vote.

Motion to: Remove 5.9.7 c from the Architectural Rules and Regulations

Motion by: Lyle Sieg **Seconded by:** Bob Whale

VIII. ADJOURNMENT:

Motion to adjourn at 11:11am

Motion by: Lisa Guthrie **Seconded by:** Bob Whale **Approved**

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

Committee Members Present		
Bill Reilly	Betsy Just (Advisory)	Dave Carpenter
David Scheirman	Jack Dyrland	Karen Anthony (Advisory)
Gwynne Briggs	Lowell Lorenz (Advisory)	Mathue Totten, Board Liaison
Committee Members Absent	Jon Hall, Chair	
Staff Present	Justine Brooks, AGM	David Franklin, GM
Members Present	Eddie Wood	Ron Snyder
Danny Gibbons		

- I. **CALL TO ORDER:** at 5:0 pm by David Scheirman, acting chair.

- II. **Ratify Minutes:** February 2, 2026
Motion to approve with changes to clarify Molly Semenik’s professional qualifications.
Motion by: Bill Reilly **Seconded by:** Gwynne Briggs **Approved**

- III. **Adoption of Agenda**
Motion to approve with the addition of discussing Eddie Wood’s application.
Motion by: David Scheirman **Seconded by:** Dave Carpenter **Approved**

- IV. **Visitor Comments and Suggestions**
No visitors wished to speak.

- V. **Committee of the Whole**
A. Review Status of Committee Members/Officers
The Committee reviewed and confirmed that Jon Hall is Chair, Dave Carpenter is Vice Chair, and Justine Brooks, Assistant General Manager, recording with Gwynne Briggs and Betsy Just reviewing minutes.

- VI. **Subcommittee Reports**
Biological Management Subcommittee
The Committee reviewed the recommendations from the Biological Management Subcommittee regarding the treatment of duckweed in the golf course ponds, which maintenance is set to implement starting mid-March. The Committee noted that chemical treatments are being delivered and will be applied according to the recommendations. They also discussed the need for phosphorus testing and the possibility of involving volunteers in sample collections. The Committee discussed the need for phosphorus testing and the application of EutroSORB-G, noting that lower phosphorus content could indicate the amount needed but might require additional testing and treatment. The Committee agreed to test water for phosphorus and monitor water temperature, aiming for an application before mid-March if temperatures are 55 degrees or below. The importance of proactive measures due to the warm winter was emphasized, and the group confirmed they had been conducting regular phosphorus tests

Hydrologic Control Subcommittee

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

Bill and the General Manager noted challenges with engineering resources for the MOU project, as both the current and proposed engineers are retiring, leading to a need to find new engineering support. The timeline for the MOU has been pushed to 2027, and the other culvert projects are slated for this year, 2026.

With the updated timeline this means that next winter the Committee will need to continue to do flood monitoring and utilize the pump for another year. Karen A will help with monitoring the flooding this next year as she has been working on it for a while.

David S and Bill plan to update a PowerPoint presentation on stormwater management issues for the community, including updates on developments like the Avista project and potential annexation by Blaine. They discussed scheduling a community presentation, likely after July, and considered mailing notifications to the community, potentially piggybacking on an existing communication in April.

Flood Monitoring, Preparation, and Response Subcommittee

With the updated timeline of the MOU project, we will still need to monitor flooding along Birch Point Road. Since the last big storm, we have not used the pump, and we will keep it up for a while longer and take it down for the season.

Education Subcommittee

The Committee discussed the fishing policy work group meeting that was held on February 23. It was a productive meeting, which proposed allowing limited fishing on Quan and Thunderbird Lakes for a trial period, with catch-and-release only using artificial flies and lures and agreed to add language about fishing from private properties with the resident's permission.

The Committee focused on fishing regulations for private and public properties. It was proposed that private lot owners may fish from their own property or grant permission to others, but not while standing in the water. The group agreed to allow fishing from public access points without wading, which addressed Lowell's concern about launching kayaks. Karen raised safety concerns, particularly regarding children fishing at public access spots. The group discussed liability issues and agreed to implement proper signage to inform residents of potential risks. They decided against providing life jackets at public access points, preferring to rely on parents to ensure children's safety.

The Lakes and Drainage Committee discussed rules and signage for fishing in community areas, agreeing to separate safety concerns from fishing regulations and refer safety-related matters to the Safety Committee. They decided to include specific language on signage regarding property owners' and parents' responsibility for children, while keeping safety messaging simple and general rather than citing specific rules. The Committee agreed to submit proposed fishing rules by April 1st for inclusion in the April bulletin, with Gwen and David S planning to draft the communication and distribute it to the committee for review.

Development Oversight Subcommittee

David S provided a brief update on Horizon and content for the stormwater presentation for the Board and the Community. David S took some pictures and will include those in the presentation and will send to members on the committee.

County / Lakes Subcommittee

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

There are no updates at this time for the County / Lakes Subcommittee.

New Business

Member Application

The Committee discussed the application of Eddie Woods.

Motion to Recommend Eddie Woods as a member of the Lakes & Drainage Committee.

Motion by: Bill Reilly **Seconded by:** Dave Carpenter **Approved**

Motion to Adjourn at 6:19 pm

Motion by: Bill Reilly **Seconded by:** Dave Carpenter **Approved**

DRAFT



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

Approval of Minutes: February 9, 2026

Moved by: Approved Billy Brown NOT Approved
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

DRAFT

BBVCC
 GOLF COMMITTEE
 Meeting Minutes
 March 10, 2026 at 1:00PM

Committee Members Present		
✓ Steve Franklin	✓ David Wilbrecht – Liaison	✓ Darrell Cowan
✓ Patricia Nitta	Don Shank	✓ Laura Bailey, Chair
Dave Schwab	✓ Craig McCallum	
Guest Members	Bill Duncan	Dori O’Dell
Staff Present	Krista Tempelton	Steve Brand
Justine Brooks	David Franklin	

I. CALL TO ORDER: at 1:05 pm by Laura Bailey

II. ADOPTION OF AGENDA

Motion to: Approve agenda.

Motioned by: Craig McCallum **Seconded by:** Darrell Cowan **Approved.**

III. RATIFY MINUTES:

Motion to: Accept January 13, 2026.

Motion by: Darrell Cowan **Seconded by:** Craig McCallum **Approved.**

IV. MEMBERS OPEN FORUM

No members wished to speak.

V. GREENS KEEPER REPORT

Steve Brand reported that there was not much to report. They have taken the edger out at the 4th hole cart path and it is going to take some work and possibly volunteers to help. There has been a lot of shop time but the course itself is firming up but we are expecting three inches of rain. The greens have been punched, we wanted to get this done early this year so we don’t have to worry about it when more people are out golfing. There was a brief discussion regarding the blue flags and those will go up later when more people complain that they are not out.

When the weather gets a bit better Steve will need some volunteers to help with the edging along the cart paths. The cleaning up and edging of the cart paths will help the look of the course out. The volunteers would be shoveling up the cut sod and hand edging in certain areas that the edger can not get. Laura referred Steve to Dean Hubert as he has volunteered to be the volunteer lead.

VI. GOLF AND PROSHOP REVIEW

Krista stated that she was supposed to have a meeting with Dean and that has been moved to next week sometime. The request for different HOA’s was not on the last board meeting but it is on the March 19 board agenda. There are a few tournaments that need approval:

- Blaine High School Girls JV tournament for April 21 starting at 3:30 pm with approximately 30 participants and shot gun start.
- Whatcom Seniors tournament for May 11 as an all-day event with tee times in the morning. We don’t have a count for participants as they are still doing the sign up.
- North Bay (HOA across the way) tournament for July 11, a Saturday, afternoon 9 hole scramble with 40 to 45 people starting at 1:30pm.

BBVCC
GOLF COMMITTEE

Meeting Minutes

March 10, 2026 at 1:00PM

The North Bay group are people where we would like to have more annual memberships from and their tournament is for the weekend after July 4 and the weekend before the Golf Club Fundraiser Tournament.

Motion to: Approve the 3 tournaments; BHS JV Girls for April 21, Whatcom Seniors for May 11, and North Bay Scramble for July 11.

Motion by: Craig McCallum

Seconded by: Darrell Cowan **Approved**

Krista reported that golf course sales are performing well compared to last year, with daily greens fees, pass holders, and food and beverage services all showing improvement. The group also discussed the need to develop a marketing strategy for the golf course, though there were concerns about targeting specific audiences until receiving clearer guidance about membership eligibility from the board of directors.

Laura presented a proposal to the board seeking discretion to approve new golf memberships (non-sponsored memberships (HOA)), aiming to reduce barriers while maintaining reasonable safeguards. The safeguards for the non-sponsored guest membership would be having a credit card on file.

The Committee then discussed the non-sponsored membership holders wanting to bring in guests, and there currently is a rule that they can bring in 3 guests, and that is on the application that was put together last year. Sponsored members have to go through the homeowner that is sponsoring them to bring in any guests. The non-sponsored membership holders' guests can only come 4 times throughout the year and is something that we are going to have to track.

There was a question proposed to Krista about can first responders, including fire department, police and medical personnel able to play golf in the Village. Staff has not been able to find approval on this matter so Laura will be including it with the existing proposal to approve more nonmember new golf memberships. David Wilbrecht, board liaison, shared insights about how the golf course operated under a previous contractor, where access was more flexible, and suggested having a conversation about authorizing staff to be more flexible in current operations. It was emphasized that the need to make the golf course more dynamic to attract both homeowners and external customers, particularly in light of upcoming community planning efforts.

The committee discussed non-resident golfers and how access was in the past and our current registration has vetted non-resident golfers registered as "registered non-resident". The discussion was centered on balancing the need to welcome vetted golfers with maintaining security and following proper policies. The Committee agreed that developing a clear policy for allowing non-resident golfers, giving Krista more autonomy while ensuring proper guidelines are in place.

VII. FINAL REVIEW SURVEY

The Committee reviewed the feedback on the survey for the community about golf course usage. Key changes were discussed and noted. The survey will need Board approval before it goes out and it was suggested that submitting the final version and providing it to the Board with the proposal for new non-sponsored memberships (HOA). Once approved the survey will be put into Microsoft Forms and it will be distributed with the April bulletin and the GM weekly. Once the results are back the committee agreed to review and categorize the responses, with the results to be presented in a subsequent meeting.

VIII. CART PATH CONDITION

BBVCC
GOLF COMMITTEE

Meeting Minutes

March 10, 2026 at 1:00PM

Safety concerns of the golf cart path that member Leanne Keel asked the Golf Committee to look into what could be done. There is currently some buckling happening with specific areas around holes 8 and 9. The paths were installed over 10 years ago with limited funding and that is why the golf cart trail fee was implemented. It was noted that some of the buckling areas are caused by tree roots and staff has been advised to not cut the roots and we would need to find a different solution to going over that specific area. Steve stated that there could be temporary fix by adding some of the same materials as the parking lots and compacting it. This would be temporary until we can see what the budget is for replacing the paths and getting a clear path forward.

IX. GOLF CART REGISTRATION

Craig attended the Safety and Security Committee meeting on behalf of the golf committee and reported back that he had learned that in Birch Bay area the Whatcom County police had issued zero tickets for golf cart violations the previous year. With discussion at the meeting the registration system will be simplified to use just one decal covering all access types (trail pass, back gate pass, registration), with placement preferred on the rear of the cart. The system will maintain a single database for tracking all registrations and Krista confirmed that staff could verify trail fees by checking the database rather than relying on visual decals, making the visual decal requirement unnecessary.

X. Member Comments

Ernie Hutchins presented a way to make junior golf camp safer for all those involved. This would entail creating safer hitting stations with proper mats, canopies, and distance markers. These items would assist in preventing injuries and improve organization. The cost of the mats would be ~\$1,600 and for a canopy is ~\$200, with Ernie requesting volunteer help and golf club support. The area where the mats are being placed would be out behind the maintenance shop where no houses would be affected and this area would also be used for the free adult clinics that Ernie has been putting on. The Committee agreed to support the proposal, with Ernie committing to provide a complete proposal to the Committee and Golf Club. There was discussion about expanding the free adult clinic and possibly increasing the costs. An announcement on the free golf clinic will go out in the April bulletin.

XI. ADJOURNMENT

Motion to adjourn at 2:43 pm

Motion by: Darrell Cowan **Seconded by:** Craig McCallum **Approved**

The next meeting is scheduled for April 14th at 1 pm.

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

Committee Members Present		
✓ Bev Franklin	✓ Dan Nedved	✓ David Towle
✓ Sue Garrigan	✓ Erin Ryan	Bonnie White
Guest Members	Dan Gibbons	
Staff Present	David Franklin, General Manager	Justine Brooks, Assistant GM

I. **CALL TO ORDER:** by Dan Nedved at 1:01pm

II. **ADOPTION OF AGENDA**
Motion to adopt Agenda
Motion by: Bev Franklin
Approved Unanimously

Seconded by: David Towle

III. **OPEN FORUM**
None

IV. **RATIFY MINUTES:**
Motion to approve February 25, 2026, meeting minutes
Motion by: Bev Franklin
Approved

Seconded by: David Towle

V. **FINANCIAL SOFTWARE CONVERSION UPDATE**

The General Manager (GM) let the finance committee know that the software selection team had met with the two software finalists, Yardi and Northstar, to review their demonstrations and discuss pros and cons. While both options are better than the current system, there were key differences: North Star offers an all-in-one solution including marina functionality but has weaker financials and costs about \$10,000 more due to implementation costs, while Yardi has superior financial but requires continued existing golf and point-of-sale systems with workarounds for marina needs. The software selection team plans to meet again to reach an unanimous decision before presenting it to the Board.

VI. **REVIEW OF FINANCIALS**

Reconciliations

Sue committed to cleaning up the financial records within the next couple of weeks, aiming for a perfect set of books to provide to the CPA and potentially reduce their fees. The GM provided an update on the aging of accounts receivable, highlighting issues with specific properties, including a foreclosed property where they hope to negotiate lien removal for an \$18,000 payment. The GM and AGM are working on implementing a

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

system to address foreclosure processes for various properties, though they have been overwhelmed and need to focus on completing this task.

The GM reported that the Su Sez boat was successfully removed from the marina and an agreement on paying the Village back through a deed of trust, with a \$20,000 down payment already received and \$3,600 monthly payments scheduled for 11 months. Bev requested information about the foreclosure process, which the GM agreed to share with the Finance Committee. The discussion also touched on the need to address outstanding payments, with the GM noting that while previous efforts had improved receivables, more work was needed due to limited staff resources following the loss of their bookkeeper.

Budget

Reserves

The GM explained the different levels of reserve studies required by the corporation, noting that a Level 2 study must be conducted every three years. He provided updates on the

VII. 2025 TAX AND AUDIT

The GM provided updates on the 2025 tax and audit process, including information from the tax accountant estimating the quarterly tax payments and that we will be filing for an extension and will have to file around September. The GM also discussed the preparation of information for the auditors, including reserves studies, personal property tax, and meeting minutes, with some financial details still pending.

The Committee asked about publishing delinquent owners, the GM clarified that it is a Board policy decision and not mandated by laws, as different communities have varying approaches to sharing this information with their members. The members that are not in good standing do not get to access the amenities and get their bar codes deactivated but we still have to allow them to drive on the roads to get to their home.

Motion to: the finance committee recommends to the Board of Directors that the recent aging over 90 days and over \$3,000 get published monthly by lot number.

Motion by: Bev Franklin **Seconded by:** Erin Ryan

Discussion took place to decide if only the lot number was to be published or the lot number and name to be published.

Approved – 5 Unanimously approved.

VIII. BOOKKEEPER

The GM provided an updated the committee on hiring challenges after the bookkeeper Jonah Douglas left, explaining that Sue Garrigan has offered to step up and be the controller. We are still trying to determine the level of bookkeeping support that is going

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

to be needed.

Sue expressed concerns about allowing others to handle day-to-day bookkeeping tasks, particularly due to previous system issues and errors made by staff members. She emphasized her preference to continue managing tasks like check writing, accounts receivable follow-ups, and bank account reconciliation, while being cautious about introducing new people to the current system. The GM and Committee discussed the potential benefits of new accounting software, highlighting improved audit trails and internal controls, though Sue noted ongoing challenges with the current system's functionality, particularly regarding period closure features.

The meeting focused on financial reporting issues, with Sue providing an update on the financial records through November. She identified several outstanding items including unrecorded bills (approximately \$45,000 for October), missing golf pro shop income since August, and credit card transactions that need to be recorded. Sue committed to completing the financial reconciliation by the next meeting on April 22nd, which will include accurate quarterly reports for the first three quarters of 2025. A concern was raised about duplicate checks being deleted from the system without proper documentation, which Sue and David are following up on.

IX. MEMBER COMMENTS

X. ADJOURNMENT:

Next Meeting set for April 22, 2026.

Adjourned Meeting at 1:58 pm

Motion by: David Towle

Seconded by: Bev Franklin

Unanimously Approved



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting – Minutes

Date/Time: Tuesday, March 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, Kevin Anthony, Mike Moriarty, John Stone (Zoom), Scott Tobiason, Wade Church, and Ted Wiegart

Absent: Bryan Vanderyacht

BBVCC Officers and Staff:

David Franklin (General Manager)(Zoom), Patrick Heaviside (Harbormaster) and Justine Brooks (Assistant General Manager)

Others:

- **APPROVAL OF AGENDA: March 24, 2026** Approved Not Approved
 Motion to approve.
 Motion by: Kevin Anthony Seconded by: Mike Moriarty Unanimously Approved

- **APPROVAL OF MINUTES: February 24, 2026** Email Approved Not Approved
 Motion to approve.
 Motion by: Mike Moriarty Seconded by: Kevin Anthony Unanimously Approved

- **AUDIENCE PRESENTATION**
 None.

- **RESULTS FROM BOARD MEETING**
 Board approved the minutes, approved Wade Church as a member of the committee and Ted Wiegart as an ad hoc member, and the variance rule request.

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 occupancy across the docks with 14 on A, 15 on B, 8 on C and 8 on D.

The Harbormaster reported on the complex cases with the 2 issue boats in the marina. The Su Sez is still here waiting to be hauled out.

1. Dock Captain Duties – Review

The committee reviewed and discussed in detail about the limitations and responsibilities of dock captain, including insurance coverage concerns and specific duties like disconnecting shore power, with the group noting that any changes to dock captain duties would need legal review before implementation.

The Committee discussed the legal advice against mandating specific behaviors and instead recommended only warning of hazards. This would not only go for the dock captains but also in the rewrite of the Marina rules.

2. Moorage sub-leasing rules – review

The group discussed procedures for subleasing and refund process. Patrick explained the current system where tenants can sublease their slips, with refunds calculated based on the difference

between annual and monthly rates. John raised concerns about the need for clearer administrative rules and suggested implementing a minimum threshold of time before triggering subleasing. Kevin expressed frustration about inconsistent application of the current system, arguing it could lead to unfair treatment of boaters and potential legal issues. The discussion highlighted the challenges in managing subleasing without proper guidelines and the potential for public dissatisfaction if the process isn't transparent and fair.

3. Shore power GFI modifications – installation of three (3) new modules

This is completed, the installation took about 2 minutes.

OLD BUSINESS

1. Future Marina Upgrades – Develop project plan, timeline and cost estimates (Status: John S., Scott T. and David F.)

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.](#)

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

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

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

The committee discussed several marine improvement projects, with a focus on boat ramp design and dredging plans. The GM reported that ProHNS has begun the design process for the launch ramp, but they are waiting on Whatcom County's permit approval before proceeding further.

Scott presented detailed dredging proposals for the entrance channel and marina basin, including specific areas (A, B, C, D, and E) that need dredging work. The committee identified that while Area A (entrance channel) is the top priority, Areas B and C near the guest dock and fuel dock require careful consideration due to steeper side slopes and potential bank stabilization needs. A key concern was raised about how to handle the private dock located near Area B and whether it should contribute to the dredging costs.

The group discussed proposed dredging projects at a marina, focusing on four main areas including an entrance channel and areas around the fuel dock. Scott explained that while the entrance channel project (Section A) would require testing beyond 2,000 cubic yards due to its proximity to the fuel dock, they could potentially treat different areas separately to reduce costs. The team discussed potential disposal methods, noting that beach disposal might be more feasible than open water disposal due to European green crab concerns, though this remains uncertain. They agreed to meet with Anchor to discuss next steps and cost estimates, particularly regarding sampling and analysis requirements.

The group discussed plans for dredging and bank stabilization, with Birch noting they are working to fast-track the Area A entry channel permitting to potentially meet the 2027 dredge window. They

discussed the need to coordinate dredging with bank stabilization work around the fuel dock and heads of docks.

2. Financial Items (Status: Charlie, David)

[2026 Marina financials results.](#) – Not ready for review.

[Marina fee subcommittee status.](#)

The GM and HM reported current marina revenue figures, estimating approximately \$383,129 to date, and mentioned positive feedback about a potential 6-month marina usage option. The committee also briefly discussed the possibility of running a special offer for boats under 20 feet similar to the previous summer's program, though no final decision was made.

3. Variance Request Procedure (Status: Scott)

The committee discussed a revised variance request form for vessel modifications wider than 15 feet, with input from Wade incorporated into the document. They debated the approval process, considering whether the Marine Committee should have approval power versus just a recommendation role, with the GM and HM expressing trust in the current committee's judgment. The discussion included handling potential disputes through clear documentation of approval or denial by all parties involved in the review process.

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

Background: During the past year the Marina Rules & Regulations (MR&M) 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 variance forms and decided not to include them in the Marina Rules as an appendix, allowing for future amendments. They reviewed insurance requirements, agreeing to set liability coverage at \$500,000 for registered boats and \$300,000 for unregistered boats under 16 feet, with the increase taking effect at policy renewal or in 2027. The Committee discussed finalizing the marina rules and also discussed fees/fines, with agreement to keep the fees separate from the rules to avoid annual changes. They reviewed new maps showing tracks C and E, and discussed camera installation in the dry storage area for trailer monitoring. The committee decided to prepare a three-document package for the board: a clean version, a redline strikeout version showing changes, and a summary sheet explaining rule changes. Before submitting to the board, they agreed to incorporate feedback from Wade and Ted who hadn't previously reviewed the documents, and to formally approve the package within the committee before sending it to the board for their review.

5. 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.](#)

The Committee discussed plans for dock captain's boxes and safety equipment, with Kevin presenting a detailed proposal for cabinets, PFDs, dock lines, and other supplies. They agreed to proceed with the approved budget of around \$2,000, with Kevin handling the purchases and seeking reimbursement later.

6. Boat Wash-down Area Paving. (Status: Mike)

[Discussion of project status.](#)

The Committee agreed to remove boat washdown area discussions from future agendas, as drainage concerns are more appropriately handled by the drainage committee

7. Vessel Safety Day 2026 (Status: Kevin, Charlie)

Discussion of project status and date selection.

The group also planned the upcoming Vessel Safety Day event, deciding to rebrand it as a "Marina Open House" and seeking volunteers to help organize activities and potentially attract local vendors..

8. 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. Hull length verification (Wade)

The Committee discussed a proposal to conduct a one-time audit of boat lengths to verify marina usage fees based on hull length rather than registered length. There were some concerns related to what to do if there were discrepancies between the registered and actual hull lengths. The Committee decided to table this discussion and discuss this proposal's purpose and how to handle any significant discrepancies found between registered and actual lengths.

Adjournment Time: 5:00 pm

Motion to adjourn

Motion by: Mike Moriarty

Seconded by: Kevin Anthony

Unanimously Approved

Next meeting: April 28, 2026 (note 4th Tuesday of the month) 2:00 pm PDT.



April 17, 2026

To: Birch Bay Village Community Club Board of Directors

From: Justine Brooks, Assistant General Manager

Re: Operations Report

Administration

Staff –

In the past month Staff has been busy working on getting the financials up to date, with the assistance of community member Sue Garrigan. The GM and front desk administrator have been filling in for the day-to-day bookkeeping tasks. The Financials for 2025 have been completed. We are working on finalizing the first quarter financials for 2026.

The new Executive Coordinator was hired, Amy Ashby. She started on April 6th and has been attending Committee meetings, completing meeting minutes and started cross training for the front desk. The GM is now back up in the upstairs office, and the AGM is in the GMs old office. The Executive Coordinator is currently in with the AGM for training purposes. The Compliance Officer is back.

Staff held a safety meeting and went over general safety and the project that are ongoing and coming up. Driving within the Village was discussed. Staff was asked to complete an emergency contact form and that this information would be given to Supervisors and in main buildings, so that if an incident happens the correct information can be provided and contacts can be reached. The AGM will be working on getting more HR documents completed including staff incident reports, updated employee handbook, job descriptions, etc.

HOA Software Selection – will be made at this Board meeting. Once a selection is made, we will begin the process of getting data pulled from the current software to ensure that we get this project completed in a timely manner.

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.

ACC Activity

- ACC reviewed 5 applications. 4 of the 5 applications were approved with one being denied. The Committee discussed the revision to the AR&Rs that were put forward to the Board, and we will see after the Board meeting what the Board decides.
- The architectural plans for homes have been scanned and are available for pickup. We have been putting notifications out to members via GM weekly updates and will be disposing of any and all drawings that are left by the beginning of September.

Administration



- The Office has issued 54 bar codes for the last month (March 13th to April 17th).
- The Office has completed 5 home sales and 6 HOA requests in the last month.

Pro Shop

The Pro Shop has been busy with traffic this month with spring break and better weather. They hosted the 2nd tournament of the season on April 11th with 47 golfers in attendance. The next tournament is scheduled for this Saturday, April 25th and currently have 32 golfers registered. Blaine High School JV Girls Gold Tournament on April 21st, and the Boys will do their make-up tournament on April 28th due to being rained out on their previously scheduled date.

Pro Shop staff have cooked for 2 Golf Club Work Parties on April 10th and 17th. They will be having another work party on April 24th and are not sure if they will be cooking for that.

Ryan will be starting to help Ernie this week with Adult Clinics. Ernie plans to run the clinic every other week.

They are getting ready to update menu prices for the summer, effective May. In May the Pro Shop will be changing hours to 8 am to 5 pm Sunday, Tuesday, Wednesday, Thursday and Saturday, 8 am to 7 pm Monday and Friday.

Interviews for the pool have been completed, and we will be making offers to them this week. Next step is schedule orientation with Bobby.

Golf Greenskeeper

- Greenskeepers have completed the edging of the golf cart paths and are working on making sure that it is cleaned up properly. They have been making sure that the equipment is running properly to ensure that maintenance of the golf course runs smoothly this spring and summer. The golf cart paths are also getting areas upgraded with some compacted asphalt in areas where there have been larger bumps. The port a potty has been put in place, and they will be planning vining plants to try and help disguise it from views.

Maintenance – The Maintenance Department has been working on the following:

March 14 to April 17

- Office bathrooms refreshed and painted
- Monthly inspections
- Safety meeting
- Completed pressure washing of the sports courts
- Pressure washed the Stairs and landing deck
- Started pool opening and continue to skim
- Opened satellite bathrooms for the season
- Mowing/ weed whacking
- Playground cleanup
- Maintenance bathroom refresh and paint
- Installation of new microphones in Clubhouse
- Installation of new heater in GM's office
- Weeding of all flower beds
- Numbering of marina boat parking spots
- De-powering of powered boat storage
- Lakes dye application
- Removal of old security cameras and equipment and running cable for new.
- Attended a pesticide class.



Marina

- **Marina** –The Su Sez has finally been removed from the marina. The original plan to remove it on a trailer was not a viable option with the weight and size of the vessel. Dream Boats came in and towed out the boat. The other derelict boat will hopefully be removed soon, as documents for that have been signed.
- Marina Committee has been working on the rewrite of the Marina rules and should be getting them to the Board to review, possibly at the May Board meeting.
- Currently the marina has 46 vacant spots for moorage, 3 fewer vacancies than last month. There is currently 6 people on the waiting list for monthly moorage and anticipate more to be added.

Compliance

CCR Letters Sent	
Lawn	1
Speeding	19
Too many cars	2
Illegal parking	2
Profane language	1
Failure to stop	10

Failure to stop – Warnings have been issued for failure to stop

This is data received from the speed signs not the speed radar camera trailer.

Speed Data						
MPH	8211 Skeena	8226 Sehome	8250 Quinault	5397 Salish	TOTALS	%
0-20	1846	3024	7530	1436	13836	77.28
21-25	266	767	2518	341	3892	21.73
26-30	6	26	109	20	161	.899
31-35	1	0	10	1	12	.067
36+	1	0	1	1	2	.011
	2119	3817	10168	1799	18,011	

The compliance team has used the lidar gun for approximately 29 hours in the last month. There have been 0 citations issued. Compliance is still watching at intersections for members and guests who do not complete a full stop at stop sign and there are a lot who roll right through them, especially at the gate (both going in and out).

- **Cameras** – The cameras will be put up at the Office and Marina areas once NW Tech gets the cameras.
- **Community Plan** – We have been getting comments from members in at the communityplan@bbvcc.com email address.
- **Lighting Project** – The lighting project is getting closer to being completed. We are currently waiting for a land disturbance permit from the County to move forward.



- **Office Siding Project** – The contractor selected for doing the siding project of the office will be starting the project in May. This project will include replacing some of the windows specifically in the upstairs office on the back side. Once this project is completed depending on the condition of the building, we will be looking into a different heating/cooling system.

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. We have switched from Cascade Engineering to Freeland Engineering due to Cascade Engineering closing their doors.
- **Marina Dredging** – working on permitting with Anchor QEA and other agencies. Have a meeting with Anchor QEA and dredging of the channel for clam shell dredging and open water disposal.
- **Boat Launch Ramp Replacement** – The Public Notice of Application was sent out to members within 300 feet of the boat launch.
- **2026 Paving** – we are planning on this happening mid to late June.
- **Marina Restrooms** – waiting on the permit.
- **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		COMPLETE			100%	COMPLETE	Waiting on Dimensional - looking for the best option. Never heard back from Dimensional and purchased a different option on Amazon.
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.
GM/AGM	RFP for Marina Restroom							RFP put together - working on permit.
GM	Sunken Boat Removal - Legal, insurance, process							GM working with legal, property owner, and boat owners. Waiting on weather for removal. Boat is removed from Marina.
GM/AGM	Budget for Annual Volunteer Dinner							David F working with Dave O. will be on March BOD Meeting. Scheduled for May. Need to notify all Committees and select a time.

Assignee	Task	Priority	Status	Start Date	Due Date	% Complete	Done/Overdue?	Notes
Staff & Finance Committee	HOA Software Selection				April Board meeting			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			3/19/2026 - Interviews in progress.
Staff	Add Golf Irrigation to April BOD Mtg				4/23/2026			Memo in Board meeting
Staff	Add Kimley Horn Presentation - Community Plan				4/23/2026			
GM, AGM, Dan, Bev	HOA Software Selection - Decision to April BOD Meeting	High			4/23/2026			
Board	David Franklin - Employee Review				4/23/2026			Complete
Board	Evaluate Fishing on Lakes Rule				12/1/2026			



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.

Justine Brooks

From: David Scheirman <dscheirm@msn.com>
Sent: Friday, March 20, 2026 9:04 PM
To: Justine Brooks
Subject: EXTERNALA.C.C. Rule change recommendation agreement: homeowner comment, as requested

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL Email.

We are fully supportive of the A.C.C.'s recommendation to the Board of Directors on 3/19/26 that the following existing rule be *removed*.

—

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.

It (a) creates confusion for all members, (b) has never been enforced since its inception, and (c) would cause hundreds of existing shoreline and golf-course-fronting lots with mature shade trees and established, attractive ornamental plantings to be negatively affected if it were to ever be enforced.

Sincerely,

-David & Susan Scheirman
Division 11A, Lot 2

Justine Brooks

From: Mark Hodges <nikwax19@icloud.com>
Sent: Sunday, March 22, 2026 1:15 PM
To: Justine Brooks
Subject: EXTERNALComments on proposed changes to 5.9.7.c

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL Email.

To the Board:

I am in support of removing section 5.9.7.c from our governing documents. I believe that opening the door to require removing vegetation from property to create unlimited views could result in a good deal of conflict amongst neighbors, and possibly endless appeals to the Board.

The mature vegetation that BBV has is certainly one of our defining features. Trees, grasses, and shrubs all help define our feeling of seashore/woodland paradise. Removing these features would be detrimental to our entire community.

Regards,

Mark Hodges
Division 11B, lot 015

Justine Brooks

From: Christina Grasdal <tinagrasdal@icloud.com>
Sent: Monday, March 23, 2026 2:32 PM
To: Justine Brooks
Subject: EXTERNALSection C of Section 5.9.7b

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL Email.

Dear Justine,

My name is Tina Grasdal and I live with my husband Mark Schofield at 8141 Cowichan Road which faces the golf course. We are currently abiding by Section C rules.

Some of my grasses/plants were around 5 ft tall at the end of last summer. My neighbor, Brad Keel at 8145 Cowichan Road told me to trim the grasses below 4ft. After I trimmed them he verbally harassed me pointing out that the grasses were not trimmed below 4 ft. I trimmed them again. I never want to be subjected to this treatment again. I made Ron Rehon aware of this incident.

None of my plants will grow very tall except for a few that are 32 ft back from the lot line facing the golf course. No plants will intrude upon my neighbors territorial views. I have attached pictures taken of my garden in early September of 2025. I welcome the elimination of Section C.

Thank you
Tina Grasdal









Justine Brooks

From: Julie Carpenter <Julie.Carpenter@nwhomes.net>
Sent: Monday, March 23, 2026 5:25 PM
To: Justine Brooks; david@bbvcc.com.
Subject: EXTERNALIn favor of REMOVING vegetative height limit proposal

EXTERNAL Email.

Dear Justine and David, Committee and Board members,

I'm writing to support proposed removal of 4 ft vegetation height restrictions. While some builders and neighbors have entirely cleared their lots and choose to maintain plain or sparsely landscaped grass lawns to the edges of common areas including community ponds; many of us benefit from the maturing trees and greenbelts in common areas and in our private yards that have fostered generations of diverse wildlife and that help provide visual privacy between neighbors.

By removing misguided requirements to restrict vegetation to a 4 ft height limit, we can continue to welcome the many benefits of trees and other plants that provide critical shade to help keep water temperature cool; that help to slow and filter surface water runoff; and that provide much needed food and homes for wildlife. Some neighbors may wish to do more green belt planting! Although the Whatcom Conservation District annual native plant sale was held recently, their website provides many additional information links for people interested in planting appropriate species:

<https://www.whatcomcd.org/native-plant-sale> For Department of Ecology information and links to related professionals practicing low impact green stormwater management: <https://ecology.wa.gov/regulations-permits/guidance-technical-assistance/stormwater-permittee-guidance-resources/low-impact-development-guidance> There have been several excellent programs and resources offered through the Washington State University Extension program: This is perhaps the most user-friendly website for ideas and "how-to" tips: <https://extension.wsu.edu/raingarden/resources/>.

Documented residents and visitors along the Beaver Pond include American Bald Eagles, Great Blue Herons, Owls, Kingfishers, Wood Ducks, Mallard Ducks, Common Golden Eye or Ring Neck ducks, Canadian Geese, the resident Crow families, the occasional marauding seagulls, and a multitude of smaller birds, and of course, the Western Gray (and black) squirrels. Right now it's still the (mostly) quiet nesting season, with only a few early hatched chicks paddling by in formation behind their protective parents.

Protection of diverse species and improving surface water runoff management by maintaining and encouraging additional greenbelts on our common areas and private property should be among our protected community values and part of our long range planning and budgeting processes. Thank you for your consideration.

Sincerely,

Julie Carpenter, Realtor & Home owner, 12D Lot 26
Building Community One Property At A Time

Member, Washington Realtors State Legislative Steering Committee
Member, Whatcom County Association of Realtors Government Affairs Committee
2025 Member, National Association of Realtors Land Use, Property Rights and Environment Committee
2025 Whatcom County Association of Realtors Achievement Award
2024 Whatcom County Realtor of the Year
Accredited Buyer's Representative
Certified Residential Specialist
Master Certified Negotiation Expert
National Association of Realtors Green Designation
RE/MAX Hall of Fame Award Winner
For more about me: www.linkedin.com/in/juliecarpenterrealestateinc



- ☎ : Office (360) 647-1313 ext. 3040
- 📱 : Cell (360) 305-9986
- 📍 : 913 Lakeway Drive
Bellingham, WA 98229
:Email juliecarpenter@remax.net
- 🗣️ : ***See Client reviews, send a Referral and Search***
- 🌐 ***Properties here: www.juliecarpenter.com***
My Mobile App

Justine Brooks

From: Karen Anthony <kanthony57@gmail.com>
Sent: Monday, March 23, 2026 7:21 AM
To: Justine Brooks
Subject: EXTERNALRules change section 5.9.7b

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL Email.

Justin,

It was not exactly clear to me, the first time I read the Weekly Bulletin that the feed back wanted, “was to eliminate this portion of the rule”. A friend commented to me about it and as I re-read the bulletin I think that is the intent. If you don’t get comments on this, rewording the request may be helpful.

I do support removing this wording from the rules and regulations as it is un-enforceable, very controversial and not necessary's. Almost every home on the lake has a tree or bush with in this 35 feet. The rule has not been enforced historically. View issues should be resolved between neighbors.

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.

Thank you
Karen Anthony
Sent from my iPhone

Justine Brooks

From: inlove <inlove@comcast.net>
Sent: Thursday, April 2, 2026 7:27 PM
To: Justine Brooks
Subject: EXTERNALSet back on Kwan lake

EXTERNAL Email.

Good evening. I am writing to share my disgust at the proposed change in set back regulations on Kwan lake. I have lived here since 2014, and when I purchased my house, it was sold with the advertisement of a " peek-a-boo" view of the bay, because of the rule that there could be no vegetation over a height of 4 feet. The 2 houses at the corner of Nootka Loop were in compliance until the fall of 2020, and the house on the corner, which was sold in early 2020, planted aborvities that were over 6 feet tall. I let it " slide" thru rainy season, thinking that they needed time to root, but began bringing the non-stop compliance issue up to the manager, maintenance, and compliance over and over thru the past 5 years. They would occasionally "trim" them down to 6 feet, but have never been in compliance and planted them knowing the rules, which they were made aware of when they moved in. I understand that my letter will, most likely, be ignored, just as my complaints have been ignored all this time, because depending on who you are, its always " rules for thee and not for me". How sad what our village has become and how some homeowners get to avoid rules and fines while others dont.

Julie St Germaine
5361 Salish Rd

Justine Brooks

From: Cathy and Ron <circleoftrees1@gmail.com>
Sent: Friday, April 3, 2026 6:18 PM
To: Justine Brooks
Subject: EXTERNALRule change allowing objects living or inanimate above 4' to be closer than 35 feet from either of the two largest lakes, etc.

EXTERNAL Email.

Cathy and I support the above rule change as long as the object(s) do not cause pollution of the water, damage to the bottom of the bodies of water, or cause damage and/or erosion to the embankment.

Ron Snyder and Cathy Taggett
5370 Nootka Loop
Property 11/11

Justine Brooks

From: Irene Song <clairdelune01@yahoo.com>
Sent: Wednesday, April 8, 2026 7:13 PM
To: Justine Brooks
Subject: EXTERNALFeedback on proposed rule change 5.9.7

EXTERNAL Email.

