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**February 13, 2026**

**To: Birch Bay Village Community Club Board of Directors**

**From: Justine Brooks, Assistant General Manager**

**Re: Operations Report**

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### **Administration**

**Staff** - had a staff meeting on February 5, 2026, at the meeting Jonah Douglas, was introduced as the Bookkeeper, Justine Brooks was announced as Assistant General Manager, and we had Justin Slagle from Tradewinds there to explain and talk about the Simple IRA plan and the Roth option. The search for a new Executive Coordinator (ACC Administrator / Executive Secretary) has started. The posting has been up since February 9<sup>th</sup> and will run until the beginning of March. We are working with the recruitment team in this process.

**HOA Software Selection** - The General Manager, Bookkeeper, Assistant General Manager, 2 members of the Finance Committee and the Harbormaster (when necessary) attended meetings/demonstrations for potential new HOA software and Marina software. We have been focusing on 3 software companies and hope to have a final selection before the end of this month. We are waiting for some clarification on fees and some specific department functions that we were unable to view during the hour demo meetings.

**Ticketing Project Management**- Staff have been trying to utilize ticketing project management software. This software would be utilized for keeping track of our larger projects and other tasks. Software that we have looked at is Jira and Monday. We decided that Jira would be too complicated for everyone to use. We have a trial with Monday (Monday.com) to see how we like it.

### **ACC Activity**

- ACC reviewed 3 applications. One of the applications was a ratification of the administrative approval given to the one item that would have been on the January ACC agenda. All 3 applications were approved. The Committee discussed some of the lighting complaints that have been received.

### **Miscellaneous**

- The Office has issued 42 bar codes for the last month (January 14<sup>th</sup> to February 13, 2026).
- The Office has completed 6 home sales and 7 HOA requests in the last month.

### **Pro Shop**

- Pro Shop has been busier than normal at this time of year. Staff held football watching parties for two football games including the Super Bowl. Turnout for both events was great.



### **Golf Greenskeeper**

- Greenskeepers have been doing winter mowing, edging the golf course golf cart paths doing repairs on equipment, and completing repairs and upgrades to drainage.

**Maintenance** – The Maintenance Department has been busy this winter with the following:

#### **Maintenance Report- January 18 to February 13**

- Reattach finger on C dock.
- Cleat installation.
- Repair restroom urinal.
- Install Baidarka in the Clubhouse.
- Remove and dispose of a truck load of used oil pads and boom.
- Clean up and mulch flower beds.
- Replace and install the marina entry sign and Chanel marker signs.
- Installed new compressor at the Pro Shop
- Completed monthly inspections.
- Maintenance on dump truck.
- Completed some small equipment repairs.
- Completed utility locates and potholing.
- Issued the RFP for Paving
- Inspected dock fingers
- Troubleshoot phone issues at the guard house.
- Completed repairs on the Wi-Fi bridge between the Clubhouse and Maintenance buildings.
- Pressure washing at A dock, B dock and guest dock.
- Clean up main entry sign and gate infrastructure.
- Repair the lower gate latch.
- Start refinishing picnic tables and benches.
- Quarterly window cleaning.