Hi Justine,

This is Irene Song from 8280 Cowichan Road - my husband and I are both fine with the elimination of 5.9.7 subsection c. It seems too restrictive on what we can and can't plant in our own backyards :)

Cheers,
Irene

Justine Brooks

From: Leanne Tretwold-Keel <litkeel@yahoo.com>
Sent: Friday, April 17, 2026 10:45 AM
To: Justine Brooks; BBVCC Board
Subject: EXTERNAL5.9.7c

EXTERNAL Email.

We are writing to share our disappointment in the proposed change in vegetation height along the golf course. We do not understand how different ACC committees come along and change the rules. We moved here in 2009, on the golf course, and have enjoyed the open space, which is what was intended. We believe changing rules disenfranchise the owners that have followed the rules. We asked and were granted a variance for a 4 ft high fence along the course side, but only if it was a picket fence. We were not allowed the 4 ft if it was a solid fence. With the current proposed change, owners would be allowed to plant arborvities (a fence according to the County) that can grow 10 ft. to 50 ft., depending on the variety or bamboo. If a particular fence height is not allowed in set backs, how can you now allow plantings that become and are considered a fence by the County? This is discrimintaory.

Another concern for our particular area, (the first tee box down to Div 1, Lot 11) is that the golf cart path is approximately 6 ft. From the property line. I don't believe this situation occurs any where else on the golf course. If owners are now allowed to plant any type vegetation with no restrictions, the village golf course ground keepers will now be responsible for cutting back overhanging, encroaching branches etc. The law states that what ever is hanging over onto another's property is the their responsibility to cut, not the owners of said tree/plantings. It will also create more work for the crew if branches, leaves etc. now are on the golf course. They will need to keep cutting back the vegetation to keep the cart paths accessible. There is the potential for roots to damage the concrete cart paths as well in this section. With all the negative reactions to the cost of maintaining the golf course, this should be of concern to the Board. Volunteer golfers already do enough to help defer the costs without adding additional jobs. We feel that this particular section should be restricted to no new, additional plantings (height restricted to 4 ft), and grandfather in the lots that already have plantings over the limit. Our next door neighbor, (which was the original clubhouse) has trees that are very large, but do not hang over the course.

We also feel that an owner could plant a Cedar or Douglas Fir and then the next owner may not be able to cut the tree (if it blocks their view etc), unless an arborists declares the tree dying or a danger. Having to also take care of your neighbor plantings that are hanging over the property line is not a recipe for happy neighbors. We have no grass or big plantings, as we do not want to be doing yard work, and certainly do not want to deal with the neighbors yard.

Thank you,
Brad & Leanne Keel
8145 Cowichan Rd.
Div 1 Lot 12

Sent from my iPad



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

April 22, 2026

To: Birch Bay Village Board of Directors

From: Justine Brooks, Assistant General Manager

RE: Golf Course Irrigation from Kwann Lake

At the March Board Meeting Board member Dave Owen asked to take the golf course irrigation out of the parking lot on the agenda and to start investigating this as it has been in the parking lot for quite some time. At this time we have a meeting with Northwest Water Treatment on April 24th and will potentially be completing some water testing at this time.

Respectfully,

Justine Brooks, Assistant General Manager.



BBVCC
8055 Cowichan Road
Blaine, WA 98230
Phone (360) 371-7744
Website: bbvcc.com

NOTICE OF ANNUAL GENERAL MEETING

OF THE BIRCH BAY VILLAGE COMMUNITY CLUB

FRIDAY, JUNE 5, 2026 @ 7:30 PM

BBVCC CLUBHOUSE – 8181 COWICHAN ROAD, BLAINE WA 98230

***If you plan on attending in person, please be aware that the doors close at 7:30pm**

OPEN FORUM

7:30 PM

RULES OF ORDER

1. Any member who wishes to speak on an issue will be given the opportunity.
2. Only one issue at a time will be considered.
3. If you have more than one statement about an issue, consider writing them down before speaking.
4. Wait to be recognized, then state your name, Division and Lot number.
5. Comments will be limited to (3) minutes and one issue at a time.
6. No one may speak a second time on the same topic as long as another member wants to speak a first time.
7. Open forum is limited to the first 30 minutes of the meeting.

MEETING AGENDA

1. Call to order
2. Proof of Notice of Meeting
3. Establish Quorum
4. Approval of Agenda
5. Open Forum
6. Announcement of ballot measure outcomes
7. Adjournment

***** Electronic Voting will open to members Monday, May 5, 2026 @ 4:00pm *****

Please review the back of this announcement for detailed information on the many options provided to members to cast their ballots and to receive information related to the election.

If you would like more in-depth information about the New 2026 Board Members, including the 2026 Annual Meeting Pamphlet, please go to the Birch Bay Village website on our elections committee information webpage. There you will find town hall video recording of the candidate forum and candidate information. Visit <https://bbvcc.com/election-committee-information>

How to View or Receive the 2026 Annual General Meeting Information Pamphlet and Ballots for the June 6th Election

Preferred Method:

Electronic Voting: This method is the easiest of all to use, especially if you will not be attending the meeting in person or do not live in the Village. It was used for the first time last June 2024 and voter participation exceeded 53%, which is the highest voter turnout in the past 25 years, and perhaps in the history of the Village. It only takes seconds; a few clicks and it is secure and confidential.

BBVCC Online/Electronic voting is hosted by [@electionrunner.com](https://electionrunner.com). If you have an email address on file with us, you will receive an email from noreply@electionrunner.com with a link to the election ballot and all of the election information. The link will only be sent to the primary owner's email address in our system. **If you own multiple lots, you will only receive one email, but your vote will be weighted to account for the number of properties that you own.**

If you do not receive the Election Runner email by 4:00pm Thursday, May 7, 2026, please check your spam folder and if it is there, add the domain [@electionrunner.com](https://electionrunner.com) to your safe list. **Your online/electronic vote must be received no later than June 4, 2026, to be counted.**

Those who have not provided email addresses or have any difficulties or questions regarding electronic voting, please contact Justine Brooks at justine@bbvcc.com, Amy Ashby at amy@bbvcc.com or 360-371-7744.

Paper Ballots and Pamphlets:

If you would like to vote by paper ballot and review printed information, your options are:

Office Pick-up – Members can come to the BBVCC Office at 8055 Cowichan Rd and pick up their budget pamphlet, ballots, and secrecy envelopes Monday – Friday, 9:00am – 4:00pm starting **Monday, May 4th, 2026 at 9:00am.**

Request by Mail: If you prefer to vote using paper, you may request a packet be sent to you by mail. The pamphlet, ballots, and secrecy envelopes are very expensive to mail (\$7 or more each to Canada). Please contact the office at 360-371-7744 and we will make arrangements to send all materials to you.

Submit Your Paper Ballot in One of Three Ways:

1. **Drop Off** - Return your ballot in the secrecy envelope to the ballot box located in the BBVCC Office.
2. **Mail In** - Mail your ballot in the secrecy envelope to BBVCC, 8055 Cowichan Road, Blaine, WA 98230.
3. **In-Person** – Vote at the Annual Meeting on June 5th, between 6:30pm and 7:30pm at the BBVCC Clubhouse.

To be valid and counted at this meeting your ballot must be received in the Office no later than 4pm on June 5, 2026, or no later than 7:30pm at the Annual General meeting at the BBVCC Clubhouse, 8181 Cowichan Road, Blaine, WA 98230.

Thank you for participating in an important part of the governance of your community.

Bob Whale, BBVCC Secretary

NOTICE OF ANNUAL MEETING
BIRCH BAY VILLAGE COMMUNITY CLUB

Friday, June 5, 2026

7:30PM

Birch Bay Village Community Club Clubhouse
8181 Cowichan Rd. Blaine, WA. 98230

June 2026 Packet Contents

- June 5, 2026, Meeting Agenda
- Budget Meeting Minutes of November 7, 2025
- Voting Directions: Mail-in voting and Electronic/Online
- Proxy Directions
- Statements of Candidacy – Scotty Diamond, Randy Ambuehl, and Caprice Pine.
- Resolution 70-604
- Ballot
- Proxy for Annual Meeting
- 2026 Income Statement and Balance Sheet
- 2025 Income Statement and Balance Sheet

The audit will not be enclosed so if you would like to receive a copy, please contact the BBVCC office.

PER THE REVISED AND RESTATED BY-LAWS OF BIRCH BAY VILLAGE COMMUNITY CLUB, INC.

4.7.2 June Meeting: An annual meeting of the Club shall be held on the first Friday in the month of June of each year, at the hour of seven thirty o'clock (7:30 PM). The annual meeting of the Club shall be held for the election of Directors and the conduct of such other business as may be properly brought before the meeting.

SUPPLEMENTAL MATERIAL

June 5, 2026 Meeting Agenda	Open Forum – RULES OF ORDER
<ol style="list-style-type: none"> 1. Call to Order 2. Open Forum – See Open Forum Rules of Order 3. Establish Quorum 4. Approval of Agenda 5. Approval of Budget Meeting Minutes – November 7, 2025 6. Resolution 70-604 7. Announcement of Board of Directors 8. Adjournment 	<ol style="list-style-type: none"> 1. Any member who wishes to speak on an issue will be given the opportunity. 2. Only one issue at a time will be considered. 3. If you have more than one question about an issue, consider writing them down before going to the microphone. 4. Go to the microphone, wait to be recognized, then state your name, Division and Lot number. 5. Comments will be limited to (3) minutes and one issue at a time. 6. No one may speak a second time on the same topic as long as another member wants to speak a first time.

BUDGET MEETING MINUTES - NOVEMBER 7, 2025

Called to order at 7:31pm by David Wilbrecht and announced that the ballot box was closed.

PROOF OF NOTICE OF MEETING AND QUORUM:

The notice of the meeting was provided to the Board. It was explained to the members what the state requirement for a quorum is for a budget meeting.

Confirmation of a Quorum:

There was not a quorum in the room. There were approximately 35 people in attendance and approximately 25 people were in attendance via Zoom. Due to not having a Quorum the agenda could not get approved, and no matters could be voted upon due to not having a quorum

HOMEOWNERS OPEN FORUM:

Stephanie Rothman (11C-038) spoke regarding the marina and how few people use the marina, dues increase and the effect it has on retired members

Bob Comley (009-038) stated that he is a retired banker, the cost of a home on Alabama Street years ago and the cost of that home now. With the rise in property taxes and now dues it is going to affect members.

Larry Swchyn (001-066) spoke regarding the golf course and the deficit of the golf course, specifically in 2024 and the 5-year plan within the budget. His question is if the golf course could be more revenue neutral or positive or repurposed.

Darryl Sharp (009-025) thanked the Board. Spoke regarding his concerns on the budget of salaries, and that we are running the Village like the City of Blaine. Has been here for about 50 years, living in Semiahmoo for 21 years and Semiahmoo’s gardens were well taken care of. You come here and the gardens are full of weeds everywhere. We have more people working here and it doesn’t look like anything gets done. Also, stores a boat here and the cost is more than golfing here.

FINANCE

David Wilbrecht introduced Dan Nedved the Treasurer and Finance Committee Chair. The operating funds went up approximately 7 to 8% for the year. The salaries that we have are the same as last year and putting adequate

staff in areas to get projects accomplished. Operating funds are something that we have to have, we have to have salaries, upkeep, and maintenance. The bulk of our increases and problems are the reserve funds as we didn't plan, years ago, to have things taken care of that are now antiquated and falling apart. This is common for communities like ours that are old, that have buildings and brand-new things where we didn't plan to repair, replace, or do maintenance. We recently had a 3-million-dollar special assessment for the docks, which was needed for the condition that the docks were in. We are now looking at another project for shoreline restoration, where banks are falling in and we are going to have to rebuild those. The rebuild cost is approximately half a million dollars but the red tape on the project could be up to or beyond six million dollars. It is difficult for us to plan a budget because we can't get solid numbers for this. Staff is working with the different agencies to get relief on the mitigation costs.

We are trying to build funds for reserves which will be an increase of fees and there will be increases for a few more years. We are hoping to keep those increases minimal with when these future large projects come up that we borrow money for them.

The Golf Course does run upside down. The Finance Committee sat down with every committee and asked what the needs of each of the committees were, then asked certain committees to reduce their needs or find other options to increasing the income. Both Marina and Golf have raised the fee for the 2026 budget to help keep the increase of assessments minimal. Any excess of funds at the end of 2025 will go towards the HOA reserves. The Finance Committee meets monthly to go over the finances to ensure that the monies are properly appropriated and allocated to where it should be.

David Wilbrecht, Board President, commented that we have a very diverse community and the main things that we hear about are the golf course, marina and safety. Our user group compared to other golf courses and marinas is that the user group for others are public while ours are private. The Board President explained what has happened with the increase to the marina fees and how we now have more open spaces in the marina and boat storage. The Board has discussed and understands that the community would be upset if the marina and golf course was open to the public, even with a payment option on file and proper documentation.

To be able to get to a place where our members are happy and a better understanding of how members would like us move forward with governing the Village, the General Manager is working on a community plan. A Community plan survey has been sent out and we will be compiling those results and start building a plan for the community. We are hoping that in this next year we can come up with a path forward.

Larry Sawchyn (001-066) with the reserve study that was done by Pacific Reserves, is that a requirement a must have as it states that the deficit per member is \$1,336.

The GM responded, stating that it is not in Washington State. Reserve study is required by law, but unlike California, we do not have to be funded, it is a disclosure document for the current Members and those who are purchasing. There have been members who have stated that if they knew that the dues were going to be going up they wouldn't have bought in here. Just like the Treasurer stated there are a lot of communities that are older and are in the same situation as the Village that have assets that are deteriorating and everything is wearing out at the same time. Reserves in the past have been rated to pay for operating and Boards are reluctant to raise dues because people don't like it. We now have to separate the reserve funds and operating funds to abide by the laws. Net surplus from operating will be transferred in reserves and will be reflected in next years to show that we have an extra amount than we did in the year before, which makes for a lower increase to reserve assessments. In past years in the reserve study there were things that were missed, this is common in many HOAs and if they are missing and they suddenly appear that you have to replace and find the funding for. This is for all HOAs, Sudden Valley and Semiahmoo. Semiahmoo where both the General Manager and Executive Secretary came from had a lot of missing things in their reserve study which they were responsible for replacing and they had to fund in a short period of time.

We do not want to raise the dues and not only are we having to but we are also in a fiscal squeeze, we have many projects that need to be replaced and are all wearing out at the same time. The problem is not recognizing

that these projects were going to need to happen 20 years ago to be able to fund. We have major projects like converting to 64.90, the community plan, replacement of culverts, the marina... when you look at the marina in the reserves, it is an investment not an expense. If you look at the marina in 2035 it will start paying some of the assessments, it will produce more income than it is going to consume and it will be able to pay for its depreciation at the same time. It will not be like it was in the past, we are going to put money away to be able to replace the marina in 20 or 30 years. Also, with all these projects they are long lived projects where they aren't going to have to be done again in 10-20 years, you replace it with an HDP pipe and you won't have to replace it for a 100 years, but you have to replace them now. In the future when assessments going down we will still be funding these projects. Right now we are just in a bad spot and we have to get through it. Like the treasurer stated we may be able to get some financing or even open the gates in certain situations to help fund some of these projects, there could be options but for now we have to get through the increases until we can level out.

Larry - Did the study take into consideration the two foot increase in flood elevation?

GM responded that we didn't know but that the drainage that we are putting in is taking that into account. When we replace the piles, we plan on making them higher so that we don't have docks floating off them. We are going to have to protect the banks and we are working on that now, if you look at light house park you can see the sluffing. Birch Bay is going to have to take on more water in the future and that we are taking in consideration like that.

The Board President talked about the history of the Village and comparing it to an old Cadillac, if you take care of it the more return you will get. This next year we are going to be working on core planning, workforce loads to be able to focus on more deliverables to be able to report to the members. It is not going to take away the cost of living here.

Rob Simons (Elections Committee) took a few minutes before presenting the results to thank the Elections Committee for the work that they have put in. A special thanks to Sandra Bogen who has put in 25 years working on the Election Committee as the Chair, she is resigning/retiring this year. She has been doing everything that we do on elections, the way we run these elections and everything, she is absolutely fantastic.

Ballot Measure Results

The total number of BBVCC Members eligible to vote is 1,092 lots. The state requirement is 50% +1 no votes are required in order to reject the proposed budget. That means we need 546 no votes to reject the budget. We had a total of 648 members vote with 602 members voting online with Election Runner.

Budget for 2026 has been ratified with 323 Yes votes and 359 No votes.

Meeting minutes for the June Annual General Meeting 2025 Passed with 434 Yes votes and 137 No votes.

Meeting minutes for the November Annual Budget Meeting 2024 Passed with 420 Yes votes and 143 No votes.

The voting results are subject to certification by the Board of Directors and the Board of Directors will be certifying these results in an upcoming meeting. All of the voting results will be given to David Franklin to be published in an upcoming Village email and the monthly bulletin.

A member questioned online voting as they have two lots and only voted one time. It was explained that with online voting member who have multiple lots only have to vote one time and it counts for all their lots.

Another member asked why the amount of total voters allowed was not the same as the number of lots. It was explained that some of the members are not in good standing and those members don't have the right to vote.

Missing votes or members that didn't vote were discussed. It was also discussed what it means when a member doesn't vote, as it has been insinuated that a no vote is a yes vote. A no vote is a not a yes vote or a no vote. The

only votes that count are the votes that are submitted. There were approximately 500 lots that did not vote that were eligible to vote.

The Board President encouraged members to get involved and join the BBV clubs and committees.

Adjourned at 8:17 pm

Quorum Present

Yes

NOVEMBER 2025 Teller's Report

Annual General Meeting Minutes June 2025	Total Votes
Yes	434
No	137
Total	571

Annual Budget Meeting Minutes November 2024	Total Votes
Yes	420
No	143
Total	563

2026 Budget	Total Votes
Yes	289
No	359
Total	648

Total Eligible to Vote	1092	<u>s/ Robert Simonds</u>
Members Voting Electronically	602	Signature of Election Chair and Date
Members Voting by Mail	46	
Members Voting In Person	0	<u>s/ Randy Ambuehl</u>
Total Members Voting	<u>648</u>	Signature of Board Secretary and Date

Voter Turnout 59%

Invalid/Ineligible Mail-In Affidavit Ballot Envelopes Received and Not Counted 4

Requirements:

Absolute Total Number of Votes in BBV Community Club =	<u>1129</u>
Total Eligible to Vote (Members in Good Standing) =	<u>1092</u>
Total Members Voting Electronically	<u>602</u>
Total Members Voting by Mail	<u>46</u>
Total Members Voting In-Person	<u>0</u>
Total Number of Eligible Members Voting	<u>648</u>
10% of "Members Eligible" is the Quorum =	<u>109</u>
Quorum Present?	<u>Yes</u>
Required to Reject Budget 64.90.525 (64.38.025)	<u>566</u>
Total number of NO Votes	<u>359</u>

MAIL-IN VOTING INSTRUCTIONS

The purpose of this meeting is the introduction of the three new Board of Directors of Birch Bay Village Community Club.

Enclosed you will find a ballot (Green), a proxy (yellow), verbatim biographies of the three (3) members who are running unopposed and therefore the new Board members (no vote required), November 7, 2025 Annual Budget Meeting minutes explanation of resolution 70-604, as well as the appropriate envelopes for returning your ballot.

PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW:

BALLOT (Green) –

- VOTE to ACCEPT OR REJECT the November 2025 Annual Budget Meeting Minutes.
- VOTE to ACCEPT OR REJECT Resolution 70-604
- Do not make any other marks or notes on the ballot.
- Place the Green ballot ONLY in the envelope marked “SECRECY ENVELOPE”
- Do not make any marks on this envelope.
- Place only ONE ballot per envelope.
- Place the “SECRECY ENVELOPE” in the “RETURN MAILING ENVELOPE” and complete the **Mail-in Voter Affidavit** with your printed name, signature, Division and Lot number on the back of the envelope. **If the Affidavit is not completed your ballot will not be counted.**

ONLINE/ELECTRONIC VOTING INSTRUCTIONS

Online/electronic voting is hosted by [@electionrunner.com](https://electionrunner.com). You will receive an email from noreply@electionrunner.com with a link to the ballot. Open the email and vote as soon as possible. Please check your spam folder and add the domain [@electionrunner.com](https://electionrunner.com) to your safe sender list. Click on the link in your email and it will get you to the ballot. **You are only allowed to vote once per property.**

Note: if you have multiple properties, you will **only receive one email and are only required to vote once**, your vote will count for the number of properties that you own.

If you have not received the Election Runner email by Thursday, May 7, 2026, please contact Justine Brooks at justine@bbvcc.com or Amy Ashby at amy@bbvcc.com .

Your electronic vote must be received no later than Thursday, June 4, 2026, to be counted.

Those who have not provided email addresses and would like to do so, please contact Justine Brooks at justine@bbvcc.com or Amy Ashby at amy@bbvcc.com .

PROXY INSTRUCTIONS

PROXY (yellow)

- Complete the “BBVCC Limited Directed Proxy” if you are unable to attend the Annual Meeting and/or you wish to have someone else vote for you on any issue(s) that may come before the membership at the meeting.
- TO BE VALID PROXIES MUST BE RECEIVED BY THE OFFICE BY 4 PM, FRIDAY, JUNE 5, 2026
- **DO NOT** put the proxy in the secrecy envelope.
- You may put the proxy in the “Return Mailing Envelope” along with your Secrecy Envelope.

You can submit your mail-in ballot two (2) ways.

1) **In-person** (*secure & confidential*): Return the enclosed ballot in the ballot box located in the BBVCC Office

2) **Mail** (*secure & confidential*): Mail to

BBVCC
8055 Cowichan Road
Blaine, WA 98230

To be valid and counted at this meeting of Birch Bay Village Community Club, your ballot must be received in the Birch Bay Village Community Club Office, 8055 Cowichan Road, Blaine, WA 98230, no later than 4 PM on June 5, 2026, or no later than 7:30PM on June 5, 2026, at the Annual Meeting at the Birch Bay Village Community Club Clubhouse, 8181 Cowichan Rd., Blaine, WA 98230

RESOLUTION 70-604 – Explained

Association Resolution for Revenue Ruling 70-604 Election

WHEREAS, the Birch Bay Village Community Club is a nonprofit, mutual benefit corporation duly organized and existing under the laws of the State of Washington; and
WHEREAS, the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service

NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the BBVCC:


RESOLVED, that any excess of membership income over membership expenses for the year ended 2026 shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

Explanation:

A “Yes” vote approves the election under Revenue Ruling 70-604 to “roll over” any excess “member income” (as defined by the IRS) from the current tax year to the next tax year. This is an important tax planning tool for the Association that requires approval by the membership in order to avoid possible dispute with the IRS in the event of a tax audit. Approval of this election by the members provides the Association with protection from negative tax results, and possibly saves the Association money that would otherwise be paid in taxes. At the advice of our CPA, there are no negative consequences to approving this election, but there is the possibility of negative consequences if it is not approved.

(www.revenueruling70-604.com)

STATEMENTS OF CANDIDACY - Please review the statements of candidacy for the Board of Directors. As there were only three candidates, they will be your three new Board members.

BIRCH BAY VILLAGE 

8055 Cowichan Road, Blaine WA 98230 BBVCC Board Candidate Form

Name: SCOTTY DIAMOND

Address: 8127 KITAMAT WAY Email: [REDACTED] Phone: [REDACTED]

Years of residency in BBVCC: TWENTY Hours per month you are employed: SELF EMPLOYED

Highest level of school attended: COLLEGE CREDITS Military Background: NA

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

Boards and Associations with which you have served: BOARD OF DIRECTORS CATALINA GROUP
PLANING COMMITTIIES IN SHORELINE WA MASTER BUIDERS ASSOCIATION KC

BBVCC activities (Clubs, Committees and Board): GOLF PICKLEBALL TENNIS

Why are you interested in serving on the Board?
HELP TO PRESERVE THE BEAUTIFUL PLACE WE LIVE AND WORK TO
IMPROVE THE THINGS THAT MAK OUR QUALITY OF LIFE AND NEIBORHOOD VIBRANT AND FREINDLY

What experience, skills, and personal qualifications can you bring to the Board?
SE RESUME BUILDING - LAND DEVELOPMENT - PLANNING - WORK WELL WITH OTHERS

1 | Page

STATEMENTS OF CANDIDACY

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.



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(360)371-7744
contactus@bbvcc.com
bbvcc.com

STATEMENTS OF CANDIDACY



8055 Cowichan Road, Blaine WA 98230

BBVCC Board Candidate Form

Name: Caprice Pine

Address: 8027 Niska Road, Blaine, WA 98230 Email: [REDACTED] Phone: [REDACTED]

Years of residency in BBVCC: 4 Hours per month you are employed: 0

Highest level of school attended: MA Military Background: None

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

Bio attached _____

Boards and Associations with which you have served: See bio

BBVCC activities (Clubs, Committees and Board): See bio

Why are you interested in serving on the Board? I like to be involved to improve things. I am passionate about the Village and would love to have the opportunity to serve on the Board, both to complete the departing member's term, and to serve on the next Board if elected, in order to help move the Village to the next level.

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

STATEMENTS OF CANDIDACY



Other Volunteer Commitments: See bio

Goals as a Board Director: To ensure the Village achieves all of the goals in its strategic plan. To move the Village forward regarding infrastructure, community building and participation, and to keep the Village safe and secure and maintain/improve homeowner value.

Number of BBVCC Board Meetings you have attended: None

Are you currently involved in litigation with BBVCC? No

Other information you wish to provide: See bio

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.

Caprice Pine, Candidate for BBV Board of Directors

Retired HR Professional, Board Experience, Active on Committees



- Retired 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, served 2 years
- BBV member since February 2021, active in the community:
 - Service and Social Club Co-Chair (previously Chair)
 - Previously Buildings and Grounds Committee Secretary for 3 years
 - Sport Courts Committee Chair
 - Pickleball and Tennis enthusiast – I organize Pickleball for 100+ players on the Spond app in the Spring, Summer, and Early Fall each year
 - Line Dancer with the Kovid Kickers in BBV
 - Getting back to my musical roots, I played Glinda the Good Witch in the Blaine Community Theater production of *Christmas in Oz* in December, 2025, and joined the Peace Arch Community Chorale in January, 2026

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 with our cat 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 retired from my HR work in April of 2025.

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.

STATEMENTS OF CANDIDACY



8055 Cowichan Road, Blaine WA 98230

BBVCC Board Candidate Form

Name: Randy Ambuehl
Address: 8050 Kayak Way Email: [REDACTED] Phone: [REDACTED]
Years of residency in BBVCC: 25 Hours per month you are employed: 0 (retired)
Highest level of school attended: High School / Apprenticeship Military Background: None
Relevant experience and/or employment (attach a resume if desired):
See attached Statement of Candidacy

Boards and Associations with which you have served:
See attached Statement of Candidacy

BBVCC activities (Clubs, Committees and Board):
See attached Statement of Candidacy

Why are you interested in serving on the Board?
See attached Statement of Candidacy

What experience, skills, and personal qualifications can you bring to the Board?
See attached Statement of Candidacy

Other Volunteer Commitments: None

Goals as a Board Director: See attached Statement of Candidacy

Number of BBVCC Board Meetings you have attended: 45 (approximately)

Are you currently involved in litigation with BBVCC? No.

Other information you wish to provide: _____

Statement Of Candidacy of Randy Ambuehl

For Election as a Director of BBVCC

I have resided at 2050 Kayak Way, Lot 47, Division 12 since 2001. I am a retired electrician, so I have free time to devote to the position.

Relative experience and/or employment / Boards and Associations with which you have served / What experience, skills, and personal qualifications can you bring to the Board?:

I have extensive experience working for, and serving on, various boards and committees including:

2003-2016 - Training Director, Northwest Washington Electrical Industry Joint Apprenticeship and Training Committee. Managed a joint Labor/Management electrical training program for apprentice and journey-level electricians covering the nine Northwestern counties of Washington State.

1983-2017 – Served on various I.B.E.W. Local Union committees, including Executive Board, Apprenticeship, Negotiations, Building Trades, Labor/Management and Public Relations.

1993-1996 – Member, Idaho Job Training Council, Idaho Employment Advisory Committee, and Idaho Governor's Advisory Committee on Workers' Compensation.

1987-1993 – Trustee, Eighth District Electrical Benefit Fund (health care plan)

1988-1993 – Member, Idaho State Electrical Board and Boise City Electrical Board of Appeals

BBVCC activities:

I was appointed to the Board of Directors in April of 2022, to fill the remaining year of the term of a Board member who had resigned. I ran for and was elected to serve a three-year term on the Board in 2023.

I am currently the Board liaison to the Marina Committee and have in the past served as the Board liaison to the Building & Grounds and Safety & Security Committees.

Why are you interested in serving on the Board / Goals as a Board Director:

I have been coming to Birch Bay Village since my parents moved here in 1991, and I have seen it change from a community of many empty lots to one which is nearly full. I have enjoyed living here in Birch Bay Village and want to help contribute to its ongoing success and quality of life. It is truly a special place.

I have found serving on the Board to be very challenging, but also very rewarding, in being able to be a part of helping and improving our community. I have decided to seek election for another term on the Board to be able to continue to do so.

I want to support the efforts of our Board and General Manager to continue to expand our outreach and communications to the members of our community and to get more residents informed of, and involved in, its operations and maintenance, along with the current efforts to develop a Community Plan. I want us to be in a position so that we have the financial reserves necessary, and plans in place, to maintain our aging Village infrastructure, including our roads, buildings, parks, and other amenities, in addition to any improvements that the Village deems necessary.

I do not believe that I have any situation or involvement that might be considered to be a conflict of interest to serve on the Board of Directors.

2026 OFFICIAL BALLOT
June 5, 2026 Annual General Meeting

**Do you APPROVE or REJECT the ballot measure –
Association Resolution for Revenue Ruling 70-604 election for
2026?**

- YES** - I hereby vote to **APPROVE** the **Association Resolution for Revenue Ruling 70-604 election.**
- NO** - I hereby vote to **REJECT** the **Association Resolution for Revenue Ruling 70-604 election.**

Do not write anything on the ballot except to mark your vote. Otherwise, the ballot will be invalid.

To be valid and counted at this meeting of Birch Bay Village Community Club, your ballot must be received in the Birch Bay Village Community Club Office, 8055 Cowichan Road, Blaine, WA 98230, no later than 4:00 on June 5, 2026, or no later than 7:30pm on June 5, 2026, at the Annual Meeting, Birch Bay Village Community Club Clubhouse 8181 Cowichan Rd, Blaine, WA 98230.

Your ballot consists of Two (2) envelopes: Secrecy Envelope and a Return Mailing envelope.

- 1. Do NOT write anything on this ballot except to mark your vote.***
- 2. Place folded ballot in secrecy envelope as provided and seal.***
- 3. Fill out Mail-In Voter Affidavit on the Secrecy Envelope*.***
- 4. Place Secrecy Envelope in Return Mailing envelope, seal and return it to the BBVCC Office.***

****Failure to complete the Mail-In Voter Affidavit will invalidate your ballot.***



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(360)371-7744
contactus@bbvcc.com
bbvcc.com

2026 OFFICIAL BALLOT

June 5, 2026 Annual General Meeting

**Do you APPROVE or REJECT the ballot measure –
Association Annual General Meeting Minutes November 7, 2025**

YES - I hereby vote to APPROVE

NO - I hereby vote to REJECT

Do not write anything on the ballot except to mark your vote. Otherwise, the ballot will be invalid.

To be valid and counted at this meeting of Birch Bay Village Community Club, your ballot must be received in the Birch Bay Village Community Club Office, 8055 Cowichan Road, Blaine, WA 98230, no later than 4:00 on June 5, 2026, or no later than 7:30pm on June 5, 2026, at the Annual Meeting, Birch Bay Village Community Club Clubhouse 8181 Cowichan Rd, Blaine, WA 98230.

Your ballot consists of Two (2) envelopes: Secrecy Envelope and a Return Mailing envelope.

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****Failure to complete the Mail-In Voter Affidavit will invalidate your ballot.***



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BIRCH BAY VILLAGE COMMUNITY CLUB, INC.

LIMITED PROXY

Please plan on attending the meeting. If you cannot attend the meeting, please sign the proxy ballot and have a trusted member vote in your absence.

I _____, Div. _____ Lot _____ hereby give my proxy
Print your first and last name

to the person listed herein to vote in my stead on any and all matters that may come before the community at both regular and/or special meetings of the Club. I reserve the right to revoke this proxy at any time with or without cause.

This proxy shall begin on ____/____/____
Today's date

Proxy assigned to _____, Div. _____ Lot _____
Print member's first and last name

Sign your name

To be valid a copy must be on file at the BBVCC Office no later than 4:00pm June 5, 2026.

WITHDRAWAL OF LIMITED PROXY

I _____, Div. _____ Lot _____ hereby withdraw/revoke
Print your first and last name

my proxy previously given to the person listed below.

This proxy shall end on ____/____/____
Today's date

Person to whom proxy was assigned _____, Div. _____ Lot _____
Print member's first and last name

Sign your name

BBVCC OFFICE/ELECTION COMMITTEE: Received by: _____ / ____ / ____



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

April 16, 2026

To: Birch Bay Village Board of Directors

From: Finance Committee

RE: Publish Delinquent Accounts

Overview

The Finance Committee recommends implementing a policy to post certain delinquent accounts in order to improve collections and promote financial accountability within the community.

Proposal

We propose that accounts meeting the following criteria be posted in monthly bulletin:

- Accounts that are **90 days or more past due**, and
- Have an outstanding balance of **\$3,000 or greater**

To maintain a level of privacy while still encouraging compliance, postings would include **lot numbers only**, with no homeowner names.

Rationale

Chronic delinquencies negatively impact the association's cash flow, reserve funding, and ability to meet operational obligations. Increased transparency may:

- Encourage timely payment by delinquent owners
- Reinforce community awareness of financial responsibilities
- Reduce the need for more aggressive and expensive collection measures

Recommendation

The Finance Committee recommends the Board approve the publication of delinquent accounts with lot numbers only.



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Office: 360-371-7744
www.bbvcc.com

April 17, 2026

To: Birch Bay Village Board of Directors

From: Golf Committee

RE: Golf Course Proposals

The Golf Committee has identified several opportunities to increase revenue and expand engagement with the golf course facilities. The following three proposals are presented for the Board's consideration:

1. Expansion of Junior Golf Camp to Adult Instruction Program

Building on the success of the existing Blaine Parks and Recreation Junior Golf Camp, the Committee proposes an additional adult instructional series.

Concept:

- A structured **5+ week adult golf lesson program**
- Group-based instruction to maximize participation and efficiency
- Designed for beginner to intermediate players

Benefits:

- Generates additional instructional revenue
- Increases utilization of course and practice facilities during non-peak hours
- Encourages long-term player development and retention within the community

Considerations:

- Coordination with Blaine Parks and Recreation or internal staffing
- Scheduling during lower-demand tee time periods
- Pricing set by Parks and Recreation with shared revenue for BBVGC

2. Putting-Only Golf Program

The Committee proposes the creation of a **putting-focused golf program** utilizing specific green areas. See the attached "Draft 2 The Putting Only Golf Program" summary for more details.

Concept:



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- Encourage family participation and drop-in play opportunities
- Accessible to all skill levels and ages (children will require adult accompaniment)
- Minimal space requirements, allowing for flexible scheduling

Status:

- Program structure and operational details are in development
- Pricing and schedule are to be determined and will be presented upon further refinement

Benefits:

- Low operational cost with high participation potential
- Engages non-golfers, casual participants and players with limited mobility

3. Designated Walking Program on Cart Paths

The Committee recommends implementing a structured walking program on the golf course cart paths during limited time windows.

Concept:

- 30–40 minute walking sessions
- Participants must check in and out at the Pro Shop
- Restricted to cart paths only and no pets

Proposed Schedule:

- Morning sessions: Tuesday, Wednesday, Thursday (prior to league play) and afternoon sessions: Monday and Friday
- Potential to block limited tee times on Saturdays and Sundays to accommodate demand if the program proves successful

Benefits:

- Introduces a new user group to the course
- Generates participation fees with minimal impact on course conditions (i.e. walking pass)
- Enhances community engagement and perceived value of amenities

Considerations:

- Clear rules and liability waivers



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- Staff oversight for check-in/out procedures

Conclusion

These three initiatives are designed to diversify revenue streams, increase community engagement, and better utilize existing golf course assets. The Golf Committee seeks direction from the Board on program implementation.

We welcome feedback and are prepared to develop detailed operational plans for any of the proposed options.

DRAFT #2:

“THE PUTTING ONLY GOLF PROGRAM”
A PROPOSAL FOR THE BIRCH BAY VILLAGE GOLF COMMITTEE

The Birch Bay Village golf course needs more players and revenue as indicated by a recent report by a planner at the last BBVCC Board of Directors meeting. This proposal may help.

The following proposal has the potential to add more players, more revenue, more fun playing golf for more community members, improve golf politics, and allow BBVCC members who suffer from back, leg, and upper body pain to once again play some aspects of their former game. It also offers to people like myself who never played golf, a chance to start playing a new sport in our older years (I am a very young 80 year old who has ongoing back pain from arthritis and cannot swing a club, but I can walk and putt.).

Our proposal is to allow a Putting Only Golf Program on the 9 greens of the BBV golf course. This is how it would work:

1. You walk or drive a cart out to the first green (in proper golf attire). From anywhere along the edge of the green, you turn your back and toss the ball over your shoulder. You now play the ball, keeping score if you like, or simply place the ball wherever you want on the green and play the hole
2. Additional Putting Only Golfers may play that green with you.
3. When all players have completed putting green #1, you move on to green #2, and so on.
4. The BBVCC residents who play the Putting Only Golf Program pay 1/3rd the annual golf pass fee to join the golf course for a full year, or 1/3rd the cost to play a single round of Putting Only Golf. They can bring their own putting club, or rent a putting club, at a greatly reduced rate (to be determined) compared to renting a full set of clubs. If they use or rent a cart, that is at the regular price.

Members of the Putting Only Golf Program have the same rights and responsibilities as any other member of the BBVCC traditional golf program. They could also join the BBV Golf Club, thus increasing that Club's membership and income.

In Closing:

Every player who is young enough and healthy enough to play traditional golf today will eventually, with any luck, be an old duffer who will be glad they too can continue to play golf in the BBVCC "Putting Only Golf Program".

Historic Note:

Walking on the golf course trail was permitted during the pandemic. This is not the same thing. The Putting Only Golf Program, not unlike the traditional golf program is a "slice" of golf intended to broaden the golf horizon. It will provide more golf opportunities so that more BBV community members can experience the joy that golf can bring to them. It is not a walk in the park, a picnic, nor a dog exercise alternative. The Putting Only Golf Program is pay as you go golf, and not intended for non-golfers. It's also a great way to introduce young people to golf.

Respectfully submitted on 3/24/26 and 4/14/26 by:

Ron Snyder and Cathy Taggett.
5370 Nootka Loop
Blaine, WA. 98230

Ron 360-305-8231
Cathy 360-332-8082
circleoftrees1@gmail.com



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

April 22, 2026

To: Birch Bay Village Board of Directors

From: Marina Committee

RE: Marina Committee Request

At the March 24th Marina Committee meeting the committee discussed the duties of dock captains and the liability that they could hold as individuals with the tasks that they are or could be requested to complete. The Marina Committee is requesting that the dock captain positions be equivalent to committee volunteers for the purpose of insurance coverage under the Birch Bay Village Community Club Director and Officer insurance policy.

Marina Committee.



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April 22, 2026

To: Birch Bay Village Board of Directors

From: 64.90 Task Force

RE: 64.90 Task Force Member Request

At the April 10th 64.90 Task Force meeting the task force requested that Llew Johnson be a member of the task force. Llew has been attending the meetings as a member of the community but is not a voting member on the task force.

Motion: to approve Llew Johnson as a member of the 64.90 Task Force.



8055 Cowichan Road
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Office: 360-371-7744
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April 22, 2026

To: Birch Bay Village Board of Directors

From: Justine Brooks, Assistant General Manager

RE: Board Member Committee Appointment

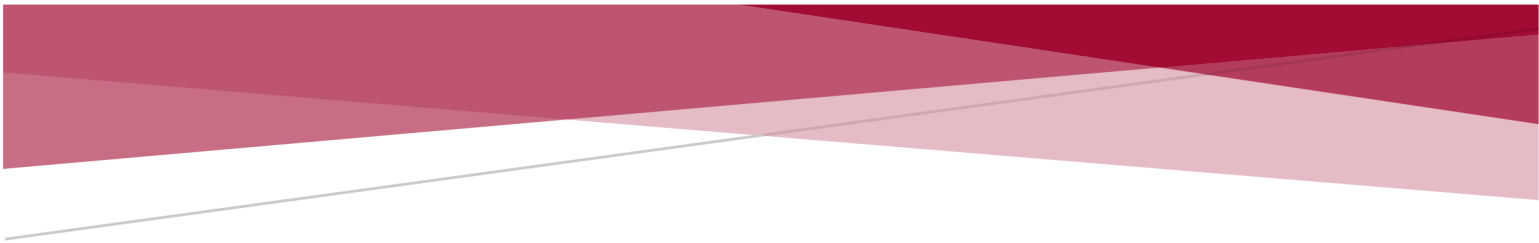
At the March Board Meeting the Board appointed Bev Franklin to replace Patrick Ryan as a Board Member until the June Board Member Election. During that meeting the Board did not appoint Board members to fill the seats of the Committees that Patrick Ryan sat on as a liaison. Patrick Ryan sat on the Architectural Control Committee (ACC) and on the 64.90 Task Force. Bev Franklin took it upon herself to sit on the April ACC meeting as they need two Board members in attendance.

I request that the Board formally appoint Bev, if she would be so happy to, as the ACC liaison during her time on the Board.

I also request that the Board appoint a member of the Board to fill the liaison position on the 64.90 Task Force until the June Board meeting when an organizational meeting will need to take place.

Respectfully,

Justine Brooks, Assistant General Manager.



DRAFT

BIRCH BAY VILLAGE COMMUNITY PLAN

DRAFT APRIL 2026



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1 Community Action Plan at a Glance

1.1 Vision Statement

The Vision Statement represents resident’s expressed ideal future for Birch Bay Village and aims to answer the question, “What do you want your community to be in ten years?” It is all encompassing and guides decision making for the life of the plan. As Board Members, staff, and residents change throughout the years, the Vision Statement remains constant and helps to keep the community on the path envisioned within this Community Plan. While not every resident will agree completely with the entirety of the statement, the Vision Statement was developed with the intention to balance sentiment across the majority of Birch Bay Village.

Birch Bay Village Community Plan Vision Statement

Birch Bay Village residents enjoy the peaceful, safe, and serene nature of living along the Puget Sound. Strong community ties, friendly neighbors, a variety of amenities, and the natural beauty of the area promote a healthy lifestyle and create a small-town neighborhood feel that is unique from surrounding areas. Birch Bay Village strives to be economically sustainable through diversifying revenue streams and adding high-value community uses that benefit the majority of residents while maintaining affordability and quality of life.

As with any document created at a point in time, the Vision Statement should be evaluated with updates to ensure it still represents community sentiment. As the Board of Directors makes decisions regarding the community’s future, it is recommended that they consult this community vision and ensure that decisions are substantially consistent with its intent.

1.2 Goals and Policy Actions

The goals and policy actions listed below were created based on information gained primarily from two sources: (1) community input via the community survey, in-person outreach events, and staff input, and (2) the statistical information and analysis within each chapter of the Community Plan.

- **Goals** within the Community Plan are broad statements that are implemented by direct policy actions. Each goal should provides a clear direction and supports the Community Vision.
- **Policy Actions** are specific actions which, when completed, help to accomplish one of the stated goals within the plan. Policy actions are not ambiguous and have a measurable outcome, allowing the person or people implementing the policy action to state when it is completed. Each policy action has an anticipated timeline for

completion, responsible parties who will implement that action, and potential funding sources which may be available.

Timelines are approximately how long the policy action should take to complete, not necessarily when it can be implemented. For instance, staff could complete a study of how much additional revenue could be generated from additional sources, but action would not be taken until the Board of Directors decided to proceed.

Policy Actions describe the specific objective to be performed in support of the overall goal.

Policy Action 1-2: Consider new or increased sources of non-dues revenue including increased fees for marina activities, charging for visitor parking, or increasing golf course usage rates.

Timeline	1 year
Responsible Party(ies)	Birch Bay Staff, Board of Directors
Funding Opportunities	General fund

Funding Opportunities are potential funding sources which may be used to complete the policy action. In some cases, this may be the Birch Bay Village general funds or there may be external sources, such as grants, available.

Responsible Parties are those who will help to complete the policy action or have a role in review or decision-making. Other groups, such as residents, may provide input depending on the policy action.

1.2.1 Overview of Birch Bay Village Goals and Policy Actions

This section contains a summary list of the Birch Bay Village goals and policy actions for reference purposes. **Chapter 8: Community Action Plan** contains the detailed action plan with timelines, responsible parties, and potential funding sources. The other chapters within the Community Plan contain supportive research and documentation, either through community engagement or technical analysis, which relate specifically to the goals and policy actions listed below and in the Community Action Plan.

The intent when developing goals and policy actions is not to create an exhaustive list of every potential future avenue available to Birch Bay Village, but instead to prioritize those that meet the following criteria:

- Are expressed desires of the residents, understanding that not all residents will agree.
- Are determined needs within the community.
- Contribute to the well-being and long-term sustainability of the community.
- Are reasonably physically and financially feasible.

In developing the Community Plan, these goals and policy actions provide the framework for future work as the Board of Directors, staff, and individual committees can take up efforts to achieve policy actions which coincide with their interests.

Goal 1: Develop a guiding economic strategy for the future financial sustainability of Birch Bay Village.

- **Policy Action 1.1:** Evaluate the existing community dues assessment structure and consider modifications based on analysis within the Community Plan, community input and recommendations from a qualified professional.
- **Policy Action 1.2:** Consider new or increased sources of non-dues revenue including increased fees for marina activities or increasing golf course usage rates through opening the course to outside members.
- **Policy Action 1.3:** Research and apply for applicable local, State, and Federal grant opportunities for private residential communities.

Goal 2: Evaluate and expand opportunities for new community amenities and services.

- **Policy Action 2.1:** Evaluate the feasibility of redeveloping the community club house to include a restaurant/coffee shop user, community gathering spaces, staff offices, and a gym facility.
- **Policy Action 2.2:** Evaluate the feasibility for a small corner market shopping use, including potential location and operator search.

- **Policy Action 2.3:** Evaluate community interest and the feasibility to construct an indoor, year-round community pool facility outside of the floodplain.
- **Policy Action 2.4:** Continue reinvestment in community park facilities through ongoing maintenance of play equipment, restrooms, barbeque areas, and seating. Consider polling members to see what improvements or new facilities would be of interest when equipment lifecycle comes to an end.

Goal 3: Study and implement long-range resilience planning for the future impact of major flooding and other environmental events, including sea-level rise.

- **Policy Action 3.1:** Evaluate available State and Federal grants specific to climate resiliency through the Washington Department of Ecology, Washington State Coastal Climate Resilience Initiative or other similar organizations.
- **Policy Action 3.2:** Plan to relocate community facilities outside of the future 100-year floodplain. Identify potential locations for relocation of or construction of new community facilities, including a Community Center, based on parcel and flood maps.

Goal 4: Increase community park/open space opportunities for residents.

- **Policy Action 4.1:** Evaluate future co-use of the Birch Bay Village Golf Course as community open space on a full or partial basis.
- **Policy Action 4.2:** Explore potential acquisition of property in the northwest corner of the community for future park development if land becomes available.
- **Policy Action 4.3:** Explore the usage of existing underutilized or vacant land for future parks/ open space development .
- **Policy Action 4.4:** Complete a full in-depth inventory and assessment of all parks and community facilities, including the community pool, community center, and golf course.

2 Community Plan Process

2.1 Project Overview

In 2025, Birch Bay Village Community began the work of developing the first Community Plan to guide future decision-making and growth for the next 15 to 20 years. Birch Bay Village engaged a professional planning and design consulting plan, Kimley-Horn, in order to complete this effort. The Community Plan provides a road map for Birch Bay Village based on the community's vision and expressed goals. Rooted in resident input and technical analysis, the plan explores land use, housing, parks and recreation, economic sustainability, environmental factors, and community facilities and infrastructure.

2.2 Community Outreach Summary

Community input is one of the main components of a successful community plan. In private communities, these types of plans directly impact the way that residents live, work, and play throughout their daily lives. This section summarizes community engagement that was completed as part of this planning effort. Full responses and meeting summaries are included within the appendices for this community plan.

2.2.1 Community Open House

The project team, including Birch Bay Village staff, hosted an open house at the Birch Bay Village Community Center on September 10th, 2025. The intent of the open house was to inform residents and other meeting participants about the components of the Community plan and provide a forum for community members to give their input to inform the plan's priorities and policies.

The Open house was structured with seven engagement poster boards arranged with tables and a central area for conversation. Three boards provided information about the Community Plan and four provided with interactive responses to gather resident feedback. The full set of boards, as well as summaries of the responses collected, are included within **Appendix A** of the plan.



Figure 1: September open house at the community center



Figure 2: September open house community sticky-note exercises

2.2.2 Community Plan Survey

The Birch Bay Village Community Plan Survey provided residents with an alternative option to provide feedback at their convenience. The survey was provided in both an online format and via paper copies and was available from August 28th to October 27th, 2025. The survey had 557 responses, a high participation rate relative to what is typically found in cities and other area plans. The first 11 questions were multiple choice and focused on demographics of the community and the activities residents enjoy. The final six questions focus on residents' opinions and vision for Birch Bay Village. The community's response to the survey, along with input from other stakeholders, will guide policies and vision for the Birch Bay Village Community Plan.

Some high-level findings from the survey, which provide some insight into the responses provided and the community as a whole, include:

- Over 70% of responses were provided by residents who live in Birch Bay Village year-round.
- Approximately 63% of respondents are retired.
- Over 70% of respondents have an Undergraduate or Graduate level degree, indicating a highly educated population.
- The location was listed as the highest draw, with over 315 residents selecting that as their primary reason for moving to Birch Bay Village.
- The local and community parks are the most used community feature at 35% of respondents, with the Marina coming in second at almost 25% of respondents.
- When asked where the community should invest future funds, safety and security had the highest number of priority #1 (highest score) rankings, but also the highest number of priority #6 (lowest score) rankings, indicating that the community is split on this issue. Repair of existing roads and utilities ranked highly on this list as well. This was counter to what in-person attendees expressed at the open house, where a new community center received nearly twice as many votes (with dots in the exercise) for a new community center over maintaining roads and infrastructure.
- 67% of respondents indicated they did not want to pay higher assessments to fund enhanced community services.

A full summary of responses is provided in **Appendix A**.

2.2.3 Community Town Hall

On March 12th, 2026, Birch Bay Village held a Community Town Hall to discuss the components of the Draft Community Plan and some of the initial findings. The presentation covered:

- The purpose of creating a Community Plan and the process
- Project timeline and anticipated completion schedule
- Community engagement completed to date
- The different elements of a Community Plan, including community history and profile, land use development, community character, economic sustainability, natural hazards and resilience, and a high-level capital improvements plan.
- Draft community vision, goals, and action plan

The presentation concluded with an open discussion about community ideas and concerns, including questions about introducing new housing types, future use of community open spaces, potential future assessment structures, resiliency and drainage planning, safety, and other topics related to the Community Plan. The meeting served as a follow up to the Community Open House to progress discussions around important topics that will form the primary focus of the plan.

3 Birch Bay Village Community Profile

3.1 Birch Bay Village Community Club History

The Birch Bay Village Community Club, referred to in this plan as “Birch Bay Village,” is a private residential community located in the northwest portion of Whatcom County, Washington approximately fifteen miles north of Bellingham and five miles south of the United States/Canada border. The community was founded as Birch Bay Community Club Inc. in 1967. Originally envisioned as a private village of second homes blending recreation, natural beauty, and year-round living, early development focused on major infrastructure such as roads, utilities, man-made lakes, shoreline improvements, a protected marina, and a golf course. Residency began as mostly Canadian but gradually has moved toward an American owner majority influenced by factors such as exchange rates. Through the 1970s, lot sales and home construction expanded steadily, community amenities were completed, and the foundations of organized governance were established. At this point, the Marina was the defining feature of the community.



Figure 3: Birch Bay Village, early 1970s

During the 1980s and 1990s, Birch Bay Village transitioned from developer control to member governance, marking a shift toward increased homeowner participation, volunteer committees, and rules to formalize the peaceful, relaxed way of life enjoyed by residents. This era emphasized infrastructure improvements to existing structures and facilities as well as growing environmental awareness of the area's lakes, drainage, and shoreline protection, creating a balance between development and responsible stewardship.



Figure 4: Marina, circa 1983

From the 2000s to the present, BBVCC has focused on modernization, resilience, and long-term sustainability. Professional management practices, enhanced security, and stronger communication channels between residents and governing bodies have supported an increasingly engaged membership. In recent years, attention has centered on infrastructure maintenance, environmental compliance, and planning for future generations. More than five decades after its founding, Birch Bay Village has grown into well-managed coastal community shaped by volunteerism and stewardship, providing a high quality of life for all residents.

3.2 Physical Characteristics

Birch Bay Village is approximately 490 acres in size and sits on the picturesque northern shore of Birch Bay. The community is home to 1,142 lots ranging from pre-fabricated homes on small lots to multi-million dollar homes overlooking the bay. As of January 2026, 80 lots in the community were vacant. The community has a marina with capacity to hold approximately 250 number of boats, depending on the size, a private nine-hole golf course, several community parks, lakes and water features, a club house, tennis courts, and a community pool. There are approximately 1.6 miles of shoreline within the community which provide direct access to the bay. A more detailed physical description is provided within **Chapter 6: Natural Hazards and Resilience**.

While a portion of the community sits close to sea level along the shore, there is fairly substantial topography changes with elevations rising from sea level to 123'. Primary access to the community is from Birch Point Road through a secured main entry at the northern

boundary. There is a secondary gated access point from Birch Point Road for use by residents only in the northeast corner of the community. From either access point, a network of neighborhood roads provide access throughout the community.

3.3 Demographics

The demographics section provides estimates of existing population, age, education, income, housing, and employment for Birch Bay Village. Data in this section is collected from Environmental Systems Research Institute, Inc (ESRI) software which summarizes and extrapolates US Census data to the most recent year. The boundary for data collection is displayed in Error! Reference source not found.. Data in this section is best interpreted as approximations and trends of Birch Bay Village’s demographics.

3.3.1 Population

In 2025, Birch Bay Village’s population is estimated to be 1,683, an increase of 95 people or 6% from 2010. As Birch Bay Village is not its own Census Designated Place (CDP), the population statistics summary in this section is an estimation based on data extracted through ESRI’s Business Analyst Software. Birch Bay Village is unique in that its boundaries cannot grow and currently only single-family homes are developed within the community. This means that there is not the same linear growth trend that is seen in most cities or other populated areas. With approximately 80 remaining lots to be developed, population growth is expected, but will eventually hit a ceiling. Some owners have double lots that may redevelop in the future, but may also be held. Additionally, it is common for residents to have other homes outside of Birch Bay, meaning that they may not always list Birch Bay Village as their primary place of residence. This can also skew population statistics.

Table 1: Population below shows the change in estimated population from 2010 to 2025.

Area	2010- 2025				
	2010	2020	2025	Change	Percent Change
Birch Bay Village	1,588	1,696	1,683	95	6.0%

Table 1: Population

3.3.2 Age

The median age of Birch Bay Village was estimated to be 62.5 years old, an increase of almost seven years from 55.4 years in 2010. Broken down by cohort in **Table 2: Age by Cohort** the largest cohort is residents aged 65-74, at 364 people. Residents aged 55 and older constitute over 62% of Birch Bay’s total population, up 11% from 51% in 2010. This indicates an aging population trend within the community, consistent with anecdotal information gathered during community engagement events for the Community Plan. Aging populations often have different

needs in relation to housing size, community services, and accessibility from young families or working professionals. Those potential needs are analyzed further within the housing and economic chapters of the Community Plan.

Cohort	2010- 2025Δ			
	2010	2025	#	%
0 - 14	232	160	-72	-31.0%
15 - 24	93	104	11	11.8%
25 - 34	103	104	1	0.9%
35 - 44	137	121	-16	-11.7%
45 - 54	216	143	-73	-33.8%
55 - 64	331	301	-30	-9.0%
65 - 74	310	364	54	17.4%
75 - 84	128	311	183	143.0%
85+	35	74	39	112.0%
Total	1,588	1,683	95	6.0%

Table 2: Age by Cohort

3.3.3 Education

Education Level	Birch Bay Village	State of Washington
Less than HS Diploma	2.2%	7.0%
High School Diploma (Includes GED)	23.1%	22.3%
Some College, No Degree	21.1%	18.5%
Associate Degree	12.2%	10.7%
Bachelor's Degree	22.1%	25.1%
Graduate/Professional Degree	19.3%	16.4%

Table 3: Education Attainment

Table 3: Education Attainment shows the percent of the total population by highest level of education achieved. For reference, the same statistics have been provided for the State of Washington. Birch Bay Village’s education levels are similar to the State, with around 41.5% of both geography’s populations having a bachelor’s degree or above. Overall, data shows that Birch Bay Village is a well-educated community with nearly all residents (97.8%) estimated to possess at least a high school degree.

3.3.4 Race

2025 estimates in **Table 4: Race** show approximately 87% of Birch Bay Village’s population identify as White, with two or more races as the second largest racial group at 7.4%.

Race (2025)	Birch Bay Village
White	87.3%
Black	0.5%
American Indian	0.7%
Asian/Pacific Islander	3.2%
Other Race	0.9%
Two or More Races	7.4%

Table 4: Race

3.3.5 Commuting

Figure 5: Commute Time shows the estimated average commute times for residents within Birch Bay Village. 41% of workers commute 30-45 minutes, encompassing workers who commute to Bellingham which is around a 30-minute drive from Birch Bay Village. This is not surprising as the community is located in unincorporated Whatcom County and along the coast. Jobs shown as less than 30 minutes are likely within the immediate Birch Bay area or are people who work from home, which has become much more prevalent in the last decade.

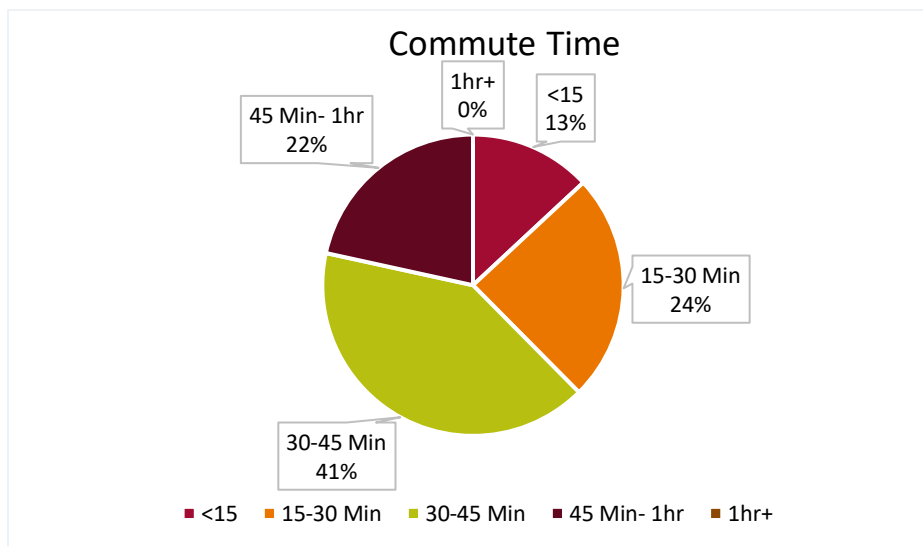


Figure 5: Commute Time

4 Land Use, Development, and Community Character

Land use is the functional purpose of land within a city or community. Land uses are organized by designation and describe the general characteristics of that parcel, including the intention for future use and development. Comprehensive Plan land use designations are often confused with zoning classifications, which describe the permitted uses and establish standards for development on a specific parcel. While the two are generally correlated, they serve two different purposes

This section analyzes Birch Bay Village at both the Whatcom County level and at the local community level, including what can currently be developed based on the current development standards in place.

4.1 County Designated Land Use and Zoning Classification

Birch Bay Village is unique because it is comprised of over one thousand parcels, all of which have the same Comprehensive Plan land use and zoning designation regardless of the actual use on each parcel. This section describes the Comprehensive Plan Land Use designation of Urban Growth area, as proposed in Whatcom County's 2025 periodic update, and the current 2026 zoning classification of Urban Residential 4 (UR4).

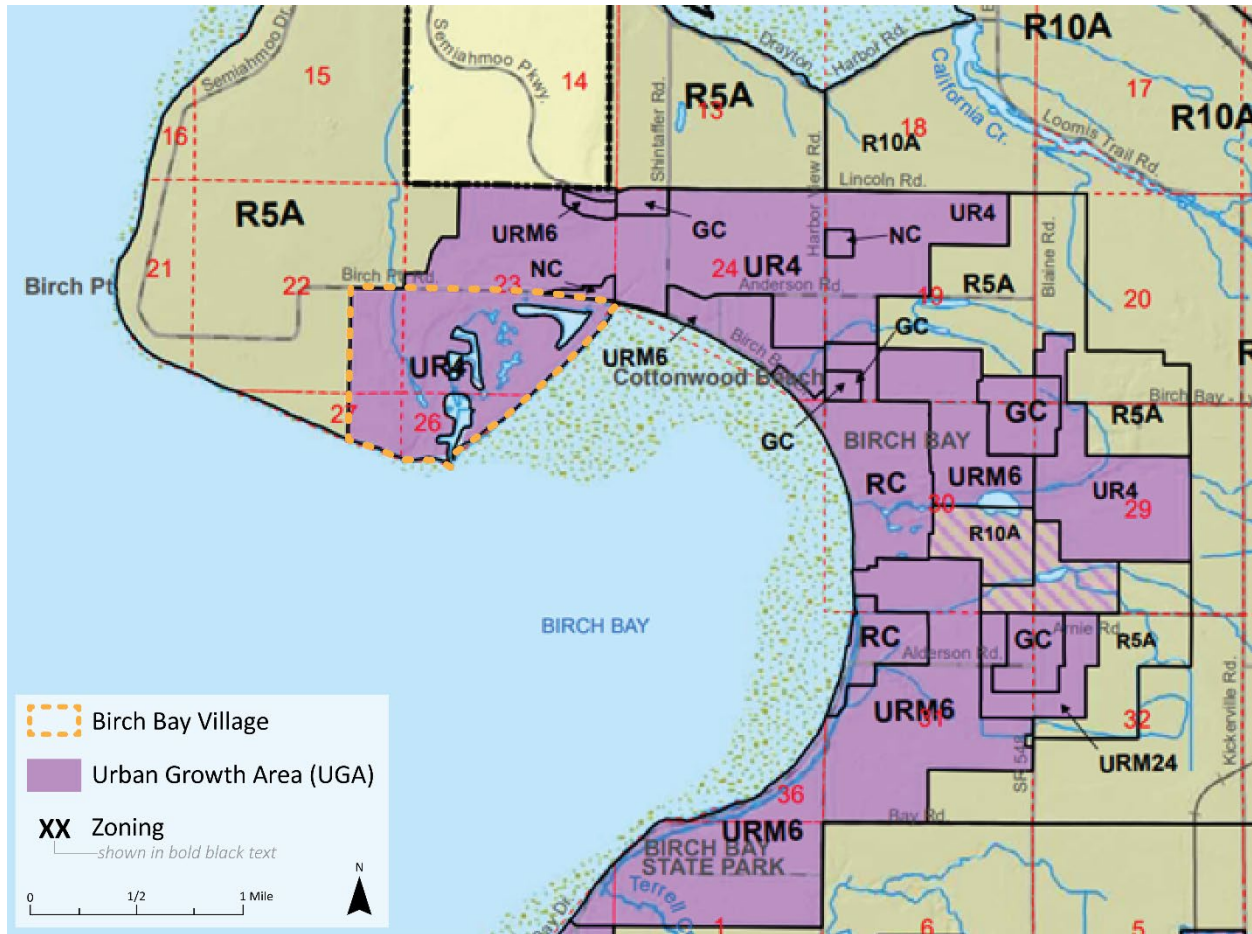


Figure 6: Birch Bay Village Local Planning Context

4.1.1 2025 Comprehensive Plan Land use

Birch Bay Village sits within the Birch Bay Urban Growth Area (UGA), as described within the draft 2025 Whatcom County Comprehensive Plan update. “Urban Growth Area” is the proposed Comprehensive Plan land use designation for the entire community, indicating that the area is planned for and can accommodate a higher level of development than the surrounding areas. UGAs must also have provide urban services and are intended to concentrate development in specific areas around Whatcom County while minimizing impacts on surrounding forestry, agricultural lands, mineral resources, watersheds, and other important critical areas.

UGAs are commonly associated with a city, with the intent to annex them into that city when the need arises and services are available. That is not the case with Birch Bay Village as it does not share a border with the closest city (Blaine) and is an unincorporated part of Whatcom County. These types of UGAs, sometimes referred to as Non-Municipal Urban Growth Areas (NMUGA) are intended to function on their own and consist of sufficient land and ability to provide necessary infrastructure service.

Birch Bay Urban Growth Area

Goal 2P within the draft Whatcom County Comprehensive Plan encourages increased residential densities in UGAs to accommodate anticipated future growth within Birch Bay and the county as a whole. The County bases this on an overall average net density, while respecting unique characteristics of each community. For Birch Bay, future development is targeted at between five to ten dwelling units per net acre. This typically includes single-family detached units, small-lot single-family homes, townhouses, duplexes, and triplexes. Additional information on allowable housing types is included within the Housing section of this chapter. It is important to note that this does not match the current maximum density of 4 dwellings per acre within the current Urban Residential 4 (UR4) zoning classification, as described below.

There are several Goals and Policies within the proposed comprehensive plan which outline potential future actions for the broader Birch Bay UGA, including the Birch Bay Village Community. These goals and policies are written to be applicable to the broader Birch Bay area as a whole and explore the potential for establishing an advisory committee to interface with the County regarding respective community development issues, developing Community Plans such as this one, or even assisting within incorporation if appropriate. It will be important to continue to maintain communication with Whatcom County regarding future plans for Birch Bay which may impact the Birch Bay Village Community.

In 2004, Whatcom County adopted the “Birch Bay Community Plan” as an official Subarea plan within the County’s Comprehensive Plan. This document applies to the Birch Bay UGA as a whole but does refer specifically to “Birch Bay Village” and the “Birch Bay Village Reach” area as a distinct neighborhood throughout the document. Many of the improvements discussed within this plan relating to Birch Bay Village relate to roadway improvements for access to the community as well as shoreline stabilization and projects to address flooding issues. The plan also contained design guidelines and standards which do not appear applicable to Birch Bay Village as it is a private community with its own established design standards.

The 2004 Birch Bay Community Plan can be accessed visiting Whatcom County’s Planning website or clicking here:

<https://www.whatcomcounty.us/DocumentCenter/View/3753/Adopted-Plan-PDF>.

4.1.2 Zoning Classification

Birch Bay Village is zoned Urban Residential 4 (UR4) within the [Whatcom County Zoning Code](#). Chapter 20.20 dictates permitted uses and applicable development standards for the Urban Residential (UR) Zone, which encompasses UR4. Zoning codes are subject to amendments annually and the information below must be verified with Whatcom County if future development is planned.

Permitted Uses

This UR zone permits a range of different uses beyond what is currently found within Birch Bay Village. The list below is provided for contextual purposes for what future development may occur within Birch Bay Village

Permitted uses within the UR zone applicable to Birch Bay Village primarily include:

- One single-family dwelling per lot.
- Single-family-attached dwellings, provided, that public sewer, water and stormwater management facilities serve the site, not more than four units are attached, and the number of dwelling units conforms to the density requirements of the district (4 du/ac for UR4).
- Private, noncommercial boat docks when located on a manmade canal designed for boat traffic pursuant to the Whatcom County Shoreline Management Program.
- Trails, trailheads, restroom facilities, and associated parking areas for no more than 30 vehicles.
- One one-story detached accessory storage building per lot; provided, that the floor area shall not exceed 200 square feet and shall only be used for personal storage and not for habitation or business; and provided further, that the storage building shall contain no indoor plumbing but may be served with electrical power for lighting.
- Adult family homes as defined in Chapter [70.128](#) RCW.
- Boarding homes that are similar in size, facilities and occupancy to other residential structures permitted in the zoning district.

Accessory uses permitted within the UR zone applicable to Birch Bay Village primarily include:

- Type I home-based businesses pursuant to WCC [20.80.970](#).
- Day care homes.
- Bed and breakfast establishments.
- Vacation rental units.

Administrative approval uses within the UR zone applicable to Birch Bay Village primarily include:

- Accessory dwelling units, when consistent with WCC [20.80.910](#).
- Type II home-based businesses pursuant to WCC [20.80.970](#).

Conditional uses permitted within the UR zone applicable to Birch Bay Village primarily include:

- Retirement and convalescent homes; social and health rehabilitation centers; day care centers; mini-day care centers; and adult care centers not in a family dwelling; and other health-related services consistent with the purpose of the district.
- Neighborhood grocery stores, subject to the provisions of WCC [20.20.155](#).
- Golf courses and commercial recreation facilities related to golf courses.
- Public or private parks that are not included in an adopted city or county Comprehensive Plan or Park Plan.
- Bed and breakfast inns.
- Public campgrounds.

Other permitted, accessory, administrative approval, and conditionally permitted uses are allowed within the UR zone, but were deemed less likely to be applicable to Birch Bay Village. A full list of these uses, as well as prohibited uses, can be found in WCC [20.20](#).

Development Standards

WCC [20.20](#) also contains development standards, including density, minimum lot size, width, and depth, setbacks, height regulations, landscaping, parking, and other development criteria. As noted, this is subject to annual amendments by Whatcom County. Permitted development within UR4 is higher than surrounding rural areas, as is the intent of Urban Growth Areas, but it is still relatively low density in order to maintain consistency with the surrounding character of the unincorporated county areas.

In addition to County Zoning requirements, Birch Bay Village has an Architectural Control Committee (ACC) that is responsible for maintaining the aesthetics of BBVCC. That includes ensuring that the Architectural Rules are clear and consistent. They are also responsible for approving construction projects submitted by BBVCC Members. All construction projects (including tree removals) must be approved by the ACC prior to starting. Projects include but are not limited to: house renovations, auxiliary buildings, fences, sheds, floating docks, concrete work, paving, landscaping, etc. The ACC meets on the 1st Tuesday of the month at 10am.

4.1.3 Birch Bay Village Community Uses

While the Whatcom County Comprehensive Plan has one land use designation for all of Birch Bay Village, there are actually several different uses within the community. This Community Plan does not have the authority to formally establish land uses separate from what is in the County's Comprehensive Plan, however it is important to recognize different aspects of the community for future planning purposes. The uses present in Birch Bay Village are:

- **Single-family Residential:** This use consists of single-family detached residences on separate lots. Lot sizes vary in size and shape, with some lots in the northwest corner of

the community taking a triangular shape and accessed off of cul-de-sacs and others a more standard rectangular shape.

- **Community Facilities:** This use consists of built structures on community owned properties and intended for the use of residents. This includes the Clubhouse, the Golf Course Pro Shop, the Main Office, Pool House, Maintenance Shop and Front Gate House.
- **Parks/Open Space:** This use consists of neighborhood park areas situated throughout the community. Neighborhood parks are described in greater detail below.

Figure 7: Birch Bay Village Community Land Use Map displays the different community use types within Birch Bay Village and properties owned by the community. All parcels not owned by the community are privately owned by residents.

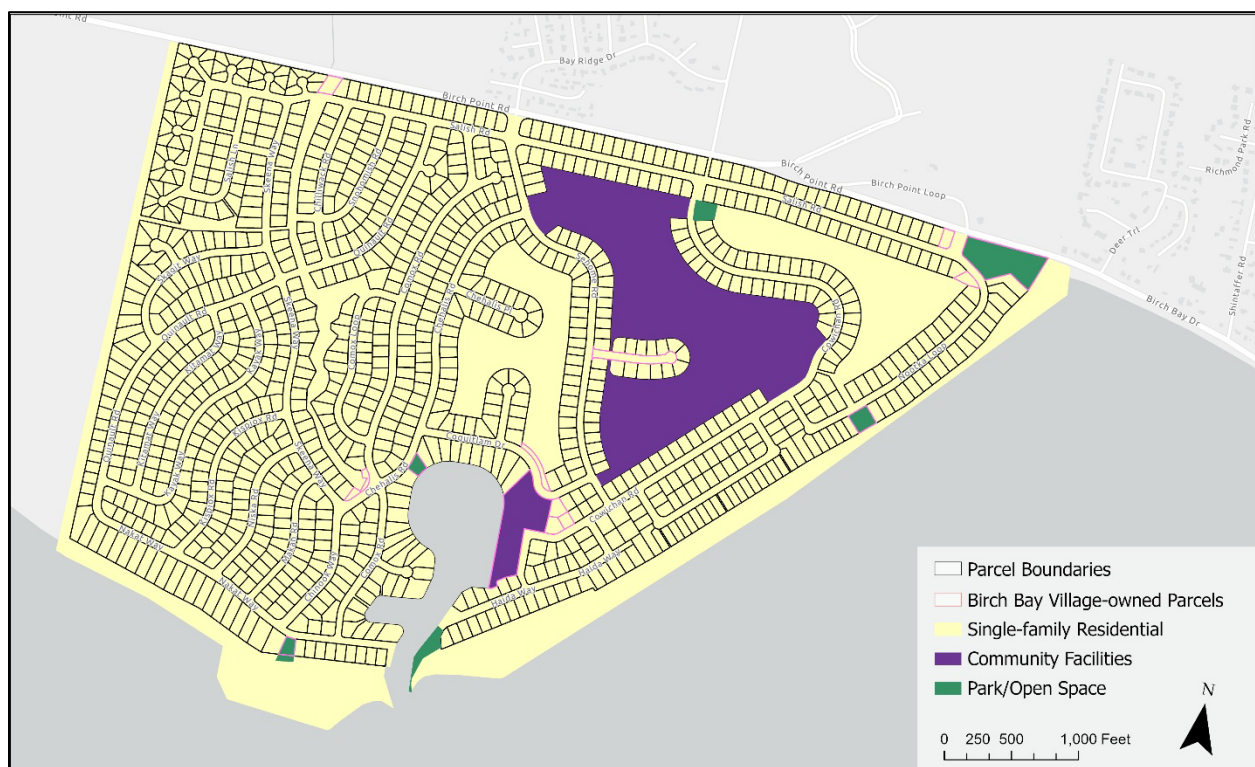


Figure 7: Birch Bay Village Community Land Use Map

Uses within Birch Bay Village are generally set due to existing housing structures and legal lots but there is flexibility to potentially change uses on community owned parcels based on the permitted uses within the County’s Zoning Code. Specifically, there is flexibility in housing types to potentially create another use category for single-family attached residential, adult family homes, or senior housing such as a retirement home or adult care facility. Commercial uses are limited to neighborhood grocery stores under 2,500 square feet (with some restrictions). Having a neighborhood grocery store may provide resources for residents who have limited mobility, convenience for those looking for last-minute items, or could serve residents outside of Birch

Bay Village if the golf course or marina were opened up for paid public use (see economic goals and policies relating to potential revenue generation).

While permitted, a business would need to find that the demand is there currently to make this financially feasible. It is important to note that local CC&Rs may further restrict some uses or place additional requirements on them.

4.1.4 Housing

Birch Bay Village is a private residential community and housing comprises the majority of the uses. All housing is currently detached single-family residential, though other housing types are permitted within the existing zoning. All housing is for sale and with no structured rental or multi-family options. This section explores existing housing characteristics within the community, including amount, age, condition, and new housing type opportunities based on feedback from the community.

Existing Housing Stock

Per 2025 data from the Whatcom County Assessor’s office, there are 1,048 residential developments in Birch Bay Village. Of these, 62.5% are three-bedroom residences and 15.9% are two-bedroom (**Figure 8: Housing Type**). There are currently 80 vacant parcels in Birch Bay Village out of 1,129 for a residential lot vacancy rate of 7.6%. Vacant parcels are scattered around the community, with the densest cluster of vacant parcels around the marina.

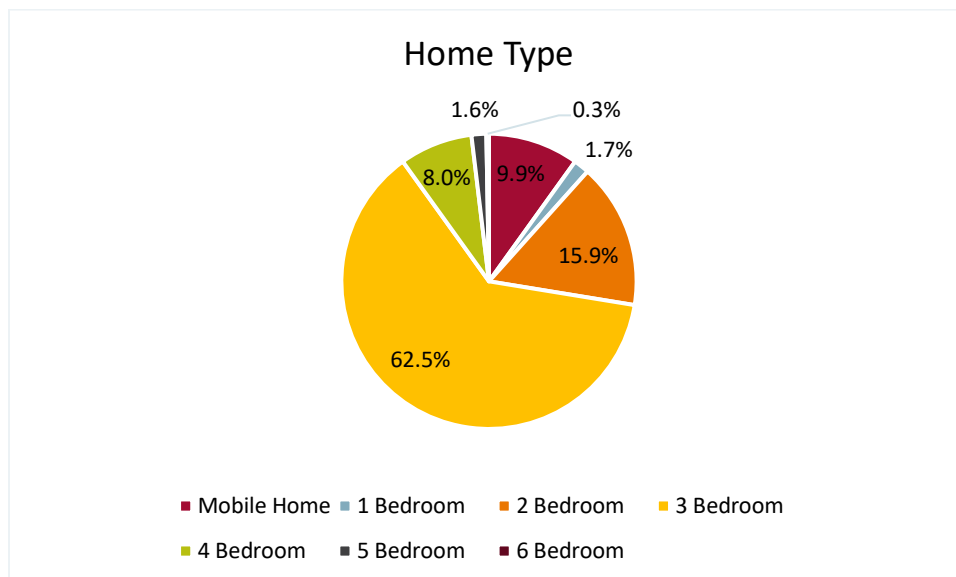


Figure 8: Housing Type

Age and Condition of Housing Stock

Housing age describes the year housing was built and is the best description of how old the housing stock is in Birch Bay Village. The median year of home construction is 1989, making the housing stock overall slightly newer than the State of Washington as a whole, where the median year built for housing is 1984. The decade with the most housing built is the 1980s, accounting for just over a quarter of all housing in the community. Closely following are the 1970s and 1990s with around 22% of total housing each. As noted in the Community History section, Birch Bay Village was founded in 1967. Housing data relies on the accuracy of previous records. The data used in this analysis indicates that some housing may have been present in the area prior to founding, however it is unclear if those units have been redeveloped or are still in the community.

Table 5: Housing Stock by Age Built shows the area of housing by decade built.

Decade Built	Percent of Total Housing Stock
2020s	0.0%
2010 to 2019	7.5%
2000 to 2009	17.2%
1990 to 1999	22.6%
1980 to 1989	25.4%
1970 to 1979	22.7%
1960 to 1969	2.5%
1950 to 1959	0.7%
1940 to 1949	0.0%
1939 or earlier	1.5%

Table 5: Housing Stock by Age Built

Potential to Grow/Diversify to Meet Community Needs (Housing Types)

Community age statistics, as shown in **Chapter 3**, show that over 62% of residents are aged 55 and over and that percentage has increased over the past few decades as the median age of the community continues to grow older. This points to many residents choosing to age in place, whether that is because they love Birch Bay Village and their personal community, or because they cannot financially afford to move. As residents age, several life events typically lead to no longer needing or wanting a large single-family house:

- Children grow up and leave their parent’s house, leading to large houses with one or two occupants.
- Residents may get injured or have impaired mobility which can make house or yard maintenance difficult.

- Mobility issues may also limit resident's ability to easily move between floors within their house.
- Residents may no longer feel comfortable driving or be able to drive, stranding them in the community with limited access to a commercial store, medical facilities, or other resources.
- In couples, one spouse may pass away, leaving an increased physical and financial burden on the other to maintain the household.

Single-family attached housing, such as townhouses, duplexes, and triplexes as well as multi-family housing (senior living or adult care) are residential types that are permitted within the UR4 zone. These housing types may provide flexibility in housing options for residents who want to remain in Birch Bay Village without the added responsibility of maintaining a large single-family detached house. Resident transition into these other housing types also opens up larger housing options for families who need space, which can help Birch Bay Village plan for continued economic sustainability through new homeowners coming into the community.

Currently, governing documents specific to Birch Bay Village prohibit residential uses that are not single-family detached, however the governance structure of private communities like Birch Bay Village are required to be updated to be in compliance with RCW 64.90. As part of this, residents could vote to have the current covenants, conditions, and restrictions (CC&Rs) modified to allow development of additional housing uses.

4.1.5 Parks and Open Space

Existing Parks and Community Facilities

Parks are one of the community’s most treasured assets and provide recreation opportunities for all ages along the water and inland. Together the Birch Bay Village neighborhood parks occupy approximately 5.5 acres, not including shoreline space. Additionally, the community has approximately 1.6 miles of shoreline. The golf course occupies 9.69 acres of land. While not a park, it is a large source of green space in the community, almost double the size of the combined acreage of Birch Bay Village’s existing parks.



Figure 9: Birch Bay Village Parks

Figure 9: Birch Bay Village Parks shows the six parks of Birch Bay Village, including:

- Kwann Lake Park
- Lighthouse Park
- Marina View Park
- Sand Dollar Park

- Sunrise Park
- Sunset Park

Level of Service

Level of service for parks and open space are typically measured in two ways: (1) park acreage per 1,000 residents and (2) proximity to parks (typically measured within a one-half mile standard walking distance). The State of Washington Resource and Conservation Office (RCO) and National Recreation and Park Association (NRPA) do not have mandatory level of service requirements, but there the nationwide historical guidelines that suggest 6.25 to 10.5 acres of dedicated open space per 1,000 residents. Birch Bay Village is unique in that the general guidance provided by NRPA assumes a mixture of single-family and multi-family housing. Multi-family housing, such as apartments and condominiums, do not typically have dedicated open space such as a yard and therefore rely more on public/community parks to provide recreational opportunities. As Birch Bay Village is entirely single-family, each household has access to a private yard which can provide those recreational opportunities. Given the exclusively single-family nature of Birch Bay Village and the private yards that each home enjoys, it is appropriate to assume that the lower end of that threshold should be used as a measuring bar for open space with the Village.

The 2025 estimated population for Birch Bay Village was 1,683, meaning that Birch Bay Village should aim to provide approximately 10.5 acres of parks, open space, and recreational areas. As noted in the beginning of this section, Birch Bay Village provides approximately 5.5 acres of neighborhood parks, excluding the golf course which cannot currently be used as a community park. Additionally, the Village has approximately 1.6 linear miles of accessible shoreline along Birch Bay. While the usable area shifts greatly depending on the tides, it is reasonable to assume an average of 50 feet of usable sand area across that 1.6 linear miles, which adds approximately 9.5 acres of additional open space. If the golf course is counted as a public park, it would add an additional approximately 9.7 acres of open space. Collectively, even without the golf course included, Birch Bay Village provides approximately 15 acres of community open space which exceeds the NRPA recommended amount.

As described above, the second way of measuring level of service is to evaluate what percentage of households are within a 10-minute (roughly one-quarter to one-half mile depending on pace) walking distance of a neighborhood park. Approximately 72% of the community is within the 10-minute walk of a community park. **Figure 10: 10-minute Walkshed from Parks** shows the existing condition where the golf course is not a community park as it does not allow passive walking on pathways or use of the park for recreational opportunities other than golf. As shown, the western portion of Birch Bay Village is underserved by access to neighborhood park facilities and may be a consideration if future acquisition opportunities

arise. Additionally, the shoreline does not generally provide accessible open space for the western portion of the community. While it is accessible via Sunset Park, there is a substantial grade difference along the ridge which makes that area not directly accessible. A policy action has been added to reflect this.



Figure 10: 10-minute Walkshed from Parks

Expanding Community Recreational Opportunities

Community responses within the online survey stated that neighborhood parks and walking paths were the most used amenities. Given the analysis showing that there are residences within the community that are not within a one-quarter mile walking distance of a park, policies have been added to the Community Plan which could further expand neighborhood parks from an accessibility standpoint.

Many residents expressed the desire for an indoor pool to allow swimming year-round. The current pool facility is in need of repair beyond what is typically considered annual maintenance and sits within the 100-year flood zone. If a storm event were to occur, it is likely that debris would cause further damage to the pool and the operational pumps and other infrastructure needed for operation. An indoor pool would be a large up-front investment but may be able to be consolidated with other community features such as a Community Center or Clubhouse, if desired by residents. As noted, it would drastically expand the usability of the pool facility and would likely cut down on long-term maintenance costs due to the lack of exposure to the elements.

As noted in the analysis above, future use of the golf course has a large impact on whether or not Birch Bay Village provides open space and recreational opportunities that meet typical national standards. Birch Bay Village could consider strategies such as partial transformation into open space where community members can recreate, bring families, and enjoy the beautiful setting of Birch Bay Village in a capacity beyond golf. If the desire remains to retain the golf function, a hybrid approach may be feasible where the existing course could function as open space in some capacity and retain golfing operations. For example, hours may be limited to create a shared-use function to the golf course area, however this would not reduce maintenance costs. It is observed anecdotally that there are numerous available rounds throughout the year, so this is not anticipated have an impact on revenue.

It was noted during the Town Hall that several of the existing community parks have very low usage rates, which was also observed during the park-by-park walkthrough. As existing playground equipment, picnic shelters, tables, and other equipment age and require replacement, a variety of uses should be considered in place of the existing programming. For instance, where feasible, community gardens help bring community members together and can provide tools and resources that residents do not have access to currently.

5 Economic Sustainability

The Economic Sustainability section provides a high-level analysis of existing and potential revenue sources in pursuit of Birch Bay Village’s goal of raising revenue to meet future costs. This section provides analysis of the existing financial status of Birch Bay Village and analyzes three potential future dues-based revenue scenarios along with other, non-dues revenue options.

The current goals of Birch Bay Village are to find a sustained way of revenue generation affording the community the ability to fund its existing expenses and ongoing maintenance, while allowing flexibility in undertaking new capital projects. These goals are reflected in the residents’ sentiment about spending priorities, derived from the Community Plan Survey. Community members indicated repairs and maintenance were their top priority for use of annual dues, followed by safety and security. Over two-thirds of survey respondents said they would not be willing to pay more in dues for enhanced community amenities, indicating any change to dues amounts will receive a degree of opposition. Residents have begun to see the reality of increased costs in the community, following decades of minimal to no increases in dues, with the two largest dues increases by amount and percent (18% and 16%) occurring in 2024 and 2025. The evaluation of future dues scenarios is designed to provide the Board of Directors with an overview of how potential changes to Birch Bay Village’s funding structure can help finance current and future obligations in the face of increasing costs.

5.1 Budget

Birch Bay Village’s budget is broken into two categories, dues collected from residents and cost center revenues, including revenue from the marina and golf course. Total revenues for 2025 were expected to be \$4,031,436. The breakdown of revenue by category is shown in **Table 6: Birch Bay Village FY24-25 Budget**. As is common practice with community association management, 2025 expenses also are projected to be \$4,031,436 for 2025. Between 2024 and 2025, the largest year-over-year expense increase was maintenance, rising 31%. Maintenance expenses are expected to continue increasing following input from staff, further supported by broader economic conditions including rising inflation in materials and services.

Birch Bay Village Community Club
DRAFT April 2026 Community Plan



	2024	2024	2025	Variance	
	Budget	Projection	Proposed Budget		
Income					
Annual Dues	\$ 2,438,285	\$ 2,438,285	\$ 2,923,117	\$ 484,832	19.9%
Dock Assessment				\$ -	
Carry over from prior year			\$ 99,520	\$ 99,520	
Cost Center Income					
Administration	\$ 75,700	\$ 94,993	\$ 109,450	\$ 33,750	44.6%
Maintenance	\$ 15,700	\$ 1,776	\$ 750	\$ (14,950)	-95.2%
Golf	\$ 115,204	\$ 125,471	\$ 156,842	\$ 41,637	36.1%
Recreation Center	\$ 43,000	\$ 34,320	\$ 44,600	\$ 1,600	3.7%
Pool	\$ 16,300	\$ 16,470	\$ 16,000	\$ (300)	-1.8%
Marina	\$ 576,756	\$ 491,768	\$ 652,658	\$ 75,902	13.2%
Security	\$ -			\$ -	
Clubhouse	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%
General	\$ 8,300	\$ 39,925	\$ 25,500	\$ 17,200	207.2%
Total Cost Center Income	\$ 853,960	\$ 807,723	\$ 1,008,800	\$ 154,840	18.1%
				\$ -	
Total Income	\$ 3,292,245	\$ 3,246,008	\$ 4,031,436	\$ 739,191	22.5%
Cost Center Expenses					
Administration	\$ 790,997	\$ 689,280	\$ 933,221	\$ 142,224	18.0%
Maintenance	\$ 585,411	\$ 542,618	\$ 768,254	\$ 182,843	31.2%
Golf	\$ 285,425	\$ 285,559	\$ 319,528	\$ 34,103	11.9%
Recreation Center	\$ 166,638	\$ 159,008	\$ 169,083	\$ 2,445	1.5%
Pool	\$ 39,539	\$ 55,310	\$ 47,289	\$ 7,750	19.6%
Marina	\$ 151,520	\$ 109,797	\$ 132,658	\$ (18,862)	-12.4%
Security	\$ 323,194	\$ 323,392	\$ 364,956	\$ 41,762	12.9%
Clubhouse	\$ 11,350	\$ 16,659	\$ 11,450	\$ 100	0.9%
General	\$ 60,500	\$ 104,895	\$ 81,700	\$ 21,200	35.0%
Total Cost Center Expense	\$ 2,414,575	\$ 2,286,517	\$ 2,828,139	\$ 413,565	17.1%
Community Plan			\$ 45,000	\$ 45,000	
Reserve Contributions				\$ -	
General	\$ 147,541	\$ 147,541	\$ 331,913	\$ 184,372	125.0%
Roads	\$ 287,194	\$ 287,194	\$ 278,184	\$ (9,010)	-3.1%
Marina (net revenue)	\$ 425,236	\$ 425,236	\$ 548,200	\$ 122,964	28.9%
Total Reserves	\$ 859,970	\$ 859,970	\$ 1,158,297	\$ 298,327	34.7%
				\$ -	
Total Expenses	\$ 3,274,545	\$ 3,146,488	\$ 4,031,436	\$ 756,892	23.1%
				\$ -	
NET	\$ 17,700	\$ 99,520	\$ (0)	\$ (17,700)	-100.0%

Table 6: Birch Bay Village FY24-25 Budget

5.2 Potential Assessment Strategies

Birch Bay Village’s primary source of revenue is assessed dues charged to residents. The current assessment strategy is to charge all residents a flat annual amount agreed upon by the Board of Directors. This analysis will refer to the current assessment strategy as “Flat Rate.” Birch Bay Village staff directed the Kimley-Horn project team to evaluate alternative strategies for how to assess dues, including relying on land and property valuations as the basis for dues assessments. This section evaluates how modifying the current dues assessment structure could impact future revenue, focusing on how assessment methods differ from each other and the underlying factors influence these differences.

Two dues assessment strategies, one based on parcel’s land value (Land Value), the second based on the current flat rate assessment (Flat Rate), are evaluated on a ten-year horizon (2025-2035) using linear forecasts based on 15-years of historical trends. The Land Value analysis is broken into two parts. The first being the 15-year forecast, called the “Forecast” scenario, and the second, based on Board of Director’s predetermined expenses for the next year, called “Balanced Budget”. The forecast and balanced budget scenarios show the different impact to residents’ dues if revenue is constrained to the annual predetermined budget or if it is allowed to grow beyond what is allocated for the next year. The findings of this section are not to be interpreted as an exact revenue forecast, but rather to help understand the differences between potential assessment strategies as demonstrated by median assessment amounts.

The matrix in **Figure 11: Matrix of Median Projected Dues by Scenario** shows a summary of the dues assessment strategies for parcels at, above, and below the median land value for the year 2025. “Above Median” values represent the median of all parcels whose projected dues amount is above Birch Bay Village’s overall median. The “Below Medium” segment is the median projected dues assessment value of all parcels whose value is below the Birch Bay Village median. The Flat Rate dues amount paid in 2025 by all residents is \$2,589. The second and fourth columns show the percent of total properties which would fall under a given median scenario. For example, under a balanced budget scenario, 80% of residents would pay less than the current 2025 dues amount of \$2,589.

Assessment Strategy	Bracket	2025 (Forecast)	Percent of Properties	2025 (Balanced Budget)	Percent of Properties
Land Value	Above Median	\$3,010.46	50%	\$2,503.22	20%
Land Value	Median	\$2,589.00	0%	\$2,152.77	0%
Land Value	Below Median	\$2,468.58	50%	\$2,052.64	80%
Flat Dues	Above Median	N/A	0%	N/A	0%
Flat Dues	Median	\$2,589.00	100%	\$2,589.00	100%
Flat Dues	Below Median	N/A	0%	N/A	0%

Figure 11: Matrix of Median Projected Dues by Scenario

Figure 12: Revenue Source Comparison shows the comparison of projected total revenue from 2025 to 2035 for the Land Value Forecast scenario and the existing Flat Rate Assessment Scenario. Both assessment types assume linear growth based on the 15 years of data from 2010 to 2025, with a base projection year of 2025. A Land Value-based dues calculation strategy is projected to yield more than the current Flat Rate assessment. Both scenarios assume no cap to revenue collected and serve to demonstrate how the two types of assessments can raise revenue over an extended period of time. This forecast is not to be interpreted as an actual value of projected revenue

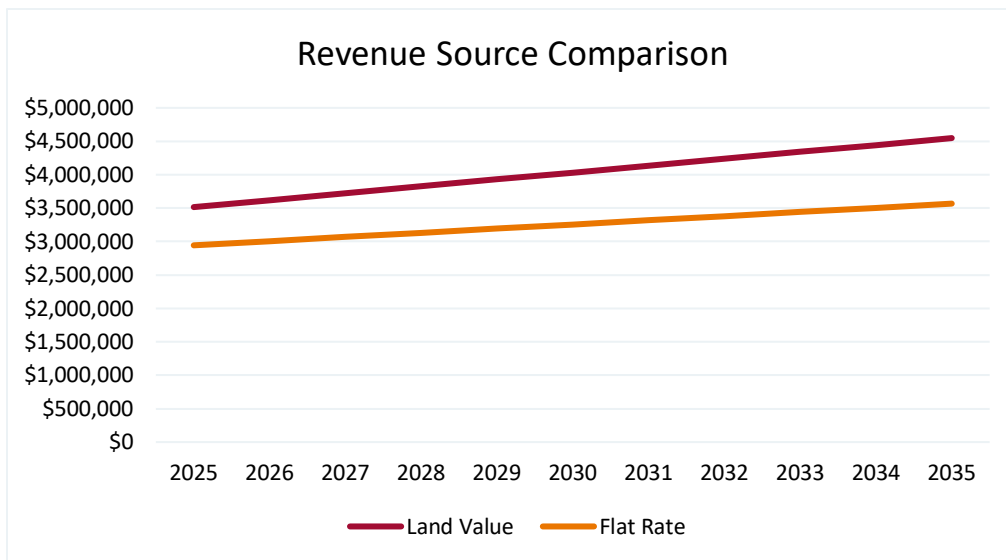


Figure 12: Revenue Source Comparison

5.2.1 Land Value

The Land Value dues assessment scenario utilizes each parcel’s land value as the basis for determining its annual dues. The Land Value scenario provides a progressive assessment structure based on land value data from the Whatcom County Assessor’s office. Land value is not impacted by any improvements made to the parcel, for example a home improvement project or ADU. **Figure 13: Parcels showing 2025 Land Value** shows the land values of parcels in Birch Bay Village. Under the Land Value scenario, parcels with a higher land value will have higher dues than those with lower land values.



Figure 13: Parcels showing 2025 Land Value

Methodology

Forecast

Projected Land Value assessments are based on the value of the parcel’s land as determined by the Whatcom County Assessor’s office. To calculate approximate Land Value dues for each parcel under the forecast scenario, the County Assessor’s land value for each parcel in 2025 is

first indexed to the median land value at a value of 1, meaning the property with the median land value in the community will pay the same as the Flat Rate dues amount for 2025, or \$2,589. This calculation is then performed to all parcels for all years 2010-2025 with each year's corresponding dues amount indexed to the median land value from that year. To calculate each parcel's historical dues level relative to the median land value, the proportion of current land value to the year's dues divided by the median land value for the community was calculated, yielding each parcel's historical land value-based dues. From there, the slope of Land Value dues' change from 2010 through 2025 was calculated. The slope was then multiplied to the previous year's land value dues assessment starting from the base year of 2025, to create a linear forecast. This method allows for an approximation of how much revenue the Community could gain if the Forecast Land Value method was implemented.

Balanced Budget

The Balanced Budget method only allows for one year of analysis, as each year's budget is determined by the Board in the year prior. For the Balanced Budget approach, the total land value for all parcels in the community is first summed. Then each parcel's land value is divided by the summed land value of all parcels to yield a mil rate, akin to a property tax rate. This rate was then multiplied by the 2025 annual expense amount for the entire community to yield the dues assessment amount for each parcel. Similar to the Forecast calculation, the Balanced Budget calculation ensures each property's dues are based on their land value relative to the rest of the community,

Shown in **Figure 11: Matrix of Median Projected Dues by Scenario**, if the 2025 dues were calculated based on each properties land value, approximately, 80% of residents would see a decrease in annual dues versus around 20% seeing an increase, while yielding the same amount of total revenue for the community.

Implementation

As shown in **Figure 12: Revenue Source Comparison**, the Land Value scenario is projected to yield the higher annual revenue than the current flat rate approach based on a linear projection, but comes with short and long-term efforts to implement. A Land Value scenario will require communication with the Whatcom County Assessor's office to acquire an annual dataset for land values to calculate each year's dues based on the previous year's land values. Additionally, policy makers will have to choose when or if to implement a new dues structure and how to do so. This may include choosing what median value to set, when to switch from a Flat Rate to Land Value assessment type, and whether to include caps or floors on assessment amounts. A potential pitfall of a Land Value assessment, specifically the Forecast scenario, is its lack of flexibility in event it does not raise enough money to cover the year's expenses. This will likely

necessitate additional time and effort to create a special assessment to cover the funding gap. The Balanced Budget scenario avoids this pitfall but caps how much revenue can be raised.

5.2.2 Income and Mortgage Comparison

As one way to represent the effect of land value-based dues, comparing the amount paid under the new assessment to a hypothetical property's mortgage payment allows community members to understand the relative impact of an increase or decrease in their dues. This comparison uses two properties, "Property 1", with a 2025 land value of \$700,000, similar to that of a property with waterfront access or along the bluff, and "Property 2" with a land value of \$200,000, similar to an inland property in the Northwest portion of the community.

Property 1: The property's \$700,000 land value is estimated to have a house valued at \$1,000,000. Using Fannie Mae's 30-year mortgage calculator with 5% down payment at an interest rate of 6.25%, this hypothetical property is paying \$6,500 a month in mortgage excluding insurance and property taxes. Under a land value scenario, this same property will pay approximately \$6,500 per year or \$540 per month in assessment dues, equating to 8% of the home's monthly mortgage payment as a one time payment.

Property 2: Has an estimated land value of \$200,000 and a house valued at \$500,000. Under the same 30-year mortgage conditions as Property 1, Property 2 is paying \$3,000 per month in mortgage excluding insurance and property taxes. The Land Value assessment dues payment of \$1,750 per year or \$145 per month equates to approximately 5% of the monthly mortgage payment

Despite having a land value over 300% higher than Property 2, Property 1 sees a relative burden only 3% higher than Property 2. The burden of increased dues on properties with higher land values is not a proportionally large amount relative to the property values and in turn income levels for residents of those properties. While under the current Flat Rate strategy. Lower land value and income householder shoulder the burden of paying more in dues relative to both income and land value.

5.2.3 Flat Rate

The Flat Rate scenario is the same as the current dues assessment where everyone is charged a single predetermined assessment rate, paid annually. Historical rates vary based on the Board's determination, without patterns. This analysis forecasts future Flat Rate dues with a linear growth rate, based on the growth rate of dues from 2010 until 2025. The average growth rate of dues from this period is used to project forward through 2035, assuming dues will continue to grow at the rate of the previous 15 years. Historically, this has not been how rates change in Birch Bay Village, but a linear forecast can show policy makers how the past rates trajectory

compares to the revenue necessary in future years. This can help gauge community response to and timing of assessment changes. The Flat Rate scenario provides the most flexibility for policy makers by allowing year-over-year changes in dues amounts, but risks outpricing residents who cannot afford dues increases to cover rising costs.

5.2.4 Non-Dues Strategies

Cost center revenues, or those not coming from dues, represented over 25% of total revenue in 2025 (**Table 6: Birch Bay Village FY24-25 Budget**). This section explores possibilities for new and existing cost center revenue sources to increase Birch Bay Village's overall revenue. Strategies put forth in this section are for the consideration of decision makers in the community but require further evaluation to estimate specific fiscal impacts on future budgets.

Marina

Per the 2025 Marina Reserve Study, the Marina's revenue is projected to surpass its costs in the coming years, making it a profitable asset for the community. If profitability is realized, the marina could evaluate docking and mooring fees to potentially increase revenue beyond paying for itself, helping to fund capital projects elsewhere in the community. Surveying of users and estimation of increased fees will be a necessary part of any change to the fee structure, incurring initial fixed costs prior to implementation.

Golf Course Membership

Currently the Birch Bay Village Golf Course is open only to residents and their guests. There are typically a large number of rounds of golf that are available which go unplayed and the vast majority of residents are not members of the golf course. The Birch Bay Village Golf Course website describes operations as relying on volunteers in order to operate and the golf course currently operates at a large deficit financially.

If Birch Bay Village were to open the course to players who live outside of the community, it could generate additional revenue which would help to keep the course playable, though it is unlikely to make up the deficit completely. This could be opening it fully or considering only select days throughout the year. For reference, Raspberry Ridge Golf Course in Everson charges as much as \$20-22 for 9 and \$30-\$32 for 18 holes (plus additional costs for use of carts). The following example is just one of many potential options that could be considered and is shown to illustrate the potential financial benefit. If Birch Bay Village Golf Course was to open up play for non-residents on weekends and added just five rounds of play (assuming a standard foursome) for only weekend days throughout a year, it could add approximately 2,100 additional rounds of golf per year. At a blended rate of \$25 per round to account for some out of season and some in season and a mixture of weekday and weekend play, it could generate over \$60,000 of additional revenue, depending on cart rentals. The community could also play with

those cost assumptions or available days to come to a solution that would be workable while still increasing revenue.

5.2.5 Economic Sustainability Findings/Recommendations

The dues calculation scenarios provide different levels of revenue for the community. Land Value provides more projected revenue than Flat Rate. Both the Forecast and Balanced budget Land Value Scenarios will also incur initial costs to implement, from consultant fees to staff time. By using the Balanced Budget option for Land Value dues, the Board can retain control of a balanced budget while collecting revenue in a more progressive manner than under the current Flat Rate system.

It is recommended the Board consider the benefits of the progressive structure and potentially elevated revenues afforded under the Land Value scenarios and weigh how the broader community will respond to a wholesale change in dues structure. Cost center revenue strategies such as opening the golf course to non-residents and a continued evaluation of marina fees present non-dues opportunities to raise revenue.

6 Natural Hazards and Resilience

6.1 Introduction

The Natural Hazards and Resilience section provides an overview of the natural hazards facing Birch Bay Village and their effects on the community's people, property, and assets. The principal hazard in Birch Bay Village is flooding which will increase in magnitude and frequency over the coming decades due to sea-level rise. Present day flood exposure is shown in **Figure 15**. Flooding in the area is typically caused by tidal fluctuations, rainfall, or coastal storms. This analysis incorporates sea-level rise into flood models to capture the most comprehensive flooding scenarios to determine what property and assets in Birch Bay Village are exposed to flooding hazards today and in the future. Evaluating exposure, or what areas contain flood hazards overlapping assets, shows what areas in Birch Bay Village are most likely to be impacted by flooding. The exposure analysis in this section informs policies in the broader Community Plan to help the community mitigate and adapt to flooding when planning for future development. Flood data in this section is sourced from the Federal Emergency Management Authority (FEMA) and the United States Geological Survey (USGS). USGS data used in this section is also used in the 2023 Whatcom County Compound Flood Vulnerability and Risk Assessment. Flood maps in this section are predictive in nature and are not to be interpreted as an exact representation of present or future flood impacts. Rather they are designed to inform community members and decision makers as to where it is likely to be impacted by flooding today and in the future.

Recommended policies and goals based on the analysis in this section are located in the Goals and Policies table at the beginning of the Community Plan.

6.2 Explanation of Hazards

6.2.1 Flooding



Figure 14: Present Day FEMA 100-year Floodplain

Floods' size, or the area it affects, is typically classified by storm years, for example a 100-year flood. A 100-year flood translates to a flood with the extent, or area flooded, of a flood with a 1% chance of occurring each year. A 100-year flood can occur at any time despite common perception they only occur once every 100 years. Exposure to flooding is analyzed for coastal storms and king tides today and in a future influenced by sea-level rise. Exposure in this analysis is defined as the area and assets within that area expected to be impacted by a 100-year flood. Exposure is shown by overlaying map of the 100-year floodplain on a map of Birch Bay Village. Exposed areas are those where the flood map overlaps Birch Bay Village. The present 100-year floodplain from FEMA is compared to the 100-year floodplains projected by the USGS for 2075 in **Figure 16: Comparison of Present and Future 100-year Floodplains**. The present-day floodplain (purple) is noticeably smaller than the future floodplain (light blue). The longevity and resilience

of property value, assets functionality, and ultimately quality of life in Birch Bay Village will be heavily influenced by the community’s response to the future floodplain, where frequency and severity of floods will be greater than those experienced today. Today, 419 parcels are located fully or partially within FEMA’s 100-year floodplain. This number is expected to increase to approximately 502 parcels, or nearly 20% by 2075. While 50 years into the future may seem like a long time, it is a future many of us and our children will be alive to experience and warrants careful planning consideration.



Figure 15: Comparison of Present and Future 100-year Floodplains

6.2.2 Sea Level Rise

Sea-level rise, or the gradual increase in the ocean’s height relative to land, is projected to continue to increase over the course of the 21st century. Based on ranges for sea-level rise provided by the State of Washington and University of Washington, this analysis uses a 50-centimeter sea-level rise scenario (slightly over a foot-and-a-half) to approximate sea-level rise

for the year 2075. This scenario is chosen to capture the effect sea-level rise enhanced coastal storms and flooding will have on Birch Bay Village to inform future development of new assets and homes. Analyzing flooding scenarios to 2075 a long enough timeframe to capture the most severe flooding impacts a given asset, such as a house or community facility, will experience over the course of its functional lifespan. The USGS provides multiple scenarios for sea-level rise enhanced flooding, representing the minimum and maximum extent of flooding expected during a sea-level rise enhanced coastal storm, shown in **Figure 17: 2075 projected 100-year Floodplain, USGS**.



Figure 16: 2075 projected 100-year Floodplain, USGS

6.2.3 King Tide

King tides are exceptionally high tides occurring during a new or full moon. They have the potential to cause severe coastal flooding without significant storms or rainfall. King tides have been documented in recent years affecting the Birch Bay area and will continue to be a source of coastal flooding for the community. King tides are projected to increase in severity due to sea-level rise, to the approximate projected extent shown in **Figure 18: 2075 Projected King**

Tide Extent, USGS This scenario exposes a large portion of Birch Bay Village, including the entire golf course and community center areas to flooding.



Figure 17: 2075 Projected King Tide Extent, USGS

6.3 Asset Exposure

In addition to the 419 current and 502 future parcels exposed to a 100-year flood, Birch Bay’s Community Center and Clubhouse are located in the current and 2075 floodplain, making them more likely than structures not in the floodplain to be damaged during flooding events. If Birch Bay Village is to relocate these community assets, **Figure 19: Marina area with projected 2075 100-year floodplain** shows the Marina area, where assets can be relocated to projected to be out of the floodplain and carry less exposure to floods. Vacant parcels (in pink and white) in this area present potential locations for future community facilities. Higher elevation areas Northeast of the Marina are not exposed to flooding and present the best opportunity for future development and asset relocation.



Figure 18: Marina area with projected 2075 100-year floodplain

7 High-Level Capital Improvement Plan

The Capital Improvement Plan within this document is a tool intended to identify future improvements in community facilities and prioritize them based on community need and anticipated timeline. The calculation for timeline includes a rough approximation for how long it may take to collect the appropriate funding, however specific costs are not within the scope of this analysis and must be accurately determined through more detailed study. Some improvements, such as new benches or adding a children's play structure in an existing park, are relatively straightforward and can be estimated. Visionary projects, such as a new Community Center or indoor pool, depend on a number of factors, including material and labor costs, community reserves, special assessments, and availability of land may impact the timeline for proposed improvements. Visionary projects are long-term and discussed at a high level in this analysis.

7.1 Assessment Methodology

The quality of each asset within the overall community system is an important factor when evaluating the current level of service provided. Community facilities that are not properly maintained, have outdated their lifecycle and/or do not provide a certain quality of experience for the user will not invite usage by residents. By examining how each facility compares to one another, community decision makers can evaluate and prioritize future improvement projects and identify gaps in coverage across the entire system.

The quality of each asset was assessed as a part of the on-site review and inventory. The following factors were the primary categories reviewed during the inventory phase:

- Asset Age
- Asset Size
- Asset Condition

For each asset, a grading standard has been assigned to the observed amenities within it. These scores are qualitative in nature and are determined based on the observations of the personnel conducting the field inventory. These categories were evaluated based on the individual asset's condition as opposed to the overall system during the inventory. If the amenity and/or facility was noted to exist in a condition well below that of similar equipment within other parks, then it was noted within the matrix as such. The number values were then used to provide a numerical score for the park based on the number of opportunities and quality of opportunities offered.

The following scoring system was used:

Grading Priority 1 (Currently Critical)

Conditions in this category require immediate action by the end of the current fiscal year to:

- Correct a safety hazard
- Stop accelerated deterioration
- Return a facility/system to operational status

Grading Priority 2 (Potentially Critical)

Conditions in this category, if not corrected expeditiously, will become critical soon. Situations within this category include:

- Correct a safety hazard
- Stop accelerated deterioration
- Return a facility/system to operational status

Grading Priority 3 (Necessary, But Not Yet Critical)

Conditions in this category require appropriate attention to preclude predictable deterioration and associated damage or higher costs if deferred further.

Grading Priority 4 (Recommended)

Conditions in this category include items that represent a sensible improvement to existing conditions, include finishes that have deteriorated, and are required to maintain the required aesthetic standards. These are not required for the most basic functioning of the facility.

Grading Priority 5 (Early in Lifecycle)

Conditions in this category function properly and are early enough in their lifecycle that improvements are not currently needed.

7.2 Asset Evaluation

This section contains a detailed evaluation of Birch Bay Village community amenities, excluding the golf course and marina, based on the grading system described in the previous section. As the golf course and marina are major facilities, they have detailed information from recent studies on condition and needed improvements. Those studies are summarized within this section.

7.2.1 Neighborhood Parks

7.2.1.1.1 Kwann Lake Park

AMENITY/FACILITY	QTY	GRADE	COMMENTS
Restroom	1	4	Closed during winter, some exterior paint chipping and wood damage
Picnic Shelter	1	4	Paint/refinishing needed
Picnic Tables	2	5	--
Stone BBQ	2	3	Missing BBQ grate for one, bricks chipping
Slide	1	5	--
Swing set	1	5	--
Bench (Stone)	1	4	Minimal foundation cracking
Water Fountain	1	4	--
Pet Waste Station	1	5	--
Basketball Hoop	1	2	Temporary hoop weighted by stones. Potential fall risk
Trash Can	2	4	--

7.2.1.1.2 Lighthouse Park

AMENITY/FACILITY	QTY	GRADE	COMMENTS
Play Structure	1	3	Needs paint/repair. Shows significant aging
Picnic Tables	2	5	--
Wooden Deck	1	5	--
Benches on Deck	2	5	--
BBQ	1	2	Significant rust
Stone Bench	5	4	Minimal cracking
Fire Pits	2	4	--
Pet Waste Station	1	5	--

7.2.1.1.3 Marina View Park

AMENITY/FACILITY	QTY	GRADE	COMMENTS
Pet Waste Station	1	5	--
Trash Can	1	4	--
Gravel Path	1	3	Uneven – needs to be filled in and compacted
Picnic Table	1	4	Outdated but sturdy
BBQ	1	2	Significant rust
Bench	1	4	Minimal cracking

7.2.1.1.4 Sand Dollar Park

AMENITY/FACILITY	QTY	GRADE	COMMENTS
Picnic Shelter	1	4	Good condition with some sealing needed
Picnic Benches	2	5	--
Bench (Wood)	2	5	--
Bench (Stone)	1	4	Minimal cracking
Trash Can	1	5	--
BBQ	2	3	Significant Rusting
Wood Play Structure	1	2	Paint chipping/Older structure with some rust in areas
Restroom	1	3	Closed during winter, some exterior paint chipping and wood damage
Drinking Fountain	1	3	--

7.2.1.1.5 Sunrise Park

AMENITY/FACILITY	QTY	GRADE	COMMENTS
Playground Equipment	1	5	Needs washing/cleaning
Pet Waste Station	1	5	--
Picnic Table (Stone)	1	4	Minimal cracking
Trash Can	1	4	--
BBQ	1	3	Significant rust

7.2.1.1.6 Sunset Park

AMENITY/FACILITY	QTY	GRADE	COMMENTS
Picnic Shelter	1	4	Some paint needed
Trash Can	1	5	--
Picnic Benches	2	5	--
BBQ Pit	1	3	Minimal rust but likely usable
Bench (Stone)	2	4	--
Wood Deck	1	2	Needs staining/protection – some missing or damaged boards
Bench Seating (Wood)	2	3	Some wood replacement needed
Kayak Storage	1	4	--
Pet Waste Station	1	5	--

7.2.2 Birch Bay Village Marina

The Birch Bay Village Marina has a capacity for 250 boats as well as a fuel dock and assorted items to support the facility. The marina receives regular maintenance to maintain docks, slips, the boat launch, dredging, and general stabilization of banks. The marina is only for use by residents.

The 2025 Birch Bay Village Marina Reserve Study projects that the current funding strategy at the time of the study would not be sufficient to accommodate all necessary maintenance and replacements, however several strategies which project to be adequate over a 30-year window were recommended. The current marina Reserve Study shows the marina has inadequate reserves and cash flow to cover needed replacement projects over the next 5 years, but after that, it produces enough money to fund future replacements and to provide access revenue to lower future Village general operating costs currently funded by assessments. Annual maintenance costs are projected to range from approximately \$100,000 to \$250,000 until 2030, with the exception of several major projects including the fuel dock replacement, harbor bank reinforcement, repairs to the launch ramp, and piling replacement. Given that a full evaluation of improvement costs was completed in 2025, further study was not included within the scope of this plan.

7.2.3 Birch Bay Village Golf Course and Pro Shop

The Birch Bay Village golf course is a private, 18/9-hole golf course located in the eastern portion of the community. The course is a well-maintained professional course with several water features and a challenging course layout. The course is only open to members and their guests, with no access for outside players. Additionally, the course is not open to community members as a passive recreation area and is used exclusively for golf.

While the course is generally well-maintained, it requires regular upkeep and maintenance. The golf cart path around each of the holes needs leveling and resurfacing in a number of areas. The bridge between holes 1 and 2 also needs replacement. The 2025 Birch Bay Village General Reserve Study estimates approximately \$83,000 within 2025 to repair or replace golf carts and the golf course bridge. Additionally, watering, replanting of grass, and general greens/fairway maintenance are a significant costs. Birch Bay Village operates the golf course at a significant loss largely due to restricted access and low utilization of tee times with a small portion of the community who are golf club members. This cost is spread across the community through annual dues, regardless of whether residents use the course or not. The Economic Sustainability chapter of the Community Plan identifies methods in which the course could potentially recoup some costs or become more accessible to the community.

7.2.4 Birch Bay Village Office

The Birch Bay Village Office building is located adjacent to the marina on Cowichan Road. The office building serves as the primary work space for many of the Birch Bay Village staff as well as a community resource for residents who need assistance with bills or other community responsibilities. The building is aging and is in need of replacement or repair in the future. The building location is ideal as it sits out of the current and anticipated enhanced 100-year floodplain areas. The office also sits next to a large gravel lot which is mainly used for parking and as a dry stack for boats pulled from the marina. The vast majority of it is unused and is one of the larger undeveloped areas within the community.

7.2.5 Community Clubhouse, Pool, and Sport Courts

The Community Recreation Center on Cowichan Road sits directly next to the community pool and sport courts. The building includes meeting areas, an indoor kitchen, and a covered outdoor patio area. The building is regularly booked for community events and Board of Directors and committee meetings. The 2025 Birch Bay Village Funding Reserve Analysis identified several minor improvement projects, including replacing windows and doors and repairing/replacing the outdoor grills within the next few years. Larger projects, including a roof replacement and regular general refurbishment are anticipated within the next few decades.

The community pool is permanently in ground and located outdoors with an accessory building which houses restrooms, locker rooms, and pool equipment. The pool requires regular maintenance of the lining and repainting to maintain appearance and functionality. The 2024 reserve study estimated future pool related maintenance costs to be approximately \$388,000 for interior pool painting, resurfacing of the pool deck, pool fence replacement, and a pool solar heating system replacement by 2028. Additionally, rising water tables in this section cause drainage issues during heavy rain months, narrowing the maintenance window to times when the pool should be in use.

The sport court area includes four pickleball courts and one full-sized tennis court. Adjustable in-ground basketball hoops are included on one of the pickleball courts which creates a dual use facility. The eastern two courts appear to be newer with less signs of cracking and damage to the playing surface, while the remaining courts all have significant cracking. Some areas have been remediated to cover cracks, however the courts should all be resurfaced in the near future. Recent analysis completed for Birch Bay Village determined that existing drainage issues will cause additional cracking and delamination of the surface coating of the tennis courts prior to their warranty from drainage issues. Due to ongoing drainage issues in this area, this will continue to be an issue for the life of the courts unless they are rebuilt or relocated.

The Community Recreation Center, pool, and sport courts are all located within the 100-year floodplain, indicating that they would likely flood and sustain damage during a major storm event where significant flooding occurred.

8 Community Action Plan

8.1 Vision Statement

The Birch Bay Village Community Plan Vision Statement reflects the desired future of the community based on community engagement. This statement is the guiding principle for future decision-making and should be referred to for consistency by the Board of Directors and staff when making determinations that impact residents.

Birch Bay Village residents enjoy the peaceful, safe, and serene nature of living along the Puget Sound. Strong community ties, friendly neighbors, a variety of amenities, and the natural beauty of the area promote a healthy lifestyle and create a small-town neighborhood feel that is unique from surrounding areas. Birch Bay Village strives to be economically sustainable through diversifying revenue streams and adding high-value community uses that benefit the majority of residents while maintaining affordability and quality of life.

8.2 Goals and Policy Actions

Goal 1: Develop a guiding economic strategy for the future financial sustainability of Birch Bay Village.

Policy Action 1-1: Evaluate the existing community dues assessment structure and consider modifications based on analysis within the Community Plan, community input and recommendations from a qualified professional.

Timeline	1 year
Responsible Party(ies)	Staff, Finance Committee, Board of Directors, Consultants.
Funding Opportunities	General fund

Policy Action 1-2: Consider new or increased sources of non-dues revenue including increased fees for marina activities or increasing golf course usage rates through opening the course to outside members.

Timeline	1 year
Responsible Party(ies)	Staff, Committees, Board of Directors
Funding Opportunities	General fund

Policy Action 1-3: Research and apply for applicable local, State, and Federal grant opportunities for private residential communities.	
Timeline	1 year
Responsible Party(ies)	Staff, Consultant
Funding Opportunities	State and Federal Grant funding

Goal 2: Evaluate and expand opportunities for new community amenities and services.

Policy Action 2-1: Evaluate the feasibility of redeveloping the community club house to include a restaurant/coffee shop user, community gathering spaces, staff offices, and a gym facility.	
Timeline	2 years
Responsible Party(ies)	Staff, Committees, Board of Directors, Consultant, Whatcom County
Funding Opportunities	General fund, special assessment

Policy Action 2-2: Evaluate the feasibility for a small corner market shopping use, including potential location and operator search.	
Timeline	3 years
Responsible Party(ies)	Staff, Consultant, Whatcom County
Funding Opportunities	General fund, special assessment, construction tenant improvements by operator

Policy Action 2-3: Evaluate community interest and the feasibility to construct an indoor, year-round community pool facility outside of the floodplain.	
Timeline	3 years
Responsible Party(ies)	Staff, Consultant
Funding Opportunities	General fund, special assessment

Policy Action 2-4: Continue reinvestment in community park facilities through ongoing maintenance of play equipment, restrooms, barbeque areas, and seating. Consider polling members to see what improvements or new facilities would be of interest when equipment lifecycle comes to an end.

Timeline	3 years
Responsible Party(ies)	Staff, Consultant
Funding Opportunities	General fund, special assessment

Goal 3: Study and implement long-range resilience planning for the future impact of major flooding and other environmental events, including sea-level rise.

Policy Action 3-1: Evaluate available State and Federal grants specific to climate resiliency through the Washington Department of Ecology, Washington State Coastal Climate Resilience Initiative or other similar organizations.

Timeline	2 years
Responsible Party(ies)	Staff, Consultant
Funding Opportunities	Floodplains by Design – WA Dept. of Ecology, NOAA Coastal Resiliency Grants, Washington Coast Restoration and Resilience Initiative

Policy Action 3-2: Plan to relocate community facilities outside of the future 100-year floodplain. Identify potential locations for relocation of or construction of new community facilities, including a Community Center, based on parcel and flood maps.

Timeline	5+ years
Responsible Party(ies)	Staff, Consultant
Funding Opportunities	General fund

Goal 4: Increase community park/open space opportunities for residents.

Policy Action 4-1: Evaluate future co-use of the Birch Bay Village Golf Course as community open space on a full or partial basis.

Timeline	1 year
Responsible Party(ies)	Staff, Committees, Board of Directors
Funding Opportunities	General fund, golf course revenues

Policy Action 4-2: Explore potential acquisition of property in the northwest corner of the community for future park development if land becomes available.

Timeline	3-5 year
Responsible Party(ies)	Staff
Funding Opportunities	General fund

Policy Action 4-3: Explore the usage of existing underutilized or vacant land for future parks/ open space development .

Timeline	3-5 year
Responsible Party(ies)	Staff
Funding Opportunities	General fund

Policy Action 4-4: Complete a full in-depth inventory and assessment of all parks and community facilities, including the community pool, community center, and golf course.

Timeline	1 year
Responsible Party(ies)	Staff, Consultant
Funding Opportunities	General fund

APPENDIX A

COMMUNITY ENGAGEMENT SUMMARY

Justine Brooks

From: Nancy Engstrom <nancy@jwengstrom.com>
Sent: Sunday, April 19, 2026 4:47 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

I don't golf as frequently as many others. I love having the golf course here & being able to use it whenever I can & also bringing friends & relatives to join me in golf when they visit. I would totally support letting people outside of the Village being able to golf here-& that should bring more \$\$\$ toward maintenance of the course. If necessary I could support making it a par 3 if that would truly save maintenance costs-& allow room for an area to be used in a beneficial way for residents of our community. I value our golf course very much & of course it was one of the reasons we committed to buying our home here 6 years ago. I would not want to see multiple housing units being built here-but if unavoidable-town house with just 2 attached units & no more than that. NOT apartments !!!

Justine Brooks

From: rnbham@comcast.net
Sent: Sunday, April 19, 2026 1:41 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Thank you for providing the opportunity for direct feedback on this community plan project. My overall reading of this report is that it was prepared for a municipality possibly seeking solutions to maintain an existing UGB and focuses more on development than the unique aspects of BBV.

Policy action to expand development to increase population density through permitting senior housing, duplexes, townhomes and ADUs is not in keeping with BBV's identity as a single-family recreational community and such development brings with it higher maintenance and security costs.

"BBV does not meet NRPA standard." This is a consideration for a municipality more than it is for BBV and assumes there is a demand for more space. Not counting the dog park, there are seven (7) designated park areas in BBV, most of which are underutilized. Additional park space is not warranted.

Golf Course

- 1) Consideration for separate times for golf and walking/recreational use is self-contradictory to the report's finding that the golf course operates at a loss. Trading revenue-producing tee times for non-revenue activities will only exacerbate revenue issues.
- 2) Cannibalizing the course to a par-3 to add park space is both unwarranted and unwise. Unwarranted because it adds additional park space for which a need has not been established; and unwise because that will make the course less attractive as a golf entity for both BBV residents and the outside golfers BBV is trying to attract to the course to boost revenue.
- 3) Convert course entirely to a recreational/walking community space. This again is self-contradictory: the golf course generates revenue; currently not enough to fully offset expenses, but mostly offset. Converting to recreational/walking space would not eliminate necessary expenses for mowing, water and maintenance of structures but **would** either significantly reduce or eliminate needed revenues. The golf course ponds would also need to be maintained for water quality as they drain into our lakes and those into Puget Sound and are subject to state and county regulation.
- 4) "Relies on volunteers to function" is factually incorrect. The golf course employs three full-time and two part-time persons and does not rely on volunteers to function. Volunteers manage golf leagues and donate gardening efforts in a community interest to keep the course looking sharp but to assert the course could not function without volunteers is not accurate.
- 5) Every one of the owners in BBV were fully aware that the golf course and marina were integral to BBV and were fully disclosed that these amenities would require HOA dues. In fact, those two amenities are why a great many of us chose to invest in BBV. To pursue eliminating either one of these amenities is a gravely misdirected endeavor that will depreciate our investment and is certain to engender litigation.

Progressive Assessments

To assess HOA dues based on property value is flawed in several ways:

1) Operational costs, maintenance and security costs do not go down for lower-value property so the net result is loss of revenue overall. Budgets are set using some 1100 homesites at a fixed amount; reducing dues collection for some of those 1100 homesites necessarily requires cutting budgets.

2) Higher-value owners will pay a disproportionate share of BBV costs yet lower-value owners will receive the same benefits at lower out-of-pocket expenditure.

Here's an analogy: A Toyota and a Mercedes pull into Costco for gas. They both fill up with the same grade of gasoline. The Toyota pays \$4.50 per gallon but the Mercedes pays \$6 per gallon. Costco pays the same wholesale amount for the gas and its operating costs for the gas station are the same for both cars. Costco loses money on the Toyota. For as long as Costco continues the dual-price scheme, the Mercedes ends up subsidizing the Toyota.

Draft Community Vision

This draft statement, especially “promote a healthy lifestyle and create a small-town neighborhood feel that is unique from surrounding areas” is really the reason so many of us have chosen to live here. Too much of this report however is focused on redevelopment of BBV into a community that resembles so many other communities of recent development. BBV is unique, so much so in fact that I maintain another like it will never be built in Washington state. Imagine getting permits to dredge a salt-water slough to build a marina, clear-cut old-growth trees, dredge wetlands into ponds and build a golf course and 1000 homes on land that drains into Puget Sound, never mind the indigenous campgrounds on that land. I wish the report had more focus on how we accomplish the above statement from the Community Vision and less on redevelopment of our Can't-Be-Duplicated community. I look forward to the next steps.

Respectfully,

Rod O'Dell

Justine Brooks

From: Bonita Haggith <bonita7373@comcast.net>
Sent: Saturday, April 18, 2026 10:27 AM
To: Community Plan
Subject: EXTERNALAssessment fees

EXTERNAL Email.

Hi,

We appreciate the work going into the community town hall plan. However, we would like to caution the idea of a "flat assessment regime based on the economic diversity in the Village." It is a big assumption to say that "increased assessments are a greater economic burden to the lower valued lots than those in the upper end of the value spectrum". One doesn't know how much someone is working to maintain either. The taxes are already higher for those lots. And we personally know folks who live outside the village but have rentals here in the village. To assume it is an economic burden to them because they own a lower value lot, while owning a home or several outside of the village may be just the opposite.

Also, most HOA's do not base their fees on the lot or home assessment. They base their fees on equal assessment, as the opportunity is the same for all lots to utilize the same amenities, which is what the fees are paying for.

And while neither of us golfs, I do think it brings added value to BBV, and once it is gone, it can never return. Just like the marina, the usage fees need to be adjusted to sustain it. Opening it up to the public may help.

Thanks for allowing us to give our two cents.

Dan and Bonita Hesketh

Justine Brooks

From: John McCutcheon <john.mccutch@gmail.com>
Sent: Friday, April 17, 2026 1:01 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Re Golf Course

We strongly oppose the suggestions in the community plan that would alter the golf course as we know it today.

We bought here in 2015 because of what the village has to offer, knowing there is a price to pay.

Should the community proceed with altering the layout of the course which could impact the joy we currently have, there is no doubt we would sell our home and move out.

Thank you.

Maureen Hunter
John McCutcheon
8129 Cowichan Road

Justine Brooks

From: Robert Simpson <robsimps99@aol.com>
Sent: Friday, April 17, 2026 8:14 AM
To: Community Plan
Cc: Robert Simpson; Pat Simpson
Subject: EXTERNALFw: Comment(s) on Community Plan: Overview

EXTERNAL Email.

Dear BBV Board of Directors and Management,

It was with much disappointment and "angst" that I listened to the consultant's presentation on the draft Community Plan for Birch Bay Village at the Town Hall Meeting on March 11, 2026 . There is much to say that is "not good" about the "Plan", the data upon which it is based, and its "recommendations" and "findings", so many, as the saying goes, they could fill a book. Accordingly, I have organized my comments in sections, so as to allow a reader to focus on one issue at a time and not have each issue get "lost" in the totality of it all. Hopefully, this approach will be beneficial during your considerations.

Thank you for your consideration of the comments that follow. I hope no one will be personally affronted by them. Your service to the Community is much appreciated.

Respectfully, Bob (and Pat) Simpson
Div. 13, Lot 7

The Draft Community Plan:

- Sadly, I fear that the Village may have spent good money on a bad product...time to cut our losses.
- The Plan, in short, is off-the-mark, divisive, pie-in-the-sky, and not much more than a collection of random, unsubstantiated and unrealistic proposals by a consultant that is seriously out of touch with a community such as ours. The product, is much like that produced by an elephant that has been flinging different colored paints on a wall and, then, someone calling the result a "piece of art". But, then, someone always seems willing to pay good money for the "elephant masterpiece". Perhaps it is time to pay the consultant, thank them for trying, and say "good bye".
- One questions the lack of mention or significant consideration of certain major Village amenities: the pool, the marina, the several waterfront parks, the courts, the Club House are notably absent...did I miss any? Why is a discussion of the golf course a key element of the Plan, almost to the near exclusion of other community amenities and services that are similarly underutilized, non-revenue producing, etc.? The "pitting" of one amenity against another MUST stop. The Village is one big "amenity" and every home/lot purchaser knows going in what they are "buying" into (or they should know if they read the CC&Rs, By-laws, Rules & Regulations, Policies, etc.). Shame on those who did not or conveniently ignore them when it's convenient to do so.

Data on which the Community Plan process was based:

- The draft Community Plan claims to be based on valid Community input. But, as a former researcher and survey designer, I am inclined to believe that the data collected via the Village-wide survey is likely NOT truly representative of the Village as a whole. Certainly, the data collected via the "Open House" is nothing more than "focus group" input...hardly scientific, but may provide some insights beyond (valid) survey data.
- The data collected and shared with the consultant is NOT based on a controlled (or random) sampling of Village residents: The only "control" attempt that I was aware of was a request that respondents submit only one response per household. Unfortunately, I am aware of households that submitted more than one response. If prevalent, multiple responses, alone, brings the "high rate of return" and the presumed "accuracy" of the results into question.
- There is a high risk of "self-selection bias" in the data collected and shared with the consultant. Allowing "volunteer respondents" often leads to hearing from a disproportionate number of people with more extreme views/opinions, rather than the "average" person within the Village.
- No attempt was made to ensure the returned "sample" was, in fact, representative of the various "populations" within the Village...controlling for age, sex, income, geographic distribution within the Village, representative samples of golfers/non-golfers, marina users/non-users and other amenity users/non-users. Yes, there were statistics about some of these "populations", BUT who is to say they were accurately represented, under or over? There is no way to tell. One of the most basic tenets of valid research is that the sample population MUST be a representative cross-section of the population being measured. When it is not...well, think of the many election public opinion polls that have been off the mark in recent years.
- Poorly designed surveys yield skewed data and can be fraught with respondent bias. Some questions in the Village survey were unclear and/or did not allow for one's "desired" response, thus forcing a respondent to select from what was made available to them. For example, much "to do" was made over the high percentage (67%) of respondents who stated they were unwilling to pay increased HOA fees for "enhanced" community services. Without specifying the nature of, or which services or amenities were to be enhanced or how, it was only natural that so many respondents expressed an unwillingness to pay higher assessments. They were, in effect, "forced" into saying "No"! A pre-test of the questionnaire might have uncovered some of these issues...maybe there was, but if so, it missed a few.
- **Conclusion (about the data):** A bad survey and/or a bad sample runs the serious risk of generating inaccurate results that cannot legitimately be projected to a broader population (the Village), can potentially lead to flawed decision-making, and/or potentially wasted resources and, possibly, a loss of trust and credibility.

Housing "Recommendations":

- Some Villagers (how many...a majority?) expressed that higher costs of housing/maintenance was an issue and want to stay in the Village. Wouldn't we all when the time comes?...But, maybe, that will just not be possible. At a recent Board meeting I spoke to this point using my own Mother's circumstances as an example: She was comfortable in a single-family home, located in an "over-55" community (with a golf course, community pool, club house, restaurant, etc., much like BBV). Eventually, however, a time came when she could no longer afford to live there. She had to sell the family home and use the proceeds to happily live out the remainder of her life in a residential setting that met her economic and medical needs...much as I or anyone living in the Village may face some day. If I (we) lived outside the Village and faced the same circumstances, I (we), too, might have to make the hard decision to find other living arrangements. We, certainly, would not expect our neighbors (or community) to come to our "rescue".

- Yes, we are a "village" and take pride in looking after one another, in so many ways. However, we are NOT a "commune" and we are not expected to make the financial or other land use sacrifices to accommodate the kinds of housing options "tossed out" and included in the "Plan". There is a reason why the Village "founders" worded the CC&Rs to restrict homes to single-family detached units. Introducing multi-unit dwellings within the Village runs the risk of impacting the resale valuations, the consistency and dynamics of all Village homeowner properties and lifestyles.
- We keep hearing that SB 6490 (RCW 64.90?) creates an opportunity to revise and identify new permitted housing types. But, pushing us toward altering Village CC&Rs, By-laws, etc. **before 64.90 goes into effect in 2028** is essentially putting the "cart before the horse". Do residents (other than those who can no longer afford to live here) really want such housing "in their backyard"? Do they know what the potential impacts might be on their personal property values, the use and availability of amenities, HOA fees, etc.? Do we really need "Policy Action" created to expand development options to include low density housing types such as senior housing, duplexes, townhomes, and ADUs. Please think this one through VERY carefully!
- Consider checking with local realtors about the probable impacts of introducing these kinds of housing types into the Village community.

Golf Course "Recommendations":

- "If the golf course is not counted, BBV does not meet (the) NRPA standard for park acreage per 1,000 people." Huh? Why would the consultant exclude the golf course? It is a "park" and one that is enjoyed by many who choose to use it for golfing (for a fee) and other uses when permitted.
- If the golf course is underutilized, then so too are the several beach parks, the marina park, and the lake access corridors in the Village. But they, also, have maintenance costs and generate **zero** income. There was no mention of those deficiencies in the Plan.
- As for remedying the "underutilized and operating at a loss" nature of the golf course, **simply open it up to "outside" players** who can be "vetted" ahead of time, secure payment of green fees by credit card ahead of time, and manage the release of "surplus" tee times through an outside vendor (Golfnow.com or Lastminutegolf.com). This is done by many gated golf communities in California/Arizona/Hawaii, without issue...adding substantial income to the financial bottom line of their golf courses...to the benefit of all community homeowners. Why not here? Let them come and they will play...**and pay!** Golfers are not the security risk some would make them out to be.
- As for the golf course "Recommendations" themselves: 1. "Use the golf course for walking/recreational use": Maybe...but only if it is fully controlled, monitored, and enforced. "Walkers" must pay a fee to walk on the golf course, just as a golfer must pay a fee for the opportunity to play golf on the course. Walkers who don't want to pay a "golf course walking fee" always have the free option to walk on roads in the Village or on the beaches.
- 2. "Modifying the existing golf course to a Par-3 course with a smaller footprint, thus opening up permanent open space areas," is absurd. It would NOT likely lower maintenance costs, as claimed by the consultant, and would incur substantial "conversion" costs, unlikely to ever be recovered. 3. So, too, is the recommendation to "convert the golf course entirely to a recreational/walking community space". Pursuing either of these "recommendations" would, no doubt, create a highly litigious situation and disrupt homeowner property values throughout the Village. Studies of communities with golf courses show higher property values than are found in nearby communities without golf courses. Conversely, communities that abandoned their golf

course(s) experienced significant decreases in property values than prior to such action(s) being taken. Consider the nearby Sea Links development, which once had a fun 9-hole golf course winding through its development and the Homestead development in Lynden. Are we willing to put Village homeowner property values and the reason why so many people moved to the Village in the first place, at risk by giving credence to such "recommendations"? Consider consulting with local realtors and hear for yourself what the probable impact would be.

HOA Assessment "Recommendations"

- There is a good reason why a "flat rate" assessment formula was established by the "founders" of the Village. Every property owner either uses, or can choose to use and enjoy every amenity, roadway, common property/facility, and Village infrastructure systems (seen and unseen), regardless of the type of property/structure they own and regardless of the value of such property/structure. THAT is why the Village has a flat rate HOA fee in place. Everyone has the same benefits (or pays extra fees for some), so everyone should and must pay the same.
- Much like the "recommendation" to introduce more "affordable" housing types in the Village, the "recommendation" to shift the HOA assessment to a progressive formula is certainly "progressive", but in a political sense that falls into the "communal" scenario...another way of saying, "lower my fees and let someone else pay more to make up the difference." But, what if those who have lived in the Village for a long time, and whose home values and property taxes have increased significantly, and are now "struggling" to stay in the Village are suddenly faced with an unexpected higher (progressive) HOA fee? What do you tell them then? Sorry...we goofed?

Concluding Thoughts:

- I am all for a Community Plan and I am prepared to support one...**as long as it is realistic and shows insight.** This one does "none of the above".
- Cut your losses with this version of the "Plan" and the consultant.
- Slow down...an early, hasty embracing of "69.40" should not be an overriding, driving force in deciding the future of Birch Bay Village. Assess the impacts of any decision BEFORE adopting policies and directions that are not based on "science" and grounded facts. If it takes more effort to enact desirable changes later (than sooner), so be it. Too much change, too soon, and too fast does not sit well with most people.
- Listening to the more "vocal" members of the community does not/will not necessarily lead to a more cohesive and well-functioning Village.

Again, thank you, so much, for the opportunity to provide you with my (our) thoughts. - Bob (and Pat) Simpson

Justine Brooks

From: Elizabeth Just <bcobean@comcast.net>
Sent: Friday, April 17, 2026 8:09 AM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Comments on the Community Plan:

This plan and proposal really has broken my heart. I'm not going to take too much time writing about this as I'm sure many will be saying the same things. Just some thoughts.

-When BBVCC was built and designed wasn't it especially for the amenities? The marina, golf course, parks, beaches, parks, pickleball, tennis, basketball, roads, etc all planned for the enjoyment of all that live here? Was any of it set up for profit?

-Weren't the annual dues set up to pay for the amenities?

-EVERY home listed for sales on the internet has pictures of ALL the amenities hoping for them to be attracted to the wonderful Gem we have in BBVCC. Is it legal for BBVCC listings to be advertised this way if we are planning on changing it?

-Couldn't we have had a town hall meeting with the residents to talk about ideas before we hired a company to give proposals?

-I personally would love to have people to have opportunities to walk the golf course. I personally help organized a "Walk the Golf Course Day" a few years ago that was very popular and well received. Unfortunately it rained that day but we still had a very good turn out! I was a brand new resident at that time!

-it was mentioned in the proposal that volunteers would manage the golf course. Ryan and Steve do a wonderful job! We have the best volunteers in the world here in BBVCC. I am all of our volunteers biggest fan! But that would be a huge undertaking!

-This proposal is turning neighbor against neighbor. Our community is in pain.

-I'll leave you with the one experience that happened to me the other day that broke my heart. I was going to an event in BBVCC is very popular and well attended. There was a group of my very good friends gathered at a table. I walked up to them in a very friendly happy mood. They said "Stop talking! Here comes Betsy!" I answered "What are you guys talking about?" They said "We know you golf and will be against turning the course into a wetlands walking paths. It's our turn to have the golf course". I was floored! And crushed that they were so passionate and cruel feeling that they were entitled to say that to me. But I sat at their table anyway and engaged them in a lively conversation on the topic.

-I can see the pros and cons of these topics brought up in the Community Plan. But can we start with facts, numbers and timelines of these proposals?

-And most of all can we have compassion and kindness towards each other? Let's step back and breathe.....

Sincerely,

Betsy Just
8289 Cowichan
Sent from my iPhone

Justine Brooks

From: gdeasy@comcast.net
Sent: Thursday, April 16, 2026 12:14 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

I absolutely reject the concept of changing the golf course to a community open space area. I also reject the concept of adding multiple housing units on to the golf course or any area in Birch Bay Village.

My opinion is that HOA dues to be shared equally between each property owner as it is now, not determined by the value of the land and improvements.

George D Deasy

Get [Outlook for iOS](#)

Justine Brooks

From: Marlene Deasy <marlene@deasygroup.com>
Sent: Thursday, April 16, 2026 12:08 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

I absolutely reject the concept of changing the golf course to a community open space area. I also reject the concept of adding multiple housing units on to the golf course or any area in Birch Bay Village.

My opinion is that HOA dues to be shared equally between each property owner as it is now, not determined by the value of the land and improvements.

Sent from my iPhone

Justine Brooks

From: florence taylor <flotaylor2004@hotmail.com>
Sent: Thursday, April 16, 2026 9:06 AM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

First of all,I do not agree on any of these plans.

The golf course is why everyone wants to live here,,if you take it away,,there would be a mass Exodus out of here,,the property values would depreciate,not a good idea.

Do hope they can come up with another remedy to create more revenue for this place.

Maybe having more entertainment like having different bands performing and

Have dancing nights,, everyone likes to dance.

Comedy shows is another idea.

Thanks for listening.

Florence Taylor.

Get [Outlook for Android](#)

Justine Brooks

From: Dori O'Dell <doriodel@comcast.net>
Sent: Thursday, April 16, 2026 8:50 AM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Good morning,

I thought the town hall was presented well however I think because the consulting team's usual focus is advising municipalities they missed the mark for our unique HOA community.

Everyone who moved in here, investing in property and building a community did so knowing the current perimeters of the covenants and were completely aware of the amenities and that they would need constant attention to keep everything in good condition and running well. If they weren't aware, they should have been. It would be unfair to those of us who have paid our share of dues (for over 20 years) to now be subject to a dues schedule based on value. It should remain a flat-rate dues per lot.

Those of us who get involved and help on a regular basis pay the most attention but all of us have the most to gain from our wonderful, vibrant community.

One of the biggest concerns is the discussion about the use of the golf course. The golf course has been subsidized with dues since its inception. The amount of that subsidy changes slightly year to year depending on how much income is brought in but it has historically been a bit over \$100 per lot for many years. The charts produced to show the expense per lot for 2026 shows it to be \$147 per lot but as we all know, that is an estimate and if the golf course makes more money than estimated that number will be lower. The golf committee is charged with working on ideas to increase the income of the golf course and as of the most recent meeting there are 3 NEW ideas put forward to not only increase the use and income but to involve more participation by community members, concentrating on non-golfing or new golfer activities. It is extremely important to educate the community that the benefits of the existence of a golf course in a planned community far outweigh the expense.

In the end, although creative, I don't see how most of the ideas brought forward by the consulting firm will work for us in BBV. There was simply not enough focus on the "political practicalities" of their options. And we don't have to subscribe to any of them if we don't want them.

Thank you for the opportunity to comment.

Dori O'Dell
5543 Salish

Justine Brooks

From: Alicia Church <alicia.church100@gmail.com>
Sent: Thursday, April 16, 2026 7:15 AM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Dear Board of Directors of Birch Bay Village,

I would like to express my concerns with the presented Birch Bay Village Community Plan.

My Husband and I have been residence here as second generation ownership for over 40 years.

We live in one of the first houses developed in this community neighborhood by one of the original developers of the Village. We fell in love with the uniqueness of the community and all it has to offer as it is. What makes Birch Bay Village special is all the amenities that it has available to its residents as they are. The original Developers had a vision and designed the community as it is today.

This Community plan does not enhance what is currently in Birch Bay Village but diminishes its value.

Some of the recommendations from the plan that I object to are listed below:

The potential future altered use of the golf course by modifying it to a Par-3 or changing it to a walking park would be a great disservice to this community. One of the allures and uniqueness is the fact that Birch Bay has a 9-hole golf course. Everyone who has opted to live in BBV was drawn to the beauty of the village and the many amenities it offers including the golf course as it is. If you change that, you will reduce the quality of the assets in the Village, the property values, and the revenue stream from the golf course.

New and affordable housing types. It is not in the best interest of the HOA to be in the business of building senior housing or any rental housing. The costs and the risks to the community are too great. Also building duplexes, townhouses or apartments will only reduce the current property values and make the community less desirable. That is a fact!

Changing how the HOA Assessment is levied. This should be left as a flat rate per lot as stated in the by-laws! Assessing a rate on the perceived value at a given time will not be fair and will be easily contestable with an end result of legality towards the HOA and animosity of neighbors against neighbors. This would also reduce the appeal for new ownership. It will be endless contesting and end up costing the community more than it could possibly get as a benefit.

Also, there was mention of a need for more parks. Poppycock! We live in the middle of a park. I walk all the time and go to each park almost daily when I'm in the village and I have never seen the parks overfilled. I love that we have these parks and the facilities that come with them. You cannot justify adding more parks to our community.

The recommendation to move the Clubhouse to higher ground is not economical. It would be a great expense for the Community and is not justified by the potential perceived threat of high

water. There have never been flood waters in the community clubhouse so to take on the expense of moving it based on a fear does not seem rational. That is what flood insurance is for.

I was VERY disappointed that this Community Plan was not to improve the community but degrade and decrease the value of it.

We know that this community has high HOA Assessments but we are paying for the many existing benefits that the community offers, take those away or alter their purpose and the community loses its appeal and what makes it so special. This community plan was a waist of our money that could have been put to better use. Do not entertain this plan or any future plans of this kind!

Sincerely,

Alicia Church

Division 3 Lot 10

Justine Brooks

From: Brian Mulligan <brianw.mulligan@gmail.com>
Sent: Tuesday, April 14, 2026 11:11 AM
To: Community Plan
Subject: EXTERNALGolf Course Plan

EXTERNAL Email.

To whom it may concern,

Please do not make any changes to the golf course. Regardless of how much I do or don't play, the course and the pool are the reasons we bought in BBV. It adds important property value for all of us.

This is very important to my wife and I.

kind regards,
Brian & Debbie Mulligan
5577 Chehalis Place.

Justine Brooks

From: james jenkins <jamesajenkins@yahoo.com>
Sent: Monday, April 13, 2026 9:34 AM
To: Community Plan
Subject: EXTERNALRe: EXTERNALgroup valid

EXTERNAL Email.

Thanks for response, quite the group doing the review. look forward to working with the community .

On Saturday, April 11, 2026 at 05:45:06 PM PDT, Community Plan <communityplan@bbvcc.com> wrote:

Jim,
Your email will be reviewed by the Birch Bay Village Board of Directors, management, and the consultants assisting with the Community Plan process. We do not plan to reply directly to each comment or question but to respond collectively through the planning process, surveys, and town hall meetings.

Please provide your thoughts in writing and they will be considered in the planning process. Your effort is an important part of building the Birch Bay Community Plan.

"The future of Birch Bay Village starts with you! Join us in shaping the Community Plan—your voice, your vision, your Village"

David Franklin, GM
Birch Bay Village Community Club
Blaine, WA. 98230
360-371-7744
david@bbvcc.com

From: james jenkins <jamesajenkins@yahoo.com>
Sent: Monday, April 6, 2026 7:30 AM
To: Community Plan <communityplan@bbvcc.com>
Subject: EXTERNALgroup valid

EXTERNAL Email.

Good Morning.
PER David Franklin, this group email was formed to take feedback of proposed BBV changes. I would like to verify this is a valid email, and who is in the group.
Thanks'
Jim Jenkins
please respond

Justine Brooks

From: james jenkins <jamesajenkins@yahoo.com>
Sent: Sunday, April 12, 2026 9:17 AM
To: Community Plan
Subject: EXTERNALRe: EXTERNALgroup valid

EXTERNAL Email.

thank you for your response, can you please tell me collectively who is part of the community plan group.
Thansk

On Saturday, April 11, 2026 at 05:45:06 PM PDT, Community Plan <communityplan@bbvcc.com> wrote:

Jim,
Your email will be reviewed by the Birch Bay Village Board of Directors, management, and the consultants assisting with the Community Plan process. We do not plan to reply directly to each comment or question but to respond collectively through the planning process, surveys, and town hall meetings.

Please provide your thoughts in writing and they will be considered in the planning process. Your effort is an important part of building the Birch Bay Community Plan.

"The future of Birch Bay Village starts with you! Join us in shaping the Community Plan—your voice, your vision, your Village"

David Franklin, GM
Birch Bay Village Community Club
Blaine, WA. 98230
360-371-7744
david@bbvcc.com

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Sent: Monday, April 6, 2026 7:30 AM
To: Community Plan <communityplan@bbvcc.com>
Subject: EXTERNALgroup valid

EXTERNAL Email.

Good Morning.
PER David Franklin, this group email was formed to take feedback of proposed BBV changes. I would like to verify this is a valid email, and who is in the group.
Thanks'
Jim Jenkins
please respond

Justine Brooks

From: BBVCC Board
Sent: Saturday, April 11, 2026 5:29 PM
To: Community Plan
Subject: Automatic reply: EXTERNALComment(s) on Community Plan

Thank you for your email. This email is monitored periodically. It is our goal to respond within a week, if not sooner.

Sincerely,
BBVCC Board

Justine Brooks

From: Chris <chrismc530@aol.com>
Sent: Friday, April 10, 2026 3:01 PM
To: Community Plan; BBVCC Board
Subject: EXTERNALRe: EXTERNALComments regarding proposals to BBV and community plan

EXTERNAL Email.

Hello Bob,

Thank you for your prompt response regarding my feedback and comments.

I'm a little confused by some of your reply, though, as it does not seem to correlate with the information that was sent out by Dave Franklin in March. I copied the verbiage from his email from March, below. It seems clear that he is well aware that some of the recommendations they are making are going to be divisive.....he says in his email ..."they are going to be somewhat controversial." He says the consulting team is not taking into consideration whether the ideas will be "popular or not." He also clearly states that "the consultants identified the golf course as an underutilized asset by the membership, which could be left as is, shared by other user groups, or repurposed altogether into a large open space park."

So it's not that I "feel" what's being done is divisive. It clearly is divisive, and admittedly so by Dave Franklin.

You mention the "large gravel areas around the marina and office" as being underutilized. Honestly, Bob, I would appreciate hearing your explanation, because those areas are currently designated parking areas for boats and trailers to allow residents to haul their boats in to launch them. In the summertime, the parking lot at the marina is usually quite full of boats and trailers. As for the parking area by the office, from what I can see, a portion is used for people to wash their boats off, another portion for storing boats, which I know BBV receives fees for, and there is a certain amount of space that's needed to be able to maneuver the trucks with attached boats and trailers, so I don't at all understand why these areas would be considered underutilized. How would people be able to haul their boats in and launch them if you eliminate those areas?

The only area Dave Franklin states is underutilized is the golf course. I believe the members of the golf club would strongly disagree. On the weekends, during golf season, the course is always full with back to back tee times all weekend. Next week there is a tournament on Monday, a golf event on Tuesday, the ladies league on Wednesday and beginning next month, there will be events every Friday. There is also the golf clinic and the junior golf camp, which I understand was very well attended last year.

So I really question what the ulterior motives are here, especially when it seems Dave Franklin intends to attempt to use the new legislation to make drastic changes to the original plan for BBV.

I do plan to attend the Board meeting next week and am hoping to get more clarity about some of these suggested plans.

Thanks again,
Chris McCullough

Below is the verbiage from the email notification from March f/y/i.....

"These findings helped the consultants identify possible options for the Village's future.

Before going through the draft, it is important to understand the origins of some of the recommendations, because they are going to be somewhat controversial. This consulting team usually advises counties, municipalities, and special purpose district on how they should make long range plans for the future based on the data they collect. They are not considering the political practicalities of options they are suggesting. They are just following the data and best practices in the planning and development disciplines.

For instance, they are suggesting progressive alternatives to a flat assessment regime based on the economic diversity in the Village and sustainability principals and not whether the idea will be popular or not. They recognize that increased assessments are a greater economic burden to the lower valued lots than those at the upper end of the value spectrum and they are providing alternatives to the status quo.

The same goes for expanding housing types allowed in the Village to include duplexes, townhomes and senior living. These are traditionally lower cost of ownership options that are currently not available in the Village but could be in the future and would help seniors and those on fixed income to afford to live in the Village in the future.

As an aside both of these issues would need a covenant change to be allowed, and it is why some of this work needs to be done before the conversion to 64.90.

The consultants also identified the golf course as an underutilized asset by the membership which could be left as is, shared by other user groups, or repurposed altogether into a large open space park. One option these missed in their presentation was allowing for people outside the Village to pay to play the course which would help maximize utilization of the space and provide income other than by dues."

On Thursday, April 9, 2026 at 06:01:03 PM PDT, BBVCC Board <bbvboard@bbvcc.com> wrote:

Hi Christine,

Thanks for your feedback. As you say, the golf course is an amenity that adds value to a community for golfers and non-golfers alike, and we appreciate that this was a big factor in your decision to live here.

The community plan process is meant to evaluate options and to assess home owners opinions on what we should do with our assets. Should we focus on just maintaining what we have now or are there other things we should do? The plan (based on community input) will provide guidance from our members to the board.

To be thorough, the evaluation should investigate a variety of options, even if they are unlikely to come to pass, for example converting the golf course to something else. Some of the underutilized assets

are the large gravel areas around the office and marina. What should we do with this valuable real estate?

Anyway, I'm sorry you feel this has been divisive. Nothing has changed in our village and we, as homeowners (and golfers) want to do the best for our community and are always seeking feedback (thank you again for your comments) from our members.

Sincerely, Bob
BBV Secretary

From: Chris <chrismc530@aol.com>
Sent: Thursday, April 9, 2026 3:58 PM
To: Community Plan <communityplan@bbvcc.com>; BBVCC Board <BBVBoard@bbvcc.com>
Subject: EXTERNALComments regarding proposals to BBV and community plan

EXTERNAL Email.

Attached please find my comments and feedback regarding the proposed community plan and proposed changes to Birch Bay Village.

Please acknowledge receipt.

Thank you,
Christine McCullough
8042 Niska Rd
360-921-5093

Justine Brooks

From: BBVCC Board
Sent: Friday, April 10, 2026 1:56 PM
To: Community Plan
Subject: FW: EXTERNALComment(s) on Community Plan

Justine Brooks, CMCA
Assistant General Manager
Birch Bay Village Community Club
justine@bbvcc.com or acc@bbvcc.com
360-371-7744, ex. 105

From: metrosuzy@aol.com <metrosuzy@aol.com>
Sent: Sunday, March 29, 2026 9:23 AM
To: BBVCC Board <BBVBoard@bbvcc.com>
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Our Two Cents

We are FOR basing our HOA fees on property value. If you can afford a multi million dollar home, you can afford to pay more fees than a trailer/manufactured home owner on a smaller lot. It's only fair.

As far as changing the golf course usage, we are against its use for a park or open space. We are against its use for part time golf and part time walking/recreation space. It would not save money as the maintenance would be the same or possibly more if non golfers disrespect the grounds with litter, damage, dog poop, etc. It was built as an executive course and should remain so. When people bought into the village, they bought into helping pay for the amenities. The golf course is a very important one. We do need to promote its usage by getting more homeowners interested in playing golf.

Respectfully,

Rick and Suzanne Jones

Area 14, Lot 8

[Sent from the all new AOL app for iOS](#)

Justine Brooks

From: BBVCC Board
Sent: Friday, April 10, 2026 1:54 PM
To: Community Plan
Subject: FW: EXTERNALCommunity Plan

Justine Brooks, CMCA
Assistant General Manager
Birch Bay Village Community Club
justine@bbvcc.com or acc@bbvcc.com
360-371-7744, ex. 105

From: Susan Jeffrey <smjmail@mac.com>
Sent: Friday, April 10, 2026 11:58 AM
To: BBVCC Board <BBVBoard@bbvcc.com>
Cc: Susan Jeffrey <smjmail@mac.com>
Subject: EXTERNALCommunity Plan

EXTERNAL Email.

BBVCC Board members,

I would like to submit the following feedback regarding the Draft Community Plan.

First, I am STRONGLY OPPOSED to repurposing the golf course to a park or some other space. When I bought my house two years ago, I chose BBV with the idea that when I retired a year later, I would enjoy all that BBV has to offer, particularly golf and the marina. Even though BBV is not nearly as conveniently located as my previous home in Bellingham, I decided that such amenities made up for the inconvenience. Given the Village has a good reputation and has been established for 60+ years, I had no idea it could potentially change and not offer the same lifestyle in future. If I thought that was a possibility, I might have chosen to buy property elsewhere.

I think the survey questions were misleading and some people didn't understand the intent behind them. Regarding the question about local and community parks, if the question specifically asked members how they felt about converting to golf course to a park, I think the responses would have been much different.

To suggest repurposing the golf course to a park because it's an under utilized asset, doesn't make sense. The few parks within BBV are under utilized. If the golf course is under utilized, there are creative ways to increase utilization and revenue. Repurposing it to a large open space which would still require maintenance, generate no revenue, and might remain an under utilized asset. The plan suggests it would be maintained by volunteers. To rely on volunteers to maintain a space that size not a solid or sustainable plan.

Another important consideration is the reduction in property values for those homes on the golf course, as well as for those who bought in the Village because they either want to utilize the golf course or because living in a gated community with a golf course adds value to their property. A large community park might be a draw for teenagers to hang out, kids to play, dog walkers (many who currently do not clean up after their dogs!), non-residents who are in the Village for other reasons, etc., all of whom would infringe upon the privacy, safety and security of the residents located all around the golf course. The golf course has been here for 60+ years. When people chose to live in BBV,

they assumed the golf course would always be a part of the community. To implement such a drastic change could potentially result in class action lawsuit.

In regard to the suggestion of a flat assessment regime based on the value of the lots, this idea would not necessarily be equitable. In fact, I think it's ignorant to assume that those who reside on a "higher value" lot have a higher income and would not be burdened as much financially as those who live on a "lower value lot". There are many different variables to consider, e.g. long term residents who may not have the same income as when they first purchased their property, those who own a lower value property as a second home, those who live on a higher value lot that may have only a single income or are on a fixed income. I think a more progressive alternative would be based on income, not property value.

Finally, I cannot conceive expanding housing within the Village to include duplexes, townhouses and senior living. Where exactly would these types of properties be built? Is the property within the village zoned for such housing? Are the consultants suggesting selling vacant lots or houses to developers? Adding high density housing would dramatically change the the appeal of the Village and potentially reduce property values.

I hope consideration will be given to the negative impact such changes would have on many of the current residents. The Village is a unique neighborhood that has built a strong reputation as a desirable place to live. I can't help be think (and I'm not the only one), that there are ulterior motives behind this "Draft Community Plan".

Thank you for considering my input.

Susan Jeffrey
5782 Nakat Way

Justine Brooks

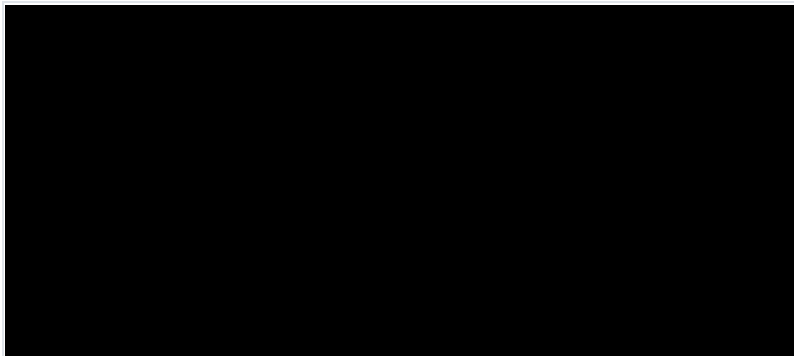
From: Richard Semenik <mkrjs3@yahoo.com>
Sent: Friday, April 10, 2026 10:51 AM
To: Community Plan
Cc: Bob Simpson; Molly Semenik; David Franklin
Subject: EXTERNALconsultant report

EXTERNAL Email.

I have read that a recent consultant assessment of the village includes a recommendation to consider "repurposing" the golf course to potential other uses, e.g., open space, walking area.

I have a couple reactions both of which strongly suggest that these are bad ideas. First, consultant reports like this are notorious (I was a corporate consultant for 30 years) for "covering the waterfront" and throwing as many ideas as possible at the wall to see if any of them stick. I saw no supporting research evidence that closing down or repurposing a golf course benefits our community. And to the contrary, there are several studies which conclude that a golf course as an amenity provides both subjective (i.e., aesthetic value) and subjective (monetary) value a community. From a monetary value standpoint, these studies typically determine that homes in golf communities are valued at 5% to 12% more than similar homes in non-golf course communities. And closing down a course results in just the opposite--negative effect on property values and a negative reaction from potential new buyers.

One such study that draws these conclusions is : [How Do Golf Courses Impact the Value of a Residential Property? | The CE Shop](#)



Residential Property? | The CE...

Golf courses aren't just for sports fans. They're features and are often a haven for wildlife. How do golf cours...

and also provides the following strongly worded assessment regarding what happens when a course is closed:

"What once was a beautiful, green expanse teeming with flora, fauna, and enthusiastic sportsmen and women becomes a barren, brown, and wild open field that's more of an eyesore than an attraction.

In these cases, potential buyers may view the abandoned golf course as a risk, a danger, or simply an unattractive feature in the neighborhood, driving down the value of properties nearby.

Shut-down golf courses can be repurposed to provide benefits to residents, but this can be a long and expensive process in itself."

So, as someone with extensive experience in corporate consulting, I encourage the HOA and others assessing this consulting report to demand substantiation from the consultants for any arguments that closing or repurposing our golf course would be of value to the homeowners,

Respectfully

Rich Semenik (Ph.d, Behavioral Economics, Ohio State University)

Justine Brooks

From: BBVCC Board
Sent: Thursday, April 9, 2026 6:01 PM
To: Chris; Community Plan
Subject: Re: EXTERNALComments regarding proposals to BBV and community plan

Hi Christine,

Thanks for your feedback. As you say, the golf course is an amenity that adds value to a community for golfers and non-golfers alike, and we appreciate that this was a big factor in your decision to live here.

The community plan process is meant to evaluate options and to assess home owners opinions on what we should do with our assets. Should we focus on just maintaining what we have now or are there other things we should do? The plan (based on community input) will provide guidance from our members to the board.

To be thorough, the evaluation should investigate a variety of options, even if they are unlikely to come to pass, for example converting the golf course to something else. Some of the underutilized assets are the large gravel areas around the office and marina. What should we do with this valuable real estate?

Anyway, I'm sorry you feel this has been divisive. Nothing has changed in our village and we, as homeowners (and golfers) want to do the best for our community and are always seeking feedback (thank you again for your comments) from our members.

Sincerely, Bob
BBV Secretary

From: Chris <chrismc530@aol.com>
Sent: Thursday, April 9, 2026 3:58 PM
To: Community Plan <communityplan@bbvcc.com>; BBVCC Board <BBVBoard@bbvcc.com>
Subject: EXTERNALComments regarding proposals to BBV and community plan

EXTERNAL Email.

Attached please find my comments and feedback regarding the proposed community plan and proposed changes to Birch Bay Village.

Please acknowledge receipt.

Thank you,
Christine McCullough
8042 Niska Rd
360-921-5093

Justine Brooks

From: Chris <chrismc530@aol.com>
Sent: Thursday, April 9, 2026 3:58 PM
To: Community Plan; BBVCC Board
Subject: EXTERNALComments regarding proposals to BBV and community plan
Attachments: BBV Community Plan.pdf

Follow Up Flag: Flag for follow up
Flag Status: Completed

EXTERNAL Email.

Attached please find my comments and feedback regarding the proposed community plan and proposed changes to Birch Bay Village.

Please acknowledge receipt.

Thank you,
Christine McCullough
8042 Niska Rd
360-921-5093

Justine Brooks

From: Susan Jeffrey <smjmail@mac.com>
Sent: Thursday, April 9, 2026 9:37 AM
To: Community Plan
Cc: Susan Jeffrey
Subject: EXTERNALFeedback re Community Plan

EXTERNAL Email.

Hello,

Here is my feedback regarding the draft Community Plan.

First, I am **STRONGLY OPPOSED** to converting the golf course to a park or some other space. I bought my house two years ago and the reasons I chose BBV is *because* of the golf course and the marina. I am not in a position to sell if the golf course goes away, nor do I want to.

The notion that the golf course is an under utilized asset does not justify eliminating it. I think there are creative ways to increase utilization. Repurposing it to a large open space which would still require maintenance, generate no revenue, and might still be an underutilized asset. The few parks that are currently in the Village are underutilized. Not only would repurposing the golf course reduce property values for those homes on the golf course, but also for those who bought in the Village because the golf course. A park might also be a draw for teenagers to hang out, kids to play, dog walkers (many who currently do not clean up after their dogs!), non-residents who are in the Village for other reason, possibly smokers, all of whom would infringe upon the privacy of the residents located all around the golf course. The golf course has been here for 60+ years. Undertaking such a drastic action could potentially result in class action lawsuit. It's a BAD idea.

In regard to the suggestion of a flat assessment regime based on the value of the lots, this idea would not necessarily be equitable. In fact, I think "they" are ignorant to assume that someone who resides on a "higher value" lot has a higher income and would not be burdened as much financially as someone who lives on a "lower value lot". There are many different variables to consider, e.g people who have lived here for years who may not have the same income as when they first purchase dtheir property, those who own a lower value property as a second home, those who live on a higher value lot that only have a single income or are on a fixed income. I think a more progressive alternative would be based on income, not property value.

Finally, I cannot conceive expanding housing within the Village to include duplexes, townhouses and senior living. Where exactly would these types of properties be built? Are the consultants suggesting selling vacant lots or homes that go on the market to developers? This would drastically change the the appeal of the Village and potentially reduce property values. I wonder if the consultants are suggesting repurposing the golf course to expanding housing? Another BAD idea.

I sure hope these decisions are not solely up to the small group of Board members. I hope consideration will be given to the negative impact such changes will have on many of the current residents. The Village is a unique neighborhood that has built a strong reputation as a desirable place to live. I can't help be think (and I'm not the only one), that there is an ulterior motive especially for repurposing the golf course.

Thank you for considering my feedback.

Susan Jeffrey
5782 Nakat Way

Justine Brooks

From: Anders Berglund <andersb49@gmail.com>
Sent: Tuesday, April 7, 2026 8:57 AM
To: Community Plan
Subject: EXTERNALFwd: BBV

EXTERNAL Email.

Dear Members of the Board,

My name is Anders Berglund, and I reside at 5745 Nakat Way. After relocating here from Seattle, my wife and I have come to deeply value the unique small-town atmosphere of Birch Bay Village. The sense of community—characterized by children biking safely, neighbors greeting one another, and residents leisurely using our streets—is exactly what we hoped to find.

However, after reviewing the proposed BBV Community Plan, I am writing to share several concerns regarding its potential impact on our community's social fabric and long-term value.

HOA Assessments

The proposal to move away from our current uniform assessment structure toward a tiered system raises significant questions regarding fairness. We are unsure why this is proposed. Is it to create a more "fair" situation?

Implementing a variable scale based on property value could create several issues:

- While we own a higher-value home, we only reside here half the year. Should we then pay less?
- Conversely, several of our close neighbors with similar homes may not utilize amenities like the marina, play golf, play pickle ball, tennis or the pool. Should they pay less?
 - It may incentivize homeowners to avoid seeking building permits for improvements to keep assessments low, potentially leading to safety concerns.
 - It risks creating a political divide between residents based on financial interests, which would undermine the inclusive "small-town" feeling we currently enjoy.

The Golf Course

While I understand the course currently runs at a deficit, I urge the board to consider the broader implications of reducing or removing this amenity. Maintaining the area as green space would still require significant irrigation and landscaping costs to preserve surrounding property values. Furthermore, the golf course is a central social hub that attracts new residents and supports a robust junior program. Removing a core component of the "BBV package" could negatively impact property values for the whole BBV and may even lead to challenges from those who moved here specifically for the golf facilities. I am very skeptical to that a green space instead of the golf course, would attract users other than the home owners adjacent to the space. Why would property owners travel there instead of using our beaches and other recreational areas in the larger Birch Bay Area?

Assisted Living or simpler living situations

It seems like we already have many one level houses so I assume the study is talking about assisted living ? I would note that these developments typically require proximity to medical services and retail, which our location lacks. Additionally, the current flood zone designations may deter the necessary private investment for such a complex at this time.

We truly love living in Birch Bay Village and were more than happy to contribute to the new docks, despite not owning a boat, because we believe in supporting the community as a whole. My concern is not the specific dollar amount of our assessment, but rather that these changes will spark ongoing disputes over "fairness" that could permanently damage our community's friendly atmosphere.

I appreciate your time in considering these reflections as you finalize the community plan.

Sincerely,

Anders Berglund

Justine Brooks

From: james jenkins <jamesajenkins@yahoo.com>
Sent: Monday, April 6, 2026 7:31 AM
To: Community Plan
Subject: EXTERNALgroup valid

EXTERNAL Email.

Good Morning.

PER David Franklin, this group email was formed to take feedback of proposed BBV changes. I would like to verify this is a valid email, and who is in the group.

Thanks'

Jim Jenkins

please respond

Justine Brooks

From: Karen Ness <karenkness05@gmail.com>
Sent: Saturday, April 4, 2026 10:45 AM
To: Community Plan
Subject: EXTERNALFwd: BBVGC usage

EXTERNAL Email.

Sent from my iPhone

Begin forwarded message:

From: karen ness <karenkness05@gmail.com>
Date: April 1, 2026 at 3:37:55 PM PDT
To: communityplan@bbv.com
Subject: Fwd: BBVGC usage

Sent from my iPad

Begin forwarded message:

From: karen ness <karenkness05@gmail.com>
Date: April 1, 2026 at 3:34:31 PM PDT
To: dave.pimblett@gmail.com
Subject: BBVGC usage

To all appropriate recipients,
I write to express my concern regarding the suggested closure of Birch Bay Village golf course. I have lived in this communities since the year 2000. One of the main reasons my husband and I purchased property here was because of all of the amenities, including the golf course. I would suggest rather than an abandoning the course, we as a community brain storm ideas to increase usage of the course, thereby increasing available funds to maintain the course. I think as a community if we put our heads together, we should be able to come up with some great ideas of how to increase the usage of this course and still keep our community safe.
Some ideas that come to my mind would be to invite other golf clubs to utilize our course or to increase availability of golf lessons for those who may want to learn to play the game who are currently property owners.

I have seen other communities that have abandoned their golf course. The golf courses are is now unkempt, overgrown, and not utilized whatsoever. Several that I can think of that you may be familiar with would be Homestead golf course, Eaglemont golf course, and Sea Links golf course. It seems there must not be funds to keep these areas groomed, or utilized.

Perhaps a new thought for those who want to use the course as a walking arena: how about picking up some golf clubs and going for a walk while playing the game on a course that is already in your community, well groomed, great fun, leaves one with increased socializing ability and increased physical enhancement.

Lastly, I think having this amenity available also increases our property values. As does the Marina, the swimming pool, tennis and pickleball courts, beach side parks, and the dog park. I would be disappointed to see any of these amenities disposed of without more thought and conversation as to how to keep them at our disposal.

Thank you for listening.

Karen Ness
Sent from my iPad

Justine Brooks

From: Lyle Sieg <lrayrays@icloud.com>
Sent: Saturday, April 4, 2026 8:41 AM
To: Community Plan
Subject: EXTERNALFwd: Comments to Community Plan Presentation.

EXTERNAL Email.

Sent from my iPhone

Begin forwarded message:

From: Lyle Sieg <lrayrays@icloud.com>
Date: March 30, 2026 at 11:16:22 AM PDT
To: contactus@bbvcc.com
Subject: Fwd: Comments to Community Plan Presentation.

Sent from my iPhone

David or Others,

I attempted to send this email to community plan email link I was given but it bounced back. Can you please forward to group and board for review.

Can you please acknowledge receipt of this request.

Thanks
Lyle Sieg
5554 Coquitlam Drive
Sent from my iPhone

Begin forwarded message:

From: Lyle Sieg <lrayrays@icloud.com>
Date: March 29, 2026 at 3:46:15 PM PDT
To: communityplan@bbv.com
Cc: Pam Laptop <brier3@comcast.net>
Subject: Comments to Community Plan Presentation.

Attention BBV Board and Management Staff

I'd like to share some thoughts after attending the presentation recently.

My name is Lyle Sieg and I'm writing on behalf of my wife Pamela and I. Our address is 5554 Coquitlam Dr and we have been residents since 2015 and have very much enjoyed living in the BBV community since that time.

Our highlights would be the security of living in the village and enjoying all the facilities offered. We utilize the community spaces weekly whether it be the club house, lake and ocean front park access and the dog park. We do moor a boat at the marina and I am an active member of the golf club and course.

I wanted to share the following specific comments to some of the areas covered during the presentation and Q&A.

1) We believe the golf course offers a lot towards the community and wouldn't want to see changes to the foot print.

2) As far as community garden area that is a good idea but there is quite a bit of property available behind the maintenance area that could be utilized for community garden plots.

3) Access for public to walk the course versus golf only access is a safety concern for both golfers and those wanting to walk the course. We have seen other communities find limited walkways available on a course that eliminates or minimizes any risk or conflict. I suggest a careful review of all golf cart trails and analyze the creation of other paths to see if some outer edge paths might lend themselves to walking perimeter areas.

4) With respect to varying fees per lot versus our flat same monthly or annual charge for dues we wouldn't support changing the rules for residents who bought into the village knowing this was the base fee structure when we all purchased in the village. If the community residents did want to change to a tiered system based on lot or lot home value similar to our State property tax then a more fair long term approach would be to change the rules for new purchases only. With time and turn over the Village would develop the new tiered system over time without impacting current residents or owners. It would be open and up to a purchaser to decide if they were okay with a tiered system at time of their purchase. Just a thought how a change of this magnitude could be approached.

5) With respect to building multi occupant housing on

community property I would suggest only considering with much more due diligence work completed. Identify possible sites, size, revenue and then ensure our current infrastructure is assessed. Can our water, power, sewer, drainage, handle this kind of growth and development and how much will this all cost. Projects are very expensive to build these days and we would want to ensure there is a clear community benefit versus creating a risky situation for the community financially after all the proposed development short and long term impacts are factored in.

Thanks for the opportunity to share these thoughts.

Lyle and Pam Sieg
Cell 925 525 3621
5554 Coquitlam Dr

Sent from my iPhone

Justine Brooks

From: Sherry Begue <beguesherry@gmail.com>
Sent: Friday, April 3, 2026 2:47 PM
To: Community Plan
Subject: EXTERNALGolf course!!

EXTERNAL Email.

We vote to keep the golf course! If not all 18 holes, hopefully 9 holes. Both of us think it is a value to have a golf course in the village.

We really don't want it turned into a park & recreation(walking paths) area. Also don't think we need condos or duplexes in the village. I still join the ladies league group we when we get home.

Let's just open the course more to people outside the village to play (& pay a little more) to help keep it going.
Sherry & Bill Begue

Justine Brooks

From: MICHAEL BUTSCHLI <mbutschli@comcast.net>
Sent: Friday, April 3, 2026 9:06 AM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

I find it annoying that closing or reworking the Golf Course is up for consideration while the Marina which costs every one more and more every year is not even up for the same look to save money.. Dues will go up the next two years to keep the marina open.

Justine Brooks

From: metrosuzy@aol.com
Sent: Friday, April 3, 2026 8:28 AM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

We are very much AGAINST utilizing the golf course for anything other than golf and we are for keeping it the way it is.

We are FOR changing the annual fee schedule based on property values. Big, high end homes should pay more than single wide trailers. It's only fair.

Respectfully,

Rick and Suzanne Jones

Div 14. Lot 8

[Sent from the all new AOL app for iOS](#)

Justine Brooks

From: Stewart Verge <stuverge@aol.com>
Sent: Friday, April 3, 2026 7:09 AM
To: Community Plan
Cc: STEWART VERGE; Hulu
Subject: EXTERNALComments on the Community Plan

EXTERNAL Email.

I live at 8082 Quinault Rd where I purchased my house in 2022. I wanted to address my concerns with some of the issues raised by the consultants.

The golf course is one of the primary reasons I bought here. It is where I've met fellow residents and for me it is the social center of the community. I believe that having a golf course as an amenity increases the value of homes in the community. Like many, I don't use the marina but I do believe it adds value to my home as does the gated security, beaches, parks, pool and tennis courts. I don't want to see any reductions to our amenities.

It seems obvious from our rapid HOA fee increases that previous Boards have bungled the job but I fear we'll throw out the baby with the bath water. I don't agree with changes to the way HOA fees are levied unless we grandfather existing owners. Going forward with new purchases it might be an option. It's fair when people are provided fair warning when purchasing a property.

I understand fiscal responsibility so HOA and user fees may increase but let's not cover up past mistakes by changing the contract with our residents.

Sincerely,
Stu Verge

[Sent from AOL on Android](#)

Justine Brooks

From: Chuck Cushing <chuckcsea@msn.com>
Sent: Thursday, April 2, 2026 3:30 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

The following are my comments regarding the three primary proposals included in the recent BBV Community Plan:

1. Converting a portion of the golf course into open space is a horrible idea. I'm not sure why this proposal even came up. We have multiple parks in the village. Some are little used such as Sunrise Park. No mention at the meeting was made of our beaches that are open to the membership. These are often used as I have observed from our beachside home. If our main concern is funding for the golf course lets modify the admission rules.
2. I can support allowing different types of housing in the village. However, the regulations need to be fairly strict such as allowing single story structures only.
3. I can't support a progressive rate structure as members all have access to the same resources/benefits.

Chuck Cushing

Justine Brooks

From: Ken Hecker <kehecker@yahoo.com>
Sent: Thursday, April 2, 2026 10:31 AM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

I understand that the Community Plan contemplates negative changes to our golf course. In my view the golf course, as presently configured and used, is a a very important asset for the Village. In fact, the golf course was a key consideration in my decision to buy a house here when I was in the market. I strongly oppose any changes whatever to the current setup.

Ken Hecker
8152 Chehalis Rd
360-510-6923

Justine Brooks

From: james jenkins <jamesajenkins@yahoo.com>
Sent: Thursday, April 2, 2026 9:24 AM
To: Community Plan
Subject: EXTERNALcommunity plan

EXTERNAL Email.

per suggest

"

For instance, they are suggesting progressive alternatives to a flat assessment regime based on the economic diversity in the Village and sustainability principals and not whether the idea will be popular or not. They recognize that increased assessments are a greater economic burden to the lower valued lots than those at the upper end of the value spectrum and they are providing alternatives to the status quo. "

All members when moving into BBV signed and agree with HOA dues. by changing to assessed value to reflect how much HOA dues you is very discriminatory. We are a very diverse group here. some moved in 20 years ago and have seen their assessed values climb. some moved in 1 week ago. the assessed value has very little to do with a households income or ability to pay more than your neighbor next door.. All household have the same access to all the village has to offer. to charge a household a different price for the exact same thing is wrong. the assessed value of a house in the village has nothing to do with a household wealth.

Some owners own multiple lots in the village. they use it for rental income, privacy from neighbor's. 20 years ago a house could have costed \$ 180,000.00 now its worth \$ 600,000.00 the persons income could now be fixed SS. or a person could have bought a house for \$ 350,000.00 today. and it is a second or vacation home. , they could have a high household income, but will pay less HOA than the fixed income person. What's next, coffee and food at pro shop will be based upon you address. Instead of looking for ways to increase what we all pay. maybe we should look at the waste in the village. If you send me what we pay in full detail, wages SS, 401k Vacation medical dental for just maintaining the parks and few community flower beds, along what we spend on equipment, upkeep for them , insurance etc, I would be happy to solicit outside prices for those areas to be maintained.

We could lower our employee count and sell unnecessary equipment. I have personally watched those workers pulling weeds with their hands, put in 5 gallon bucket. slow slow slow. its wrong, and all day long driving back and forth in those work carts. with a single branch in the back. In fact please send me the complete employee list, job description and pay rate including all SS , 401k match etc. no names, so we can see just what we all pay for what we are currently getting.. Jim Jenkins.

Justine Brooks

From: Ted Wiegert <tcmwiegert@gmail.com>
Sent: Thursday, April 2, 2026 7:47 AM
To: Community Plan
Subject: EXTERNALGolf course options input

EXTERNAL Email.

Ted & Camille Wiegert (Salish Rd)

I believe the options of getting rid of or only partially using the golf courses current footprint is a short term bandage that would cause long-term deterioration of the overall community financially and physically. Using the golf course grounds for partial or full recreational use would rapidly decrease the value of village properties and the grounds themselves. I did not move to Birch Bay Village for a dog park and a unkept field as maintenance Pro bono will never work. Might as well get rid of the marina while you're at it and make it a wildlife sanctuary. This will obviously lead to people with financial responsibility, moving out of the village and a whole new era of affordable housing type units being the norm.

Instead of paying for someone to do a survey from the people who are looking at the glass half empty focus on the people that want to grow this village stronger and better than ever.

I have spoke with many people that would love to see the golf course opened up publicly with a good marketing campaign And focusing on the future generation of new young golfers. Even combining the community center and the golf course and featuring events, dining and music.

I believe it's better to move forward and build a stronger committee, then break it apart into untenable pieces.

Thank you for your time

Ted and Camille Wiegert

Justine Brooks

From: Karen Szol <kszol@comcast.net>
Sent: Thursday, April 2, 2026 7:02 AM
To: Community Plan
Subject: EXTERNALLoomis Yrsil Golf Course proposal

EXTERNAL Email.

I apologize if you received an earlier response from me I was urged to resubmit because the previous email supplied might have been faulty.

Dear Golf Course Committee,

I am not a BBV resident but have played golf with the ladies group at Birch Bay for over 15 years. I understand that I may not have a vote to object turning the golf course into a par 3, but there are others like me who have concerns that this would greatly degrade friendly social competition for village residents and local guests. I have a vested interest in the Ladies of Loomis Trail Golf Club. We have benefited by BBV attracting new golfers and eventually those ladies participate with our 9 or 18 hole group. Having an executive 18 hole golf course in a gated community should be viewed as a benefit.

There is plenty of safe roadway for people to walk, especially since road speed is restricted to 20mph inside the village, so I fail to see why some resident non-golfers feel it's their right to impose limitation on days and times of play that the golf course operates just so they can walk on the course. I understand facilities can't continue to operate in the negative, so I hope the Committee will continue to explore all options that will permit the golf course operate as it is now and in the future.

Karen Szol
Semiahoo Resident

Sent from my iPad

Justine Brooks

From: Liz Walser <liz.walser86@gmail.com>
Sent: Thursday, April 2, 2026 6:42 AM
To: Community Plan
Subject: EXTERNALPotential Future Use Of Golf Course

EXTERNAL Email.

Please don't make any changes to the Golf Course

Justine Brooks

From: Doug Konn <dwk1999@yahoo.com>
Sent: Wednesday, April 1, 2026 9:05 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Hello,

I just wanted to let you know that I oppose the proposed changes to the golf course. To me, it is the most important amenity offered in Birch Bay Village.

Also, I think it would be very unfair to people that own houses on the golf course as the potential changes would most likely decrease the value of their property.

Thanks,

Doug Konn
5457 Salish Road

Justine Brooks

From: Janice Reid Reynolds <jdreidreynolds@gmail.com>
Sent: Wednesday, April 1, 2026 7:02 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Warm regards,

Janice

Begin forwarded message:

From: Janice Reid Reynolds <jdreidreynolds@gmail.com>
Subject: Comment(s) on Community Plan
Date: March 29, 2026 at 5:55:07 PM PDT
To: communityplan@bbvcc.com

Dear BBV Board of Directors,

I would like to respond and send our feedback on the Community Plan report concerning our golf course. It's important to share our opinions to this very important matter.

After reviewing the consultant's recommendations, we want to express both our concern and clear opposition to any proposal that would alter or repurpose the golf course, whether partially or as a whole. The course is not just a recreational feature—it plays a central role in defining the character of Birch Bay Village and is a significant reason why many residents chose to live here, including us. It sets us apart from other communities in the Blaine area. To read that this consulting firm suggests turning it into a park for residents to walk is unthinkable. How many parks do we have in the village now that are not fully utilized and what is wrong with people walking on the streets that are patrolled for safety.

We recognize the financial pressures associated with maintaining a golf course, and we appreciate that these must be taken seriously. It is costly to maintain any facility, be it a pool, recreation centre, marina, park, etc., however, we are concerned that reducing or eliminating the golf course could lead to unintended long-term impacts on both property values and the overall appeal of the community. Before considering any changes to the course itself, we strongly encourage the Board to explore other options—such as expanding membership, developing partnerships, or revisiting pricing structures—to improve its sustainability.

We don't understand why the Board would hire a consultant that is primarily focused on public-sector clients rather than a private resident community like BBV. The dynamics

and priorities within Birch Bay Village are distinct, and I hope that the Board will give considerable weight to the perspectives of residents when reviewing these recommendations. This company has no real concept of living in this community and how much the golf course means to residents.

With these concerns in mind, we respectfully urge the Board to maintain the golf course in its current form and to carefully consider the input of the many community members who value it highly. We are proud of our little course and boast, on a regular basis, that Birch Bay Village has its own golf course!

It is our hope that our concerns are heard loud and clear. Thank you for your consideration.

Janice and Stan Reynolds,
BBVGC Members/BBV Residents

Justine Brooks

From: Robert Anderson <ibatanker@hotmail.com>
Sent: Wednesday, April 1, 2026 6:31 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

I am writing to express my thoughts. First and foremost I am a golfer, boater, fisherman and outdoor enthusiast. We moved to the village 10 years ago because of the amenities and the people. That said I have seen a significant increase in fees and dues.

I don't agree with alternate housing as this will ruin the community and give it an incorporated look. It also increases use of our already overloaded utilities and couple that with the work outside of the village building new houses it could easily overload the system and cause even more fees to address it.

I support making the course smaller if needed as long as it doesn't take away the challenge of play. I think that there are areas of the golf course that can be returned to nature and opening up some areas for other use. This is under the assumption that the course could adjust operating costs and operations that would be beneficial to the community members and golfers not the maintenance or office staff or any board members.

The golf course was planned in this community, it was accepted in this community and people moved here because of the golf course as well as those that choose to stay.

By taking away the course or other amenities or slowly whittling them away in order to justify near term costs, near term solutions (Yes I said near term) and complaints of a few that want change, ruins the main reason that this community was constructed to begin with.

Before you know it we'll just be another community with parks in disarray, lakes covered in algae, low water pressure and overflowing sewer lines. This community is too big to expect or rely on the residents to maintain parks or other features that require big equipment.

Long term solutions are a target and not a final goal so one would expect to see more input and changes. Long term planning is flexible and requires input and changes frequently so anything that is put out now or 6 months ago doesn't necessarily encompass all members thoughts or really address the majority of the community especially when we talk long term but actually only addresses those that were involved in the last study. Therefore this is a short term goal to develop a midterm plan to reach a long term objective. The plan has no deadline but it does have self imposed timelines based upon someone else's vision of what BBV should be.

When I look at the study and recommendations I can't seem to feel that the study was biased and doesn't seem to capture the real feeling about our community but a biased feeling of a select few that are influencing both external and internal evaluations and decisions.

Bottom line- Improving or enhancing our amenities is great and I'm all for it.

Any shrinking, eliminating or reducing our amenities or expansion to other types of housing or zoning changes is not an option and will be met with fierce resistance.

Don't make Birch Bay Village just another ghetto subdivision with a HOA.

Robert Anderson
5641 Salish

Justine Brooks

From: Albert Beebe <ajbeebe534@comcast.net>
Sent: Wednesday, April 1, 2026 6:04 PM
To: Community Plan
Subject: EXTERNALPossible uses for the golf course. I strongly oppose any alternation for any future modifications or destruction of the golf course. My decision to buy a home in BBV was the golf course. I am not a boater but like having boating facilities as i...

EXTERNAL Email.

Sent from my iPhone

Justine Brooks

From: JIM TOOMEY <toomey5@msn.com>
Sent: Wednesday, April 1, 2026 5:41 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

My wife and I totally disagree with the recommendation to possibly transform the footprint of the BBV Golf Course. The Golf Course amenity is a major reason that we purchased our home in BBV. It can be enjoyed by all residents of any age. There are many golfing groups of various skills within the village that get great enjoyment and exercise from playing golf as well as individuals who enjoy playing golf on a casual basis. This is very concerning to us that changing the golf course would even be considered. It seems like this idea came out of left field. It is shocking.

Sent from my iPhone

Justine Brooks

From: Jim Longman <jlongman46@gmail.com>
Sent: Tuesday, March 31, 2026 1:17 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Hello BBV:

Any time a group of consultants is hired, it always leads to residents paying more for something! The thought of screwing around with our golf course is completely stupid! I've only lived here for 3 years but bought into BBV, in part, for the golf course and other amenities. What a disappointment it would be to see any of the physical characteristics that make this place unique change. If you're compelled to change anything, change the freshwater source from what it is to something of better quality. It's too hard! Can't even wash my car without getting water spots dried on. That doesn't even include the damage it is doing to our new appliances and cookware. Antway, if it works, don't fix it! Leave our property the way it is.

Respectfully,
James Longman

Justine Brooks

From: JUDY HAWKS <jhawks60@comcast.net>
Sent: Tuesday, March 31, 2026 12:53 PM
To: Community Plan
Subject: EXTERNALCommunity Plan Report - Response

EXTERNAL Email.

1. Golf course - our course is an Executive Course. We use each of the 9 holes twice to play 18, with the exception of hole 6 that has a separate green for the front 9 and the back 9. A full course would have 18 individual holes.

Utilizing the area as part time golf course and part time park opens the area to destruction of the golf playing area. There would be people who would disregard the designated times for golf and recreation. This would require a dedicated person to enforce the schedule.

Currently any community member can come to the club house, order food and eat in the seating area. They can also utilize the outdoor seating at the community center, which has a large grassy area that could accommodate picnic tables. I can't remember ever seeing any of our parks at maximum capacity.

2. Alternative housing - as a long-term plan, make a change to BBV governing documents that any mobile home older than "X" year may not be resold and that property could be purchased by BBV at fair market value. That property could then be resold and developed as predetermined by BBV for townhomes of 3-4 units, single level cottages or duplexes. I do not think alternative housing should be wedged in on the few vacant lots in the village.

I don't want to see ADUs. Our lot sizes are not large enough to support this type of structure. Plus, this would be a rental property and the more rentals we have in the village the higher our village insurance rates would increase.

We don't understand the comment on "senior housing". We are not a 55+ community so imagine a lot of legal hoops to jump to even have a designated area of the village as "senior housing". Is the consulting firm used from Washington and knows Washington laws?

3. Graduated HOA fees. Our amenities are available to every lot owner whether they choose to use them or not. Why should some of us pay more in HOA when we might not be using any of the amenities but live in a particular area?
4. Climate change and how it affects the village. We are in the same situation as communities all over the country. As long as our federal government does not recognize climate change as a valid issue, anyone living in affected areas will be subject to the same dangers. The pump system we have may need to be upgraded. We don't use it where we live so do we have to pay for it? Yes. As we all pay for the amenities, we all pay for the protection.

I appreciate that there are long-time residents who are being priced out by increases in property taxes, insurance and HOA fees. As we have done, I suggest they add up those items and

extrapolate over 12 months. What can they get in a rental for that amount? The plan for fees that exists is fair to all. Living in a community with an HOA is not for everyone, and we all pay property taxes based on the county scale.

5. As a side note, anyone can walk in the village without fear of being attacked. Our children can play outside without fear of being kidnapped. We have left our home for months at a time and never worried about being broken into. That security is something you won't have living outside the village. We have a very special place here and all need to contribute to keep it that way.

Regards,
Al & Judy Hawks
8059 Makah Rd

Justine Brooks

From: JOANNE ALLISON <ja1448@comcast.net>
Sent: Tuesday, March 31, 2026 12:48 PM
To: Community Plan
Subject: EXTERNALFwd: Community Plan Report

EXTERNAL Email.

For the Board's consideration - see below

----- Original Message -----

From: JOANNE ALLISON <ja1448@comcast.net>
To: "communityplan@bbv.com" <communityplan@bbv.com>
Date: 03/27/2026 9:26 PM PDT
Subject: Community Plan Report

I am opposed to any of the items outlined below.
Absolutely no other recreational use of the golf course. With all the events scheduled now for golf - It's difficult to book times due to the numerous groups /teams that are playing. Closing for other recreational use would make it even more difficult to book times! **It's a golf course** and that was one of the attractions for moving here.

- **(Pg. 22) POTENTIAL FUTURE USE OF THE GOLF COURSE -** "(The) Golf course is a candidate for partial or complete transformation into open space where community members can recreate and enjoy the space in a capacity beyond golf. • Consider the following future uses: • Separate dedicated times for golf and for walking/recreational use (not as a sports field) • Modifying to a Par-3 course with a smaller footprint, opening up permanent open space areas. This would lower maintenance costs. • Convert course entirely to a recreational/walking community space. • Relies on volunteers to function • Currently operates at a significant loss financially."
- **(Pg. 19) Consider potential new (affordable) housing types within the Village:** ADUs, duplexes, cottage housing, townhouses, senior housing

No to new affordable housing types. I moved here for the structure that currently exists!

- **(Pg. 24) Change how the HOA Assessment is levied** (from a flat-rate to a progressive-rate based on land/home value)

No to anything other than the flat rate.

Consultants are hired to offer changes. It is in **their** interests to come up with ideas.

As a long time member, i reiterate that I am **opposed to all of these changes**. I came here for the community the way it exists now.

Thank you,

Joanne Allison

Justine Brooks

From: Contact Us
Sent: Tuesday, March 31, 2026 12:46 PM
To: Community Plan
Subject: FW: EXTERNALCOMMUNITY PLAN

From: hardanmd19@aol.com <hardanmd19@aol.com>
Sent: Tuesday, March 31, 2026 12:35 PM
To: Contact Us <ContactUs@bbvcc.com>
Subject: EXTERNALCOMMUNITY PLAN

EXTERNAL Email.

Please please please do not get rid of or change the golf course. It is such an asset to the value of the village. We want to keep this place as a village for different activities. The golf course is a big one. Being single I feel so safe living here. The security is great. That is 6 votes to keep things like they are. Hardan Family LLC

Justine Brooks

From: Janice Reid Reynolds <jdreidreynolds@gmail.com>
Sent: Sunday, March 29, 2026 5:55 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

Dear BBV Board of Directors,

I would like to respond and send our feedback on the Community Plan report concerning our golf course. It's important to share our opinions to this very important matter.

After reviewing the consultant's recommendations, we want to express both our concern and clear opposition to any proposal that would alter or repurpose the golf course, whether partially or as a whole. The course is not just a recreational feature—it plays a central role in defining the character of Birch Bay Village and is a significant reason why many residents chose to live here, including us. It sets us apart from other communities in the Blaine area. To read that this consulting firm suggests turning it into a park for residents to walk is unthinkable. How many parks do we have in the village now that are not fully utilized and what is wrong with people walking on the streets that are patrolled for safety.

We recognize the financial pressures associated with maintaining a golf course, and we appreciate that these must be taken seriously. It is costly to maintain any facility, be it a pool, recreation centre, marina, park, etc., however, we are concerned that reducing or eliminating the golf course could lead to unintended long-term impacts on both property values and the overall appeal of the community. Before considering any changes to the course itself, we strongly encourage the Board to explore other options—such as expanding membership, developing partnerships, or revisiting pricing structures—to improve its sustainability.

We don't understand why the Board would hire a consultant that is primarily focused on public-sector clients rather than a private resident community like BBV. The dynamics and priorities within Birch Bay Village are distinct, and I hope that the Board will give considerable weight to the perspectives of residents when reviewing these recommendations. This company has no real concept of living in this community and how much the golf course means to residents.

With these concerns in mind, I respectfully urge the Board to maintain the golf course in its current form and to carefully consider the input of the many community members who value it highly. We are proud of our little course and boast, on a regular basis, that Birch Bay Village has its own golf course!

It is our hope that our concerns are heard loud and clear. Thank you for your consideration.

Janice and Stan Reynolds,
BBVGC Members/Residents

Justine Brooks

From: Holly Hilton <hnh5509@comcast.net>
Sent: Sunday, March 29, 2026 2:36 PM
To: Community Plan
Subject: EXTERNALCommunity Plan Response

EXTERNAL Email.

Dear BBV Board of Directors,

I am writing to you today with a deep sense of urgency — and, frankly, concern — about the consultant's recommendations regarding the future of our golf course.

Let me be direct: I am strongly and unequivocally opposed to any modification, reduction, or conversion of the BBV golf course, in whole or in part. This is not a minor operational question. This is a defining moment for the identity and future of our community.

The golf course is the heart of Birch Bay Village. It is why so many of us chose to live here. It is woven into the daily lives of hundreds of residents and represents a way of life that simply cannot be replaced by a walking path or open green space. To dismantle it — even partially — would be to fundamentally change what this Village is and what it means to those of us who call it home.

I am deeply troubled that an outside consulting firm, one that by the General Manager's own admission typically works with counties and municipalities rather than private residential communities like ours, has been given the platform to recommend such a drastic transformation. These consultants do not live here. They do not know what this course means to us. And they should not be the ones determining its fate.

Yes, the course operates at a financial loss. I understand that. But the answer is not demolition — it is innovation. Explore new membership models. Pursue partnerships. Find efficiencies. Do the hard work of finding a financial path forward before even considering tearing apart something that so many members cherish.

The Board has a responsibility to the membership — not to a consultant's report. I implore you: listen to the people who live here, who invested in this community, and who are counting on you to protect what makes Birch Bay Village special.

Please preserve our golf course. The time to act is now.

Respectfully but urgently,

Holly Hilton
5509 Haida Way
Division 3 Lot 4

BBV Golf Club Member

Justine Brooks

From: Paul and Chris Kenner <4kenners@comcast.net>
Sent: Sunday, March 29, 2026 12:35 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

This email is written regarding the BBV community study we recently received and reviewed... a study for possible future changes to Birch Bay Village, the beautiful community where we have owned and invested in multiple properties for over 45 years! In that time, we have seen our community members build out on the (once) many vacant lots - constructing unique single family dwellings, as originally intended by the developers. Hundreds of Birch Bay Village residents have purchased and invested in their properties over the years with the basic knowledge/understanding that our community would continue to have the housing layout and current community feeling that exists now.

Additionally, the community amenities that exist for all Birch Bay Village residents to enjoy, whether or not they choose to use them, are also a part of the expected value we all as BBV property owners have - in our property purchases and ongoing improvements. The golf course, particularly, was intended as an amenity for BBV residents' use, and people purchasing their BBV properties have considered the golf course as a real value, either to themselves as they utilize it, and/or as a value on future resale of their property. It would be unacceptable to change the golf course to a smaller course, or heaven forbid, to put housing on it - either one family dwelling or multi family dwelling housing as is being proposed as an option in a number of different formats. Also, regarding ADU allowances to our properties, are the guidelines for setbacks, other property line requirements going to change, as well? It seems we could have a very crowded, junky feel to our community, and depending on the additional occupancies, we could also have unanticipated security issues. By incorporating duplexes, townhomes and senior housing, the additional traffic on our roads with this increased density housing would require increased maintenance costs and overall challenges to our existing roads which already need additional maintenance.

And, what happens next... if it doesn't seem our neighborhood parks are being used often enough, will they just be sold off for another housing project? Has there been any thought to what common properties with a changed usage (large open space park, walking paths, etc) that are maintained by volunteers - look like long-term? There is no guarantee that they would be kept up to the degree/level that our common properties are now. We need to remember how our community was designed, the thought and intent that went into that planning, and we need to respect the expectations of property owners (long term and recent) when they invested in our beautiful community.

Finally, the suggestion that the BBV dues structure could potentially be changed based on lot value does not seem viable/fair. We all have access to the same amenities that Birch Bay Village offers, and to charge certain residents higher dues to support our budget just because their lots are assessed higher (residents, who, by the way already pay higher property taxes) than other residents (who pay lower property taxes) makes no sense at all. When you purchase a house (or a lot) in a dues-based community such as BBV, you anticipate a dues expense in your budget, just the same as all of your neighbors do. It doesn't take rocket science to see that if some residents' dues are decreased from the current flat rate, other resident's dues will be significantly increased from what they would have been on an equally shared basis as we currently have in effect. That scenario is not fair at all, as the increase in dues will not generate any additional value/amenities for those higher paying dues residents. Even if it were a fair way of dues allocation, it does not take into account the annual process of allocating these dues with ever changing property assessments... what an accounting mess!

We need to keep our beautiful community as it is, continuing to maintain the extensive amenities we have in place for all our residents to enjoy. It is unacceptable to change our single family dwelling housing style, as it would give our

community an entirely different feel than we have invested in. And, financially, it is unfair/biased to change our dues structure to penalize residents whose property values are assessed higher and who pay higher taxes.

Sincerely,

Paul and Chris Kenner

BIRCH BAY VILLAGE DIV 3 LOT 5
BIRCH BAY VILLAGE DIV 3 LOT 6

Paul and Chris Kenner
5511 Haida Way
Blaine, WA 98230

Justine Brooks

From: terrireed4@yahoo.com
Sent: Saturday, March 28, 2026 5:53 PM
To: Community Plan
Subject: EXTERNALFw: Failure Notice

EXTERNAL Email.

Hope this works- Terri

----- Forwarded Message -----

From: MAILER-DAEMON@yahoo.com <mailer-daemon@yahoo.com>
To: "terrireed4@yahoo.com" <terrireed4@yahoo.com>
Sent: Saturday, March 28, 2026 at 04:43:12 PM PDT
Subject: Failure Notice

Sorry, we were unable to deliver your message to the following address.

<communityplan@bbv.com>:

Unable to deliver message after multiple retries, giving up.

----- Forwarded message -----

We joined the Birch Bay Village community in September 2024. One of the main reasons we decided to move here **was** the golf course. Removing the golf course or changing it to a par-3 course would reduce the Village's attractiveness for real estate. Adding real estate (townhomes, condos, higher density) placed in a known flood plain is a poor idea. We would not be opposed to a graduated fee structure to keep our amenities. We play 3-4 times a week, we enjoy the course and the social aspect it provides.

Please keep the golf course as it is!

Terri and Dwight Reed



Virus-free. www.avg.com

Justine Brooks

From: Sheila Douet <sheilaormike2@gmail.com>
Sent: Saturday, March 28, 2026 5:47 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

As someone who has been coming to BBV for 45+ years , these changes are very distressing . These changes will NOT attract residents for the same reasons as the original appeal did. Just what is hoped to be accomplished? Whom will truly be benefited?

Sheila Douet

Justine Brooks

From: David McAlpine <ldmcalpine@yahoo.com>
Sent: Saturday, March 28, 2026 10:42 AM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

I would like to add some additional thoughts to my previous response.

If affordable housing is considered on the golf course it will only lessen present home values and people will move. There are plenty of affordable housing in the Bay Area in the form of trailers and trailer parks.

Asking residents on the hill to pay more than those that live in trailers does not make any sense. No matter where you live in the village everyone uses the village infrastructure the same....same security, same roads, etc.

If you want to increase revenue....quit hiring people at the main office...new positions would include, Harbor master, asst. GM, etc.. Each new position is around 75-100k with salary and insurance.

Lastly, if these ideas go to vote, it needs to be written that an absent vote is not a yes vote.

Thanks

Dave

Sent from my iPhone

Justine Brooks

From: Jean Hunn <jeanmhunn@gmail.com>
Sent: Saturday, March 28, 2026 8:30 AM
To: Community Plan
Subject: EXTERNALThe Community Plan

EXTERNAL Email.

I read the possible changes for the golf course. We primarily bought our home in BBV because of the wonderful golf course. It gives us the opportunity to meet people in the community and remain active. This is extremely important to us as we retire this year. I saw the statement about the golf course running at a financial loss. I doubt our community goal was ever to make a profit from the golf course!

The Village is already a great place for walking. My husband walks every morning (I try but am not so diligent). We see eagles, rabbits, raccoons, beautiful homes and are always greeted by other walkers.

Adding additional types of homes (town homes, senior living, etc.) would decrease our home values somewhat. It certainly would increase the traffic!!!

Please do not change the reason we so thoughtfully chose this community. We bought our home just over 5 years ago in anticipation of retirement. My husband finally gets to retire in April!

Sent from my iPhone

Justine Brooks

From: Anne <klevenboy@comcast.net>
Sent: Saturday, March 28, 2026 7:18 AM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

My name is Anne Selinger Cox. I live at 5513 Salish rd I back on to golf course. I bought last year and the main reason I bought was because of the golf course and the view I have. I would not have bought it if there was no course. I definitely would not approve of it turning into a public space! There must be another way? Thank you
Sent from my iPhone

Justine Brooks

From: Sandy Zeitel <sandalabb@gmail.com>
Sent: Friday, March 27, 2026 8:47 PM
To: Community Plan
Subject: EXTERNALComment(s) on Community Plan

EXTERNAL Email.

I am absolutely opposed to altering the golf course in any way. Many of us bought in to BBV because of the golf course and Marina. I've been in BBV for 27 years! I'm Opposed to walkers who are not golfing walking on the course. I do believe that we should open up the course to more outsiders because golfers are not disruptive.

Justine Brooks

From: Marshall Bailey <m Bailey1000@hotmail.com>
Sent: Wednesday, March 18, 2026 4:32 PM
To: Community Plan
Subject: EXTERNALTown Planning Meeting

EXTERNAL Email.

To the BBV Board and Management,

We were unable to attend the Town Hall Meeting last week but read the materials regarding it and spoke to others who did attend.

Our thoughts and feedback are as follows:

We commend you for requesting feedback and looking for ways to ensure a viable future for BBV.

On the matter of HOA dues, perhaps a scale could be developed, not necessarily based on home values, which change from year to year, but maybe on square footage of homes, with a flat fee for empty lots?

We do question the premise that BBV has an aging population. If you based that on survey respondents, retired people would take the time to complete more surveys than younger working couples. We see more young families in the village than ever before, is there some way we can get a clear picture of the village demographics?

Lastly and most imperative to us is the future of the golf course.

- The golf course is not included when the parks and recreational space in the village is calculated (as per the presentation). The golf course is the most used recreational facility in the village, more than any of our parks that are generally empty or sparsely used daily, more than the pool, the pickleball and tennis courts.
- Every new buyer in the village knows that cost of amenities is part of their dues. Having said that, we do need to find a way to accomplish two things to lessen the cost to homeowners:
 - Expand the opportunity for golf membership, to the surrounding population and evaluate each prospective member based on their merit. For example, we recently have had requests from First Responders to join the golf club.
 - Open the course to a few non golf related activities, such as walking groups. These changes would come with some challenges such as Marshaling to ensure safety and adherence to hours.

In closing we would like to share that the main reason we bought a home in the Village, was because of the amenities, golf, beach and the marina. To lose even one of those amenities, would significantly lessen its value and the enjoyment of so many of its residents.

Respectfully submitted,
Marshall and Laura Bailey
8255 Chilliwack Rd.

Justine Brooks

From: MARI KNUTSON HERBERT <knutsonm@comcast.net>
Sent: Tuesday, March 17, 2026 5:31 PM
To: Community Plan
Subject: EXTERNALplanning comment

EXTERNAL Email.

Dear BBV Board,

I am alarmed at some of the suggestions and perhaps assumptions about our village.

This village was not developed to be a "retirement community". We do have lower income properties (single-wide trailers and such) and I have always thought that dues should reflect property values rather than be static by lot. Perhaps that would address the lower-income part of our community.

The discussion about the golf course is what really alarms me. EVERYONE who bought into this village was aware that it was designed as a resort community and the golf course is a central piece to this. I am a golf member now but being a resident since 2010, I was not a golfer until the last 5 years. There are things we can do (and are discussing as the golf club) to make the course more self sustaining and I am all for that.

Those who complain about having, but not using this amenity did buy in here with the clear knowledge that this village has many amenities and we all are expected to support them. I may choose to not use something (I've never set foot in the sport courts, pool, marina, and some of the mini-parks) but I do appreciate their value in the grand scheme of things and maybe I will use them in the future. We had unhappy people when we had an assessment to support the marina. Again, they bought in here knowing there is a marina. If they thought there would never be a need for updating/maintenance, that is just naivete. I wonder if realtors are not disclosing what it means to be part of a resort community.

Over the years we have whittled away at security and maintenance as costs go up. Our HOA dues are really low compared to other places I have experienced. Many in the village volunteer to maintain and beautify the golf course and other common areas and to try to keep dues low. We understand that our dedication is required to keep this little gem from turning into the old Sea Links course.

This community does have a vocal minority and every year (in social media) I have to push back on one or two folks and remind them that they bought in here and trying to take away our gem of a golf course is short-sighted (think property values) and probably unrealistic (environmentally). Turning the course into a big park would still require a lot of maintenance and I, for one, would not be using it nor volunteering my effort upon it.

We are a special village because of our community and our amenities. I don't think people are paying attention to how the loss of amenities would be permanent and far-reaching.

I can't attend a 2pm board meeting this week, but I definitely will be paying attention to what transpires and hope to address the board, in person, soon.

Sincerely and with respect,
Mari Herbert

Mari Knutson Herbert
8184 Comox Rd.
Blaine, WA 98230
(360)319-4859

Justine Brooks

From: Community Plan
Sent: Tuesday, March 17, 2026 9:54 AM
To: Craig McCallum; Community Plan
Subject: Re: EXTERNALSurvey results
Attachments: Survey Data_11.csv

Good morning Craig,

The information included in the November 2025 Board Packet is posted on the Community Plan Page.
Link below

https://bbvcc.com/wp-content/uploads/2025/11/Birch-Bay-Village-Community-Plan_Survey-Summary_20251103.pdf

Also attached is the raw data set in Excel.

David Franklin, GM
Birch Bay Village Community Club
Blaine, WA. 98230
360-371-7744
david@bbvcc.com

From: Craig McCallum <craigandjillm@msn.com>
Sent: Friday, March 13, 2026 5:42 PM
To: Community Plan <communityplan@bbvcc.com>
Subject: EXTERNALSurvey results

EXTERNAL Email.

In the community plan townhall it was stated the data from the resident survey was included in the Board minutes from November 2025. They are not there, nor in the December or October minutes. Please make them available to residents. If it is going to take time, please send them to me directly.

Thanks,
Craig McCallum
8146 Skeena Way

Justine Brooks

From: David Franklin
Sent: Sunday, March 15, 2026 10:32 AM
To: Community Plan
Subject: Test

David Franklin, GM
Birch Bay Village Community Club
Blaine, WA. 98230
360-371-7744
david@bbvcc.com

Justine Brooks

From: Craig McCallum <craigandjillm@msn.com>
Sent: Friday, March 13, 2026 5:42 PM
To: Community Plan
Subject: EXTERNALSurvey results

EXTERNAL Email.

In the community plan townhall it was stated the data from the resident survey was included in the Board minutes from November 2025. They are not there, nor in the December or October minutes. Please make them available to residents. If it is going to take time, please send them to me directly.

Thanks,
Craig McCallum
8146 Skeena Way

Justine Brooks

From: Craig McCallum <craigandjillm@msn.com>
Sent: Friday, March 13, 2026 5:35 PM
To: Community Plan
Subject: EXTERNALGolf course usage

EXTERNAL Email.

The data on usage of the golf course and the need for more public spaces needs to be examined more closely. If we were to look at user hours of the golf course and our parks, I think the numbers would show a significantly different picture.

- Every tee time requires at minimum 45 minutes on the course (more commonly one to three hours per golfer). Many relax on the patio afterward.
- The golf course has groups of about 30 people joining together twice per week from May through September. Those groups spend about 1.5 hours on the course, then ½ to 3 hours on the patio, buying pro shop food and beverages.
- It also has groups of at least 30 people for the several tournaments throughout the year, and those users spend 3 - 6 hours at the course and patio.
- It hosts a group of about 20 women once a week from May to September, spending from 1.5 hours to 6 hours at the course and patio.
- It hosts youth camps with 20+ students, and beginner's groups of at least 30 people several days of the year.

I don't believe there is another asset within our village that can match that level of community interaction, or that number of user hours annually. We can easily calculate the user hours, which I will ask the Golf Committee to do.

Considering the parks, the two that get used the most are Sunset and Sand Dollar. The primary use of those is access to the beach. They certainly provide excellent opportunities for families, especially on the 4th of July and New Years Eve. I'm not saying they aren't valuable, but adding additional parks or compromising other assets to add park space would generate significantly less community interaction than what the golf course currently provides.

We can even improve on the usage, if we can implement alternative methods for access to the golf course, whether it is allowing for coordinated walking access, or other coordinated activities, before we start dismantling an asset that adds homeowner value and community gathering opportunities. There is a reason real estate agents show prospective buyers the golf course and include aerial overviews in every listing.

Respectfully,
Craig McCallum
8146 Skeena Way



REQUEST FOR AUTHORIZATION FOR EXPENDITURE
April 23, 2026

**Lighting Project Change Order
 Semia Renovations – Birch Bay
 (Originally \$56,386 revised to
 \$45,016)**

The Board has approved lighting upgrades to the common areas which consisted of two phases:

FY 2026 Capital Reserve Fund – General Reserves	
Available General Reserves	\$1,215,463
Change order 4 Additional Light Poles	41,375
Sales Tax	3,641
Total Authorization	45,016
Ending Cash Balance	\$1,170,447

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.

The Board reviewed the last proposal and believed that there were more light poles in the change order than needed and requested a revision be made and presented at the next meeting. The GM, Maintenance Supervisor, and Director Ambuehl met and walked the site and determined that of the 7 proposed light pole replacements 5 could be eliminated. Afterwards, through discussions with the contractor it was determined that 4 of the original 7 could be eliminated and that #1 could be combined with new pole D that would have 2 sets of fixtures pointing in two different directions. Light pole #7 could not be doubled with the new pole C because of distance and the two large pine trees in the berm separating the two locations.

Recommended Motion

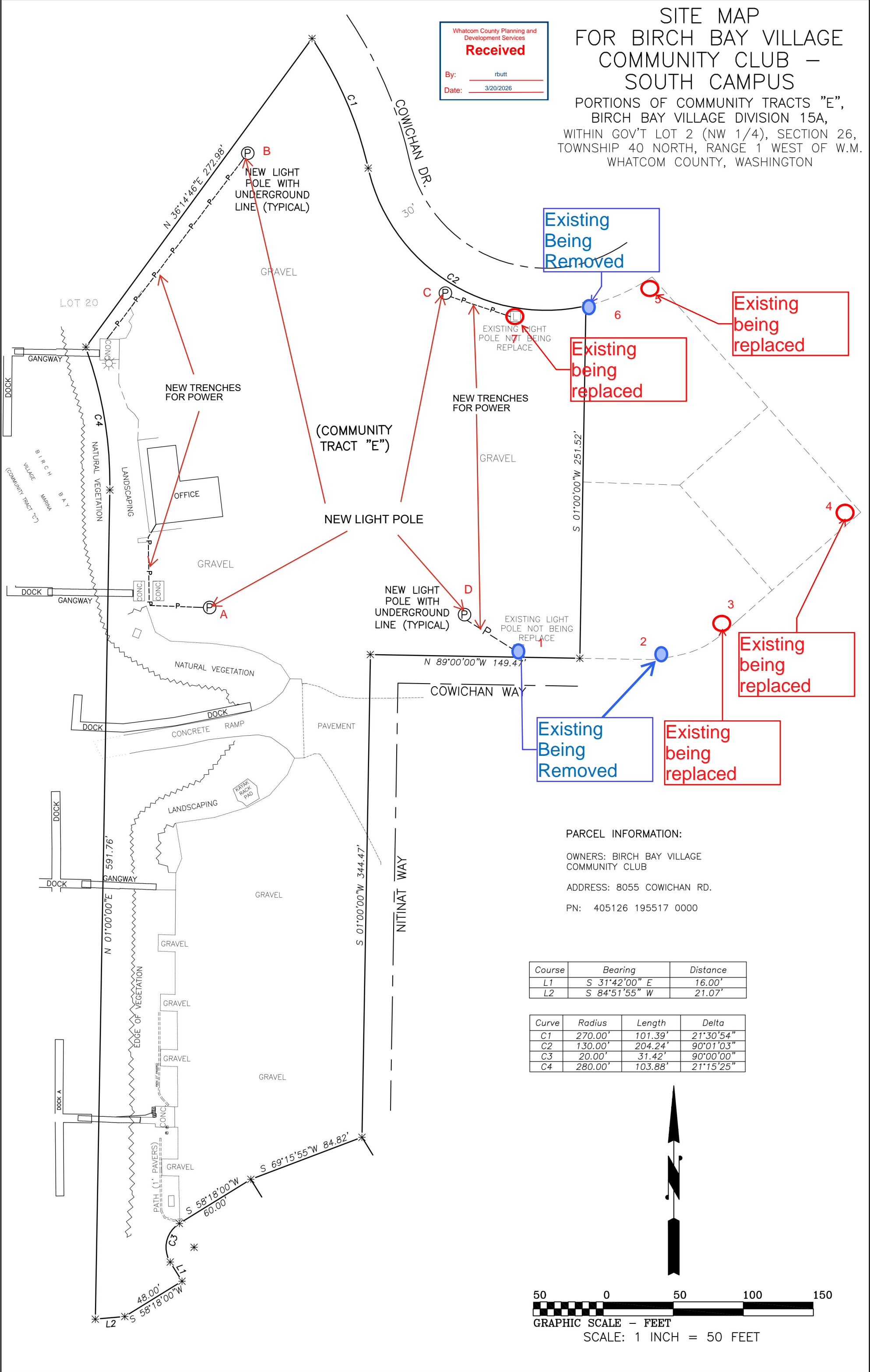
Motion:

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 4 additional light poles in an amount not to exceed **\$45,016 with sales tax**, to be paid from the **General Reserve Fund**.

SITE MAP FOR BIRCH BAY VILLAGE COMMUNITY CLUB – SOUTH CAMPUS

PORTIONS OF COMMUNITY TRACTS "E",
BIRCH BAY VILLAGE DIVISION 15A,
WITHIN GOV'T LOT 2 (NW 1/4), SECTION 26,
TOWNSHIP 40 NORTH, RANGE 1 WEST OF W.M.
WHATCOM COUNTY, WASHINGTON

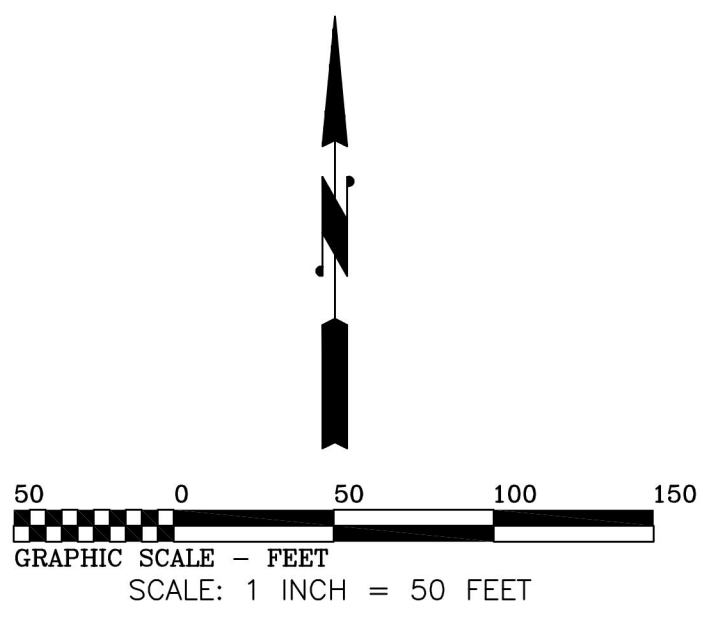
Whatcom County Planning and
Development Services
Received
By: rbutt
Date: 3/20/2026



PARCEL INFORMATION:
OWNERS: BIRCH BAY VILLAGE
COMMUNITY CLUB
ADDRESS: 8055 COWICHAN RD.
PN: 405126 195517 0000

Course	Bearing	Distance
L1	S 31°42'00" E	16.00'
L2	S 84°51'55" W	21.07'

Curve	Radius	Length	Delta
C1	270.00'	101.39'	21°30'54"
C2	130.00'	204.24'	90°01'03"
C3	20.00'	31.42'	90°00'00"
C4	280.00'	103.88'	21°15'25"



ACTIVITY	QTY	RATE	AMOUNT
Phase 4 & 5: Site Preparation, Closing & Cleanup: - (\$8,200.00 - 2025) 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)	1	8,610.00	8,610.00T
CHANGE ORDER #1: Office Area - Long Term Boat Storage Yard Lighting - Remove 3ea posts (#1, #3, #6) and dispose of materials - Replace 4ea existing location wooden posts with new 20' pre cast posts (#2, #4, #5, #7) - Add 7ea LSI "downlight" type LED fixtures. - Add 2ea light shield fixtures to control pollution on #4 & #5 - Add 1ea photo eye to control lighting Labor: - 4ea new post holes with new trenching - 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)	1	41,375.00	41,375.00T
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: - 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.	1	0.00	0.00T
Disposal: - Container and Recycling fee's - This is an Estimated cost and will be updated with actual SSC invoice amounts per agreement	1	1,500.00	1,500.00T
Equipment & Operator Credit: <\$3,600.00> - 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	1	0.00	0.00T

ACTIVITY	QTY	RATE	AMOUNT
Phase 4 & 5: Site Preparation, Closing & Cleanup: - (\$8,200.00 - 2025) 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)	1	8,610.00	8,610.00T
CHANGE ORDER #1: Office Area - Long Term Boat Storage Yard Lighting (\$51,825.00) - 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.	1	0.00	0.00T
Outside Licensed Services: Asphalt Repairs: - 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.	1	0.00	0.00T
Disposal: - Container and Recycling fee's - This is an Estimated cost and will be updated with actual SSC invoice amounts per agreement	1	1,500.00	1,500.00T
Equipment & Operator Credit: <\$3,600.00> - 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	1	0.00	0.00T



EXPENSE AUTHORIZATION FOR COMMUNITY PLANNING SERVICES
April 23, 2026

HOA Software
NorthStar, Alpharetta, GA.
(\$75,355)

FY 2026 Operating Fund	
Contingency	\$20,000
2026 Operating Surplus or Operating Reserve	55,355
Total Funds Need	75,355
Northstar	\$69,260
Tax	6,095
Total Expense	75,355

The Birch Bay Village Community Club (BBVCC) is in need of new financial and customer relationship management (CRM) software. The needs of an HOA are unique and many popular software programs like Quickbooks do well with financial

management but struggle with the unique business model of an HOA. The opposite is true of HOA software. Many handle the management of compliance, property to ownership relations, and Architectural compliance workflows well, but do not perform financial functions like accounts payable, accounts receivable, and general ledger accounting.

Two members of the Finance Committee began the process by interviewing close to a dozen software companies and winnowing the selection down to three companies and staff interviewed one company that integrated with Quickbooks. After numerous meetings, the software selection committee narrowed the contenders down to two: Yardi and Northstar.

At the last board meeting, we reported that the Software Selection Committee was split on its decision with staff recommending Northstar and the Members recommending Yardi. Since last month, staff have had conversations with a reference from Yardi who advised against going with Yardi for the same reasons provided to the board in the presentation last month as well as investigating complaints about Yardi’s conversion support and ongoing technical support. These conversations have only increased staff’s support for Northstar as the best choice.

Yardi vs Northstar

Both Have:

- Very strong accounting
- Complete Audit trail and history
- Have decent banking integration
- Great database backups
- Calculated Fields
- Strong documentation
- Amenity Handling and reservations
- Quick setup times and strong setup support
- Complicated systems that will require training to use correctly and efficiently (documentation on both will be essential here)
- Within a few grand for annual pricing



Northstar - Pros

- Northstar Club Management is built as a **fully integrated system** where:
- Financials, Membership, POS, reservations, access, work orders all live in **one database**
- No syncing between systems (where most of our current problems come from)
- Customizable to the user (both HOA members AND staff AND board members)
- Eliminates duplicate data entry
- Eliminates reconciliation between systems
- Marina and Golf software built into system (charges on account instantly)
- Has a better chance of reducing workloads across operations than Yardi
- Can replace Brivo and Gatekey at a lower cost and they are working on LPR that would eliminate the need for barcodes
- Members pay, make reservations, and enter guests from a single app
- Inventory management included by default
- User Experience Compliance Map is a big plus for infield compliance tracking
- POS available at both Pro Shop AND Office

Northstar - Cons

- Significantly smaller company than Yardi
- More niche than Yardi (will likely not find anyone with prior experience with this software)
- Higher initial direct setup fees

-----Future Upgrades-----

- License plate reader
- ARC/ACC updates to process

Yardi: Pros

- Huge company with a massive ownership of the property management and accounting systems space
- Better chance of finding people with prior experience in Yardi (less time training new hires on the system. (All bookkeepers we are interviewing now do not know Yardi.)
- 3rd party consultants can be brought on at desperate points for work on tasks/setup (requires \$\$\$)
- Slightly better accounting and reporting
- Documentation was a little bit better than Northstar
- Direct ADP integration
- More complete banking integration

- Had direct Accounts Payable through the system (no longer require Avid)
- Has their own internal payment processor

Yardi: Cons

- Huge company with a massive ownership of the property management industry primarily designed for portfolio management companies and rental property management
- No marina module
- No golf/tee time support
- No POS
- Member portal less user friendly
- Still need multiple apps for member use



- Currently undergoing an upgrade from voyager 7 to 8 (likely will have some bugs during this process)
- Won't care if they lose us at any point in the process (setup or later)
- Yardi support times were slower than Northstar (still within 24 hours)

-----Future Upgrades-----
 -ARC/ACC updates to process

Initial and Ongoing Costs

Firm	Yardi	Northstar
Annual Cost	30,861	34,860
Implementation	8,500	34,860
First Year Total	39,361	69,260
Additional Software	23,055	17,555
First Year Totals	62,416	86,815
Second Year Totals	53,916	52,415
Full Integration of Access Control	53,916	44,415

Category	Enumerate (Current)	Yardi 2.24.2026	Northstar 2.26.2026	Notes
Software Annual Cost	\$13,860	\$20,700	\$34,860	2026-2027
				Yardi Maint IQ
		\$10,161		Forecast IQ
Yearly cost		\$30,861	\$34,860	
Implementation		\$8,500	\$34,400	Northstar includes onsite evaluation
First Year Totals	\$13,860	\$39,361	\$69,260	
Additional Software:				
Gatekey	\$4,680	\$4,680	\$4,680	Northstar security for gate and access points \$2K cheaper /yr combined
Brivo	\$2,075	\$2,075	\$2,075	
Feenics Barcodes	\$6,000	\$6,000	\$6,000	Northstar is working on capability of integrating License Plate Reader (LPR). We currently have LPR camera at gate. Gatekey does not have functionality. Potential savings of \$6K /yr
AvidX Strongroom	\$880			
ADP (Payroll)	\$4,800	\$4,800	\$4,800	
Chronogolf / Lightspeed	\$5,500	\$5,500		Northstar eliminates current golf reservation system and point of sale
Marina Software	NA		Included	\$6,000 = DockWA (Optional)
TOTAL ADDITIONAL	\$23,935	\$23,055	\$17,555	
First Year Totals	\$37,795	\$62,416	\$86,815	
Second Year Totals	\$37,795	\$53,916	\$52,415	
Full Implementation		\$53,916	\$44,415	



Justification of Increased Cost of Software

- Both Northstar and Yardi are more expensive than our current accounting/CRM software, but Enumerate needs to be replaced and these are the best choices
- Labor costs are currently 66% of the operating budget. A reduction of 0.1% in labor would pay for the difference between our current software system and either Northstar or Yardi.
- Further reductions in labor are a very real possibility but there are no figures currently.
- The increase is equivalent to \$5.86/yr/member or \$0.49/mo/member over our current software suit

Motion: I move that the BBVCC Board authorizes the General Manager to award NorthStar the contract for replacing the current financial/ CRM software with the initial first year cost of \$75,355 and an ongoing cost in today's dollars of \$57,027 inclusive of tax. Cost of the software will be charged to the Operating Fund.



REQUEST FOR AUTHORIZATION FOR EXPENDITURE
April 23, 2026

Aerator Attachement for Ventrac

Birch Bay Village is responsible for maintaining the golf course. The greenskeepers have kept the equipment that they have been using for years running. Last year we purchased a Ventrac mower to replace one of the old mowers.

FY 2026 Capital Reserve Fund – General Reserves	
Available General Reserves	\$1,170,447
Ventrac Aerator Attachment	3,995
Sales Tax	352
Subtotal	4,347
Contingency	500
Total Authorization	4,847
Ending Cash Balance	\$1,165,600

Purpose:

This request seeks authorization to purchase a core tine attachment compatible with the Ventrac unit acquired last year.

Background:

The Association currently utilizes a 1950's pull-behind aerators for turf maintenance. One of these units is scheduled for replacement this year due to age and limitations. The acquisition of a Ventrac-compatible aerator attachment presents an opportunity to improve efficiency, reduce reliance on older equipment, and better integrate with existing machinery.



Proposal:

We recommend the purchase of a core tine aerator attachment designed for use with the Ventrac system. This attachment will:

- Enhance maneuverability and effectiveness on varied terrain
- Reduce storage space for pull-behind aerators
- Provide long-term cost savings by consolidating equipment functions
- Reduces downtime and labor compared to using a separate machine or a pull-behind unit that requires more setup and movement.

Recommended Motion:

I move that the Birch Bay Village Community Club Board of Directors to authorize the General Manager to purchase a core tine aerator attachment for the Ventrac unit in an amount of not to exceed \$4,847 to be funded from General Reserves.



Date: March 16, 2026

Quotation for Birch Bay Village Community

Quote No: Q014314

Prepared For:	Ryan Alexander	Quote No:	Q014314
	Birch Bay Village Community 8055 COWICHAN RD Blaine WA 98230-6326 United States of America	Sales Person:	TM Shawn Frisbee Shawn.Frisbee@turfstar.com

Summary

Configuration Name	Qty	Unit Price	Unit Total
0		\$3,995.00	\$3,995.00

Accepted By: _____

Sub Total	3,995.00
Sales Tax	351.57
Total	4,346.57

39.55494	EB EB480 Core Tine	1	\$2,895.00	\$2,895.00
47.0115	Weight Suitcase - 42LBS w/Box	6	\$125.00	\$750.00
FSD1	Setup	1	\$200.00	\$200.00
FSD2	Delivery	1	\$150.00	\$150.00

Totals: \$3,995.00



Date: March 16, 2026

Quotation for Birch Bay Village Community

Quote No: Q014314

Standard Terms and Conditions:

All customer orders require a review and either a customer signature on the final TSW quotation or a customer Purchase Order which includes the TSW quotation. In addition the customer must include a preferred delivery date, and any specific set-up requirements, such as Height of Cut, and the payment method must be pre-approved by TSW before proceeding with the order's acceptance.

All equipment sales are final, as most equipment is custom and specific to an application. Order cancellations must be approved in advance by TSW and will incur a 15% restock and handling fee.

Office Locations:

Northern California:

3928 N. Blattela Lane
Fresno, CA 93727

11373 Sunrise Gold Circle
Rancho Cordova, CA 95742

Southern California:

79-893 Country Club Drive
Bermuda Dunes, CA 92203

955 Beacon Street
Brea, CA 92821

2255 Meyers Avenue
Escondido, CA 92029

Pacific Northwest:

1750 Industrial Dr. NE
Salem, OR 97301

5869 South 194th
Kent, WA 98032

2824 East Garland
Spokane, WA 99207

(800) 585-8001



WARNING:

Cancer and Reproductive Harm - <http://www.P65Warnings.ca.gov>
For more information, please visit <https://www.tcoCAProp65.com>

CALIFORNIA SPARK ARRESTER WARNING:

Operation of this equipment in the State of California may create sparks that can start fires around dry vegetation
A spark arrester may be required.
The operator should contact local fire agencies for laws or regulations relating to fire prevention requirements



REQUEST FOR AUTHORIZATION FOR EXPENDITURE
April 23, 2026

Lakes Oxygen Tester

The Lakes, Ponds, and Drainage Committee has conducted a review of available equipment options to support ongoing monitoring and management of BBVCC’s water bodies. Accurate and consistent water quality data is essential for maintaining lake health, ensuring regulatory awareness, and guiding operational decisions related to aeration, treatment, and long-term environmental stewardship.

FY 2026– Operating Fund	
Available Funds Lakes Management	\$47,000
Year to Date Spend	0.00
Water Quality Meter	1850
Sales Tax	163
Subtotal	2,013
Shipping	100
Total Authorization	2,113
Expense Account Funds Remaining	\$44,887

Recommendation

After evaluating multiple products and their capabilities, the Committee recommends the purchase of the **Hanna Instruments HI 98194 Multiparameter Water Quality Meter**. This model was selected based on its reliability, portability, and ability to perform comprehensive testing in a single unit.

Key capabilities include:

- Dissolved Oxygen (DO) measurement
- pH monitoring
- Conductivity measurement
- Temperature monitoring

This multiparameter functionality will streamline testing procedures, improve data accuracy, and reduce the need for multiple devices.

Financial Impact

- **Equipment Cost:** \$1,850.00
- **Additional Costs:** Applicable tax and shipping (estimated contingency included)
- **Total Authorization Requested:** Not to exceed \$2,500.00

This purchase would be funded from Operation as it does not meet the threshold for reserve funding.

Conclusion

This investment will enhance BBVCC’s ability to monitor and manage water quality effectively, supporting both immediate operational needs and long-term environmental goals. The Committee recommends approval of this expenditure.

Motion:

I move that the Birch Bay Village Community Club Board of Directors authorize the General Manager to purchase the Hanna Instruments HI 98194 Multiparameter Water Quality Meter in an amount not to exceed \$2,500.00, inclusive of tax and shipping to be funded from the Operating account.

[Home \(\)](#) / [Wastewater \(https://hannainst.com/wastewater/\)](https://hannainst.com/wastewater/) / [Multiparameter pH/EC/TDS/Salinity/DO/Pressure/ Temperature Waterproof Meter \(\)](#)



HI98194

Multiparameter pH/EC/TDS/Salinity/DO/Pressure/ Temperature Waterproof Meter

★★★★☆ 13 Reviews

\$1,849.99 - \$2,424.99

Cable Length: (Required)

Choose Options

PRODUCT [1](https://hannainst.com/product-1/)

INDUSTRY [\(https://hannainst.com/\)](https://hannainst.com/)

ADD TO CART

The HI98194 is a rugged, waterproof multiparameter meter that monitors up to 12 different key water quality parameters.

A backlit, graphic LCD provides easy to read resolution even in low-lit areas and a combination of dedicated and soft keys allows easy operation. The powerful logging capability and digital probe make this multiparameter water quality meter a great tool.

- Comes as a complete system, allowing you to start taking measurements as soon as you receive it.
- CAL Check™ electrode diagnostics system alerts you to potential calibration problems so that you know your results are trustworthy every time.
- Great for environmental and industrial professionals.

We use cookies to help improve our services, make personalized offers, and enhance your experience on our website. Some of our cookies are necessary for our website to function properly. Other cookies are optional. You can manage or update your cookie setting preferences at any time. To learn more, see our [Cookie Policy \(https://www.hannainst.com/cookie-policy\)](https://www.hannainst.com/cookie-policy).

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The HI98194 is a waterproof portable logging multiparameter water quality meter that monitors up to 12 different parameters. Its multi-sensor probe allows for the measurement of key parameters including pH, ORP, conductivity, dissolved oxygen, and temperature. The multiparameter probe transmits readings digitally to the meter, where data points can be displayed and logged. The complete water quality meter is simple to setup.

Features at-a-glance

Backlit Graphic LCD Display - The HI98194 features a backlit graphic LCD with on-screen help and the capability to display up to twelve parameters simultaneously. The graphic display allows for the use of virtual keys to provide for an intuitive user interface.

Waterproof Protection - The multiparameter meter is enclosed in an IP67 rated waterproof casing and can withstand immersion in water at a depth of 1m for up to 30 minutes. The probe features an IP68 rating for continuous immersion in water.

Quick Connect Digital Probe - The HI7698194 probe features a Quick Connect DIN connector that makes a waterproof connection with the meter.

Color Coded, Field Replaceable Sensors - Sensor replacement is quick and easy with field replaceable, screw type connectors that are color-coded for easy sensor port identification.

Auto-sensor Recognition - The probe and meter automatically recognize the sensors that are connected. Any ports not used on the probe will not have the parameter displayed or be configurable.

Automatic Temperature Compensation - Integrated temperature sensor allows for automatic temperature compensation of pH, conductivity, and dissolved oxygen measurements.

Automatic Barometric Pressure Compensation - The meter features a built-in barometer with user-selectable units for dissolved oxygen pressure compensation.

Standard or Quick Calibration - Quick Calibration provides a speedy, single point calibration for pH, conductivity, and dissolved oxygen. Standard pH calibration options are available for calibrating up to three points from a selection of five standard buffers and one custom buffer. Conductivity calibration is a single point from six standard selections or one custom standard. Dissolved oxygen calibration is up to two standard points or a single custom point.

GLP Data - HI98194 includes a GLP feature that allows users to view calibration data and expiration information at the touch of a key. Calibration data includes date, time, buffers/standards used for calibration, and slope characteristics.

Data Logging - The HI98194 allows users to store up to 45,000 continuous or log-on-demand samples with logging intervals from one second to three hours.

Intuitive Keypad - The fitted rubber keypad has dedicated keys for power, backlight, up/down arrows, help and alphanumeric characters. The meter also features two virtual soft keys that navigate the user through the configuration of each parameter, meter setup, and logging of data. The interface is intuitive for any user's level of experience.

Dedicated Help Key - Contextual help is always available through a dedicated "HELP" key. Clear tutorial messages and directions are available on-screen to quickly guide users through setup and calibration. The help information displayed is relative to the setting/option being viewed.

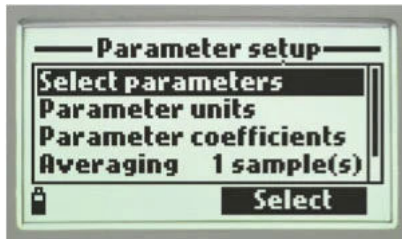
PC Connectivity - Logged data can be transferred to a Windows compatible PC with the included HI920015 micro USB cable and HI9298194 software.

We use cookies to help improve our services, make personalized offers, and enhance your experience on our website. Some of our cookies are necessary for our website to function properly. Other cookies are optional. You can manage or update your cookie setting preferences at any time. To learn more, see our [Cookie Policy \(https://www.hannainst.com/cookie-policy\)](https://www.hannainst.com/cookie-policy).

Long Battery Life - The display of the water quality meter has a battery icon indicator to show the remaining power. The meter uses four 1.5V AA batteries that provide up to 360 hours of battery life.

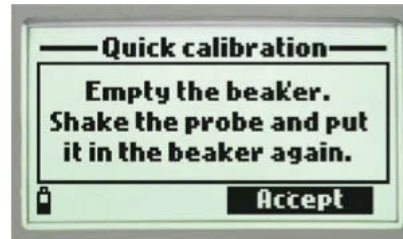
Rugged Thermoformed Carrying Case - The HI98194 meter, probe, and all accessories are supplied in a rugged carrying case designed to provide years of use. The inside compartment of the carrying case is thermoformed to securely hold and protect all of the components.

On-Screen Features



Setup Screen

Our extensive setup screen features a host of configurable options such as time, date, temperature units and language for help screens and guides.



Quick Calibration

The quick calibration feature allows for a single point calibration for pH, conductivity, and dissolved oxygen all in a few simple steps.



Probe Details

The HI7698194 is a multiparameter probe for use with the HI98194 portable meter. It features a quick connect that makes a waterproof connection with the meter. Sensors are automatically recognized by the probe and meter when connected. Any ports not used on the probe will not have the parameter displayed on the meter. Sensor replacement is quick and easy with field replaceable, screw type connectors that are color coded for easy sensor identification. The probe features a multi-strand-multiconductor shielded cable with 4m, 10m, 20m, and 40m lengths available. Its rugged, waterproof design makes it ideal for field use.

Color Coded, Field Replaceable Sensors

Quick Connect

IP68 Rating

Color Coded, Field Replaceable Sensors



HI7698194-0

Double ceramic junction
pH sensor



HI7698194-1

pH and platinum pin
ORP sensor



HI7698194-3

Four-ring, stainless steel
conductivity sensor



HI7698194-2

Galvanic dissolved oxygen
sensor



Rugged Carrying Case

The HI98194 meter, probe, and all accessories are supplied in a rugged carrying case designed to provide years of use. The inside compartment of the carrying case is thermoformed to securely hold and protect all of the components.

Resources

Specifications

Manuals

Specification	Detail
sku	HI98194-web
pH Accuracy (@25°C/77°F)	± 0.02 pH
mv Range	± 600.0 mV
mv Accuracy	± 0.5 mV
ORP Range	± 2000.0 mV
ORP Accuracy (@25°C/77°F)	± 1.0 mV
Temperature Range	-5.00 to 55.00 °C, 23.00 to 131.00 °F, 268.15 to 328.15 K
Temperature Resolution	0.01 °C, 0.01 °F, 0.01 K
Temperature Accuracy (@25°C/77°F)	± 0.15 °C, ± 0.27 °F, ±0.15 K
EC Resolution	Manual: 1 µS/cm, 0.001 mS/cm, 0.01 mS/cm, 0.1 mS/cm, 1 mS/cm Automatic: 1 µS/cm from 0 to 9999 µS/cm, 0.01 mS/cm from 10.00 to 99.99 mS/cm, 0.1 mS/cm from 100.0 to 400.0 mS/cm Automatic (mS/cm): 0.001 mS/cm from 0.000 to 9.999
EC Accuracy (@25°C/77°F)	±1 % of reading or ±1 µS/cm whichever is greater
TDS Resolution	Manual: 1 ppm (mg/L), 0.001 ppt (g/L), 0.01 ppt (g/L), 0.1 ppt (g/L), 1 ppt (g/L) Automatic: 1 ppm (mg/L) from 0 to 9999 ppm (mg/L), 0.01 ppt (g/L) from 10.00 to 99.99 ppt (g/L),

We use cookies to help improve our services, make personalized offers, and enhance your experience on our website. Some of our cookies are necessary for our website to function properly. Other cookies are optional. You can manage or update your cookie setting preferences at any time. To learn more, see our [Cookie Policy \(https://www.hannainst.com/cookie-policy\)](https://www.hannainst.com/cookie-policy).

	0.1 ppt (g/L) from 100.0 to 400.0 ppt (g/L),
TDS Accuracy (@25°C/77°F)	±1 % of reading or ±1 ppm (mg/L) whichever is greater
DO Range	0.0 to 500.0 %, 0.00 to 50.00 ppm (mg/L)
DO Resolution	0.1 %, 0.01 ppm (mg/L)
DO Accuracy (@25°C/77°F)	0.0 to 300.0 %: ± 1.5 % of reading or ± 1.0 % whichever is greater, 300.0 to 500.0 %: ± 3 % of reading 0.00 to 30.00 ppm (mg/L): ± 1.5 % of reading or ±0.10 ppm (mg/L) whichever is greater, 30.00 ppm (mg/L) to 50.00 ppm (mg/L): ± 3 % of reading
Resistivity Range	0 to 999999 ©·cm, 0 to 1000.0 k©·cm, 0 to 1.0000 M©·cm
Resistivity Resolution	Depending on resistivity reading
Resistivity Accuracy (@25°C/77°F)	Based on conductivity or salinity calibration
Salinity Accuracy (@25°C/77°F)	±2% of reading or ±0.01 PSU whichever is greater
Connectivity	USB to PC with HI9298194 Hanna software installed
GLP	Yes
Power Supply	1.5V AA batteries (4)
Power Consumption	approximately 360 hours of continuous use without backlight (50 hours with backlight)
Dimensions	185 x 93 x 35.2 mm (7.3 x 3.6 x 1.4in.)
Order Information	HI98194 is supplied with HI7698194 probe, HI7698194-1 pH/ORP sensor, HI7698194-3 EC sensor, HI7698194-2 DO sensor, HI 76981942 Probe maintenance kit (HI 7042S DO electrolyte solution, DO membrane caps (5), O-rings for sensors
Warranty	2 years
Recommended Probe	HI7698194 probe, HI7698194-1 pH/ORP sensor, HI7698194-3 EC sensor, HI7698194-2 DO sensor

**RESOLUTION REGARDING WUCIOA-RELATED STATUTORY
AMENDMENTS WHICH BECAME EFFECTIVE ON JANUARY 1, 2026**

WHEREAS, during the 2025 session, the Washington State Legislature passed ESSB 5686 and ESSB 5129 (the “Bills”), which are applicable to community associations governed by RCW 64.90 (the “Washington Uniform Common Interest Ownership Act” or “WUCIOA”);

WHEREAS, the Bills contain certain provisions which, as of January 1, 2026 (the “Effective Date”) are applicable to community associations such as Birch Bay Village Community Club (the “Association”) which are not yet governed by WUCIOA;

WHEREAS, the provisions in the Bills supersede any inconsistent provisions of a community association’s governing documents;

WHEREAS, there is insufficient time to amend the Association’s governing documents prior to the Effective Date to incorporate the new legislation; and

WHEREAS, the Board of Directors desires to have its members informed about these legislative amendments and to affirm that the Association will comply with these provisions.

NOW, THEREFORE, BE IT RESOLVED THAT, notwithstanding anything to the contrary in the Association’s governing documents, the Association will comply with the following provisions:

ARTICLE I
CONFLICTS OF LAW

1.1. **RESOLUTION OF CONFLICTS.** To the extent that any provision of WUCIOA applicable to the Association conflicts with the Washington Nonprofit Corporation Act (RCW 24.03A), the Association recognizes that the provisions of WUCIOA control.

ARTICLE II
**GENERAL PROVISIONS AFFECTING
OWNER MEETINGS AND BOARD MEETINGS**

2.1. **MINUTES.** Minutes of all Owner meetings and Board meetings, excluding executive sessions, must be maintained in a record. The decision on each matter voted upon at a Board meeting or Owner meeting must be recorded in the minutes.

2.2. **REMOTE MEETINGS.** Notwithstanding anything to the contrary in the Association’s governing documents, any meeting of the Board or the Owners may be held by telephonic, video, or other conferencing process if all of the following requirements are satisfied:

2.2.1. The meeting notice states the conferencing process to be used and provides information explaining how to participate in the conference;

2.2.2. The process provides all participants the opportunity to hear or perceive the discussion and to provide Owner comment as provided below;

2.2.3. At a Board meeting, votes shall be conducted by roll call or other verbal vote; and

2.2.4. Any person entitled to participate in the meeting shall be afforded the option of participating by telephone.

2.3 **EMERGENCIES.** As used in this subsection, an “Emergency” means: (A) an event or condition that constitutes: (i) an imminent threat to the health or safety of the public or residents of the Association, (ii) a threat to the habitability of units, or (iii) a risk of substantial economic loss to the Association; or (B) a state of emergency declared by a government for an area that includes the Association that constitutes: (i) an imminent threat to the health or safety of the public or residents of the Association, (ii) a threat to the habitability of units, or (iii) a risk of substantial economic loss to the Association.

2.3.1 **Notice of Owner Meetings in Emergency.** In an Emergency, the Board may call a meeting of the Owners to respond to the Emergency by giving notice to the Owners in a manner that is practicable and appropriate under the circumstances

2.3.2 **Notice of Board Meetings in Emergency.** In an Emergency, the Board may call a Board meeting to respond to the Emergency by giving notice to the Owners and Board members in a manner that is practicable and appropriate under the circumstances. A quorum is not required for a meeting of the Board under this subsection. After giving notice under this subsection, the Board may take action by vote without a meeting.

2.3.3 **Necessary Board Actions.** In an Emergency, the Board may, without regard to limitations in the governing documents, take action it considers necessary, as a result of the Emergency, to protect the interests of the Owners and other persons holding interests in the Association, acting in a manner reasonable under the circumstances. The Board can use funds of the Association, including reserves, to pay the reasonable costs of any action taken under this subsection. If the Board determines, by a two-thirds vote under this subsection, that a special assessment is necessary:

2.3.3.1 The special assessment becomes effective immediately or in accordance with the terms of the Board vote; and

2.3.3.2 The Board may spend funds paid on the special assessment only in accordance with action taken by the Board.

2.3.4 **Notice of Action.** After taking any action under this Section 2.3, the Board shall promptly notify the Owners of the action in a manner that is practicable and appropriate under the circumstances.

**ARTICLE III
OWNER MEETINGS**

3.1. **OWNER COMMENT PERIOD.** Owners shall be given a reasonable opportunity at any annual or special meeting to comment regarding any matter affecting the community or Association.

3.2. **LOCATION AND REMOTE PARTICIPATION.** The Notice for any meeting to be held at a physical location may notify the Owners that they may participate remotely in the meeting by a means of communication described in the Remote Meetings provision herein.

3.2.1. A meeting of Owners is not required to be held at a physical location if the meeting is conducted in accordance with the Remote Meeting provisions herein.

3.3. **ANNUAL OWNERS MEETING.** The Association shall provide notice to the Owners of the time, date, and place of each annual Owners meeting not less than fourteen (14) days and not more than fifty (50) days before the meeting date. Notice may be by any means described in RCW [64.90.515](#). The notice of any meeting must state the time, date, and place of the meeting and the items on the agenda, including:

3.3.1. The text of any proposed amendment to the Declaration or organizational documents, as those terms are defined in RCW 64.90; and

3.3.2. Any proposal to remove a Board member or, if the Declaration or organizational documents provide for the election of officers by the Owners, any proposal to remove an officer.

3.4. **SPECIAL OWNER MEETINGS.** A special meeting of the Owners shall be called to address any matter affecting the Association if the President, a majority of the Board, or Owners having at least twenty percent (20%) (or any lower percentage specified in the Governing Documents of the Association) of the votes in the Association request that the Secretary call the meeting. The request shall be made in compliance with procedures set forth in the Association's governing documents.

3.4.1. **Notice of Special Meeting.** The Association shall provide notice to all Owners of the time, date, and place of each special Owners meeting not less than fourteen (14) days and not more than fifty (50) days before the meeting date. Notice may be by any means described in RCW [64.90.515](#). The notice of any meeting must state the time, date, and place of the meeting and the items on the agenda, including:

3.4.1.1. The text of any proposed amendment to the Declaration or organizational documents; and

3.4.1.2. Any proposal to remove a Board member or, if the Declaration or organizational documents provide for the election of officers by the Owners, any proposal to remove an officer.

3.4.2. **Failure of Association to Provide Notice—Alternative Notice.** If the Association fails to provide notice to Owners of a special meeting within thirty (30) days after the

requisite number or percentage of Owners request the Secretary to call such meeting, the Owners requesting the special meeting may directly provide notice to all Owners of the meeting.

3.4.3. **Action Prohibited on Items Not Appearing on Agenda.** The Owners may discuss at a special meeting any matter not described in the notice of the Special Meeting but may not take action on the matter without the consent of all Owners in the Association.

ARTICLE IV
**PROVISIONS APPLICABLE TO BOARD MEETINGS AND MEETINGS OF COMMITTEES
AUTHORIZED TO ACT FOR THE BOARD (“EMPOWERED COMMITTEES”)**

4.1 **OPEN MEETINGS.** Meetings must be open to the Owners except during executive sessions; provided, however, the Board may expel or prohibit attendance by any person who, after warning by the chair of the meeting, disrupts the meeting.

4.2 **EXECUTIVE SESSIONS.** The Board and Empowered Committees may hold an executive session only during a regular or special meeting of the Board or committee.

4.2.1 A final vote or action may not be taken during an executive session.

4.2.2. Executive Sessions may only be held in order to accomplish the following:

4.2.2.1. Consult with the Association’s attorney concerning legal matters;

4.2.2.2. Discuss existing or potential litigation or mediation, arbitration, or administrative proceedings;

4.2.2.3. Discuss labor or personnel matters;

4.2.2.4. Discuss contracts, leases, and other commercial transactions to purchase or provide goods or services currently being negotiated, including the review of bids or proposals, if premature general knowledge of those matters would place the Association at a disadvantage; or

4.2.2.5. Prevent public knowledge of the matter to be discussed if the Board or committee determines that public knowledge would violate the privacy of any person.

4.3 **GATHERINGS.** A gathering of members of the Board or of an Empowered Committee at which the Board or Empowered Committee members do not conduct Association business shall not be deemed a meeting of the Board or Empowered Committee. Board members and Empowered Committee members may not use incidental or social gatherings to evade the open meeting requirements herein.

ARTICLE V
BOARD MEETINGS

5.1. **NOTICE OF BOARD MEETINGS.**

5.1.1. **Schedule of Regular Meetings.** The Association may adopt, by resolution, a schedule of meetings for the year (“Board Meeting Schedule”). The resolution establishing the Board Meeting Schedule will identify the meeting dates, times and location. The Board Meeting Schedule will be posted on the Association’s website (if applicable) or distributed to the members. If a meeting is listed in the Board Meeting Schedule, separate notice of the meeting is not required.

5.1.2. **Notice.** For any meeting not listed on the Board Meeting Schedule, the Board must provide notice of such Board meeting to each Board member and to the Owners. Except as provided below, notice must be given at least fourteen (14) days before the meeting and must state the time, date, place, and agenda of the meeting.

5.1.2.1. Notice for Meetings to Deal with Unforeseen Events. Notwithstanding anything to the contrary, notice of a meeting to address an event or condition that could not have been reasonably foreseen and for which it is impracticable to provide fourteen (14) days’ notice must be given at least seven (7) days before the meeting and by means of electronic communication to Owners whose electronic address or phone number is known to the Association.

5.2. **BOARD MATERIALS.** If any materials are distributed to the Board before a Board meeting, the Board must make available to the Owners copies of those materials, except for unapproved minutes or materials that are to be considered by the Board in executive session.

5.3. **OWNER COMMENT PERIOD.** The agenda for each Board meeting shall provide for an Owner Comment Period of at least fifteen (15) minutes immediately following approval of the agenda and before the Board addresses any substantive matters on the agenda. During the Owner Comment Period, Owners will be provided a reasonable opportunity to comment regarding matters affecting the community or Association, including but not limited to matters set forth on the agenda for Board action.

5.3.1. To facilitate an orderly progression of speakers during the Owner Comment period, the Board may require Owners who wish to offer comment to sign in on a signup sheet prior to commencement of the meeting.

5.3.2. The Board may place reasonable time restrictions on each Owner’s comments of not less than ninety (90) seconds per Owner per unit; provided, however, that if more than ten (10) Owners wish to comment, the time per Owner per unit may be reduced and allocated equally.

5.4. **REMOTE PARTICIPATION OF BOARD MEMBERS ALLOWED.** Notwithstanding any conflicting provision in the governing documents, fewer than all Board members may participate in any regular or special meeting by, or conduct a meeting through the use of, any means of communication by which all Board members participating can hear each other during the meeting. A Board member participating in a meeting by these means is deemed to be present in person at the meeting.

5.5. **ASSENT PRESUMED.** Any Board member who is present at a Board meeting at which any action is taken is presumed to have assented to the action taken unless the Board

member's dissent or abstention to such action is lodged with the person acting as the Secretary of the meeting before adjournment of the meeting or provided in a record to the Secretary of the Association within fifteen (15) minutes after adjournment of the meeting. Any Board member who voted in favor of such action forfeits the right to dissent or abstain.

5.6. **PROXY AND ABSENTEE VOTING.** A Board member may not vote by proxy or absentee ballot.

5.7. **CHALLENGES TO BOARD ACTIONS.** Any action seeking relief for failure of the Board to comply with RCW 64.90.445 may not be brought more than ninety (90) days after the minutes of the Board of the meeting at which the action was taken are approved or the record of that action is distributed to Owners, whichever is later. For purposes of this section, posting the minutes online shall be deemed "distribution" to the Owners.

ARTICLE VI **NOTICE**

6.1. **NOTICE.** When "notice" of a Board meeting or Owners' Meeting is to be given, notice shall comply with this Article VI.

6.1.1. **Physical Notice.** Notice provided in a tangible medium may be transmitted by mail, private carrier, or personal delivery; telegraph or teletype; or telephone, wire, or wireless equipment that transmits a facsimile of the notice. Such notice must be addressed to the unit address unless the Owner or occupant has requested, in a record delivered to the Association, that notices be sent to an alternate address or by other method allowed by this section and the governing documents.

6.1.2. **Electronic Notice.** Notice may be provided in an electronic transmission to any Owner or Board member who has provided consent (by electronic means or in a tangible medium), to receive electronically transmitted notices and have designated in such consent the address, location, or system to which such notices may be electronically transmitted.

6.1.2.1. An Owner or Board member who has consented to receipt of electronically transmitted notices may revoke this consent by delivering a revocation to the Association in a tangible medium or electronically.

6.1.2.2. The consent of Owner or Board member to receive electronic notices is automatically revoked if the Association is unable to electronically transmit two (2) consecutive notices, and this inability becomes known to the Secretary of the Association or any other person responsible for giving the notice. The inadvertent failure by the Association to treat this inability as a revocation does not invalidate any meeting or other action.

6.1.3. **Effective Date of Notice.** Notice is effective as follows:

6.1.3.1. Notice provided in a tangible medium is effective as of the date of hand delivery, deposit with the carrier, or when sent by fax.

6.1.3.2. Notice provided in an electronic transmission is effective as of the date it:

6.1.3.2.1. Is electronically transmitted to an address, location, or system designated by the recipient for that purpose; or

6.1.3.2.2. Has been posted on an electronic network and a separate record of the posting has been sent to the recipient containing instructions regarding how to obtain access to the posting on the electronic network.

ARTICLE VII **ELECTRIC VEHICLE CHARGING STATIONS**

7.0. DEFINITIONS FOR ARTICLE 7. The following definitions apply throughout this Article VII unless the context clearly requires otherwise.

7.0.1. “Designated parking space” means a parking space that is specifically designated for use by a particular Owner, including a garage, a deeded parking space, and a parking space in a limited common element that is restricted for use by one or more Owners.

7.0.2. “Electric vehicle charging station” means a station that delivers electricity from a source outside an electric vehicle into one or more electric vehicles. An EV Charging Station may include several charge points simultaneously connecting several electric vehicles to the station and any related equipment needed to facilitate charging plug-in electric vehicles.

7.0.3. “Reasonable restriction” means a restriction that does not significantly increase the cost of an EV Charging Station or significantly decrease its efficiency or specified performance.

7.1. RESTRICTIONS ON CHARGING STATIONS. The Association shall not adopt or enforce a restriction, covenant, condition, bylaw, rule, regulation, or other provision of a governing document, or master deed provision that:

7.1.1. Effectively prohibits or unreasonably restricts the installation or use of an electric vehicle charging station (“EV Charging Station”) in compliance with this Article VII which is for the personal, noncommercial use of a unit and which is located within the boundaries of the Owner’s Unit or designated parking space; or

7.1.2. Conflicts with the provisions of RCW 64.90.513. To the extent that the governing documents already contain such restrictions, they are deemed invalid and unenforceable by the Association.

7.2. REASONABLE RESTRICTIONS PERMISSIBLE. The Association may impose reasonable restrictions on EV Charging Stations.

7.3. APPLICATION PROCESS. The Association will not require an Owner to submit an application for approval for installation of an EV Charging Station located within an Owner’s Unit. If an Owner desires to install an EV Charging Station outside of the Owner’s Unit, the Owner must submit an application for approval.

7.4. **EV CHARGING STATION ON COMMON ELEMENTS.** If the Association installs an EV Charging Station in the common elements for the use of all Owners, the Association will adopt appropriate terms of use for the charging station.

ARTICLE VIII
HEAT PUMPS

(Reference: RCW 64.90.580)

8.0. **DEFINITIONS FOR ARTICLE 8.** The following definitions apply throughout this Article VIII unless the context clearly requires otherwise.

8.0.1. "Heat pump" means a heating or refrigerating system used to transfer heat. The heat pump condenser and evaporator may change roles to transfer heat in either direction. By receiving the flow of air or other fluid, a heat pump is used to cool or heat.

8.0.2. "Reasonable restriction" means a restriction that does not significantly increase the cost of a heat pump or significantly decrease its efficiency or specified performance.

8.1. **RESTRICTIONS ON HEAT PUMPS.** The Association shall not adopt or enforce a restriction, covenant, condition, bylaw, rule, regulation, or other provision of a governing document, or master deed provision that:

8.1.1. Effectively prohibits or unreasonably restricts the installation or use of a Heat Pump ("Heat Pump") in compliance with this Article VIII which is for the personal use of an Owner and which is located within the boundaries of the Owner's unit; or

8.1.2. Conflicts with the provisions of RCW 64.90.580. To the extent that the governing documents contain such restrictions, they are deemed invalid and unenforceable by the Association.

8.2. **REASONABLE RESTRICTIONS PERMISSIBLE.** The Association may impose reasonable restrictions on Heat Pumps. No Heat Pump may be installed on common elements without approval of the Board, which shall not be unreasonably withheld.

8.3. **APPLICATION PROCESS.** The Association will not require an Owner to submit an application for approval of a Heat Pump within an Owner's Unit. If an Owner desires to install a Heat Pump outside of the Owner's Unit, the Owner must submit an application for approval before installing it.

8.3.1. Applications will be processed and approved in the same manner as an application for approval of an architectural modification.

8.3.2. The Association will provide written approval or denial of an application. The Association will not willfully avoid or delay approval.

8.3.3. If the Association does not provide written denial of the application within sixty (60) days from the date of receipt of the application, the application is deemed approved, unless the Association's delay is the result of a reasonable request for additional information.

8.3.4. The Association may charge a fee for processing the application to the same extent it charges a fee for processing applications for approval of architectural modifications. However, no fee will be assessed or charged to the Owner for the placement of a Heat Pump.

8.3.5. An application will be approved for any proposed installation of a Heat Pump within the boundaries of a unit or in a designated parking space if the installation is reasonably possible and the Owner agrees in writing to:

8.3.5.1. Comply with the Association's reasonable architectural standards applicable to the installation of the Heat Pump;

8.3.5.2. Engage a heating, ventilation, and air conditioning (HVAC) contractor familiar with the standards for the installation of heat pumps to assess the existing infrastructure necessary to support the proposed Heat Pump, identify additional infrastructure needs, and install the heat pump; and

8.3.5.3. Comply with RCW 64.90.580.

8.3.6. **Compliance with Laws and Codes.** An Owner must obtain any permit or approval for a Heat Pump as required by the local government in which the Association is located and comply with all relevant building codes and safety standards.

8.3.6.1. A Heat Pump must meet all applicable health and safety standards and requirements imposed by national, state, or local authorities, and all other applicable zoning, land use or other ordinances, building codes, or land use permits.

8.3.7. **Installation and Removal.** Unless otherwise agreed to by written contract with the Association, an Owner is solely responsible for the costs of installing a Heat Pump.

8.3.7.1. If the Owner decides to remove the heat pump, costs for the removal and the restoration of the common elements or limited common elements after the removal shall be solely borne by the Owner.

8.3.7.2. Owner must remove the Heat Pump at Owner's sole expense if reasonably necessary for the Association to conduct inspection, repair, maintenance, or replacement of the common elements or limited common elements.

ARTICLE IX **COLLECTION OF ASSESSMENTS**

9.1. **COLLECTION POLICY.** In order to comply with applicable law, including but not limited to the Bills referenced in the recitals, the Collection Policy attached as Appendix A is hereby

adopted by the Association as of the Effective Date. This Collection Policy supersedes and replaces any existing collection policy or practices.

ARTICLE X
EFFECTIVE DATE

10.1. All provisions of this resolution shall be effective as of the Effective Date set forth in the Recitals.

ADOPTED this _____ day of _____, 2026 by a majority of the Board of Directors.

Name: _____
Title: _____

Name: _____
Title: _____

Name: _____
Title: _____

Name: _____
Title: _____

Name: _____
Title: _____

Name: _____
Title: _____

Name: _____
Title: _____

APPENDIX A

COLLECTION POLICY

**COLLECTIONS POLICY
(Effective January 1, 2026)**

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The collection process for assessments under RCW 64.90, which is part of the Washington Uniform Common Interest Ownership Act (“WUCIOA”), involves several steps to ensure proper enforcement and recovery of delinquent assessments up until the matter is referred to an attorney to commence a judicial foreclosure action. Here is an outline of the process:

1. Assessment Notice

1.1. The Association must provide notice to Owners regarding the assessments due. This includes regular assessments and any special assessments that may be levied. An Association’s governing documents will generally dictate how often assessments are issued, when payments are due, and when they begin to accrue interest on overdue amounts.

2. First Delinquency Notice

2.1. If an Owner fails to pay the assessment by the due date, and the Association must mail a notice of delinquency to the lot (“unit”) address and any other address that the owner has provided to the Association, and by e-mail if the Owner’s electronic address is known to the Association. This notice typically includes the amount owed, any late fees, and the consequences of continued non-payment.

2.2. The notice of delinquency must contain the statutory language set forth under RCW 64.90.485(21)(a). A template is attached to this policy.

2.3. The notice must be provided in English and any other language indicated as a preference for correspondence by an Owner.

3. Fifteen (15)-Day Hold on Enforcement Process After First Notice

3.1. The Association must wait fifteen (15) days after providing the First Notice of Delinquency before taking any other action to collect or charge any costs related to collection except costs of printing and mailing the notice, an administrative fee of no more than Ten Dollars (\$10.00), and a single late fee of no more than Fifty Dollars (\$50.00) or five percent (5%) of the amount of the unpaid assessment, whichever is less.

4. Notice to Secured Interest

4.1. If a unit is subject to a security interest (e.g., mortgage), and the Association would like to maintain priority to recover some of its actual costs and reasonable attorneys’ fees for judicially foreclosing on a lien (maximum of Two Thousand Dollars [\$2,000.00]), the Association must mail a written notice to the security interest holder at least sixty (60) days prior to commencing a lien foreclosure action. The notice must contain:

- (1) The name of the borrower;
- (2) Recording date of the trust date or mortgage;
- (3) Recording information;

(4) Name of Owner and unit designation stated in the declaration or applicable supplemental declaration;

(5) Amount of unpaid assessment; and

(6) A statement that failure, within sixty (60) days of the written notice, to submit to the Association payment of six (6) months of common expense assessments and any specially allocated assessments assessed under the periodic budget will result in the priority of the actual costs and reasonable attorneys' fees the Association seeks to recover. The amount may be Two Thousand Dollars (\$2,000.00) or less if the total six (6) months of common expense assessments and any specially allocated assessments are less than Two Thousand Dollars (\$2,000.00).

5. Second Notice of Delinquency

5.1. Sixty (60) days after the mailing of the first notice delinquency, a second notice must be sent in the same manner with the same statutory language in the first notice of delinquency.

6. Litigation Guarantee

6.1. After mailing a second notice of delinquency, but before a lawsuit is filed, a litigation guarantee should be ordered through a title company. The litigation guarantee will generally be completed within five (5) to seven (7) days of ordering. The litigation guarantee provides a list that may include mortgage interests, contractors or mechanic's liens, recorded judgment liens, information on easements, covenants, or restrictions that impact the use and occupancy of the property, and the status of property taxes.

6.2. A litigation guarantee is a specialized title insurance policy that identifies all parties that have a recorded interest in the property and shows the priority of those recorded interests. Every party that should be included in a lawsuit is identified, ensuring any judgment awarded is enforceable against all proper parties. It also protects the Association from claims made by unknown parties because it discloses all potential claimants. If a party is not listed on the litigation guarantee but attempts to bring a claim after the lawsuit is resolved, the Association can ask the title company who issued the litigation guarantee to defend against the new party's claim.

7. Lien Imposition

7.1. An association may impose a lien on the unit for the unpaid assessments. This lien includes the amount of the delinquent assessment, late fees, interest, and any costs associated with the collection process, including reasonable attorneys' fees.

8. Enforcement

8.1. The association can enforce the lien through various means, including foreclosure. This involves legal proceedings to recover the amount owed by selling the unit.

9. **Recovery of Costs**

9.1. Most associations, pursuant to their governing documents, are generally entitled to recover any costs and reasonable attorneys' fees incurred in connection with the collection of delinquent assessments, whether or not such collection activities result in a suit being commenced or prosecuted to judgment.

10. **Foreclosure Mediation Program (RCW Chapter 61.24)**

10.1. A housing counselor or any attorney may submit a written request for mediation on behalf of an Owner to an association regarding assessment charges and delinquency at any point in the period of delinquency up to ninety (90) days prior to the judicial foreclosure sale date. If the Association receives the request, the Association must meet and confer with housing counselor or attorney and the Owner within thirty (30) days or at a later date if mutually agreed to. During the meet and confer session, the Association and the Owner must address the issues which led to the delinquency, which may enable the Owner and the Association to reach a resolution including, but not limited to, a delinquent assessment payment plan, waiver of Association imposed late fees or attorneys' fees, modification of a delinquent assessment, modification of late fees or charges associated with a delinquent assessment, or any other workout plan.

10.2. Prior to the mediation, the Association must provide an itemized ledger for the preceding twelve (12) months, a copy of all Association liens placed against the property, and copies of the Association's current declarations, bylaws, and any other governing documents. After receiving receipt of the Association's documents, the Owner shall provide to the mediator and the Association the following documents: (i) evidence of any Owner payments to the association that are not reflected in the association ledger, if any; (ii) a statement of hardship, if relevant; and (iii) if the Owner is interested in a payment plan, a proposed schedule of payments to resolve the arrears.

10.3. The parties are responsible for their own attorney fees during the meet and confer and mediation processes. Legal representation is not required at the mediation.

10.4. At the mediation, the Association must designate a representative who can with adequate authority to fully settle, compromise, or otherwise reach a resolution with the borrow.

11. **Commencement of Foreclosure Action on Lien**

11.1. If the First and Second Notices of Delinquency have been issued to the Owner, an association may commence an action to foreclose a lien on a unit when approved by the Board *and* the Owner owes at least:

(1) Three (3) months or more of assessments, not including fines, late charges, interest, attorneys' fees, or costs incurred by the Association in connection with the collection of a delinquent Owner's account; *or*

(2) Two Thousand Dollars (\$2,000.00) of assessments, not including fines, late charges, interest, attorneys' fees, or costs incurred by the Association in connection with the collection of a delinquent Owner's account; *and*

(3) It has been at least ninety (90) days since that amount has been due on the account.

12. Template First/Second Notice of Delinquency Notice

12.1. *See attached.*

TEMPLATE FIRST/SECOND NOTICE OF DELINQUENCY

THIS IS A NOTICE OF DELINQUENCY FOR PAST DUE ASSESSMENTS FROM THE UNIT OWNERS' ASSOCIATION TO WHICH YOUR HOME BELONGS. THIS NOTICE IS ONE STEP IN A PROCESS THAT COULD RESULT IN YOU LOSING YOUR HOME.

CONTACT A HOUSING COUNSELOR OR AN ATTORNEY LICENSED IN WASHINGTON NOW to assess your situation and refer you to mediation if you could benefit. **DO NOT DELAY.**

BE CAREFUL of people who claim they can help you. There are many individuals and businesses that prey upon borrowers in distress.

REFER TO THE CONTACTS BELOW for sources of assistance.

SEEKING ASSISTANCE

Housing counselors and legal assistance may be available at little or no cost to you. If you would like assistance in determining your rights and opportunities to keep your house, you may contact the following:

The statewide foreclosure hotline for assistance and referral to housing counselors recommended by the Housing Finance Commission:

Telephone: 877-894-4663

Website:

http://www.dfi.wa.gov/consumers/homeownership/post_purchase_counselors_foreclosure.htm

The United States Department of Housing and Urban Development:

Telephone: 800-569-4287

Website:

<http://www.hud.gov/offices/hsg/sfh/hcc/fc/index.cfm?webListAction=search&searchstate=WA&filterSvc=dfc>

The statewide civil legal aid hotline for assistance and referrals to other housing counselors and attorneys:

Telephone: 800-606-4819

Website: <https://nwjustice.org/what-clear>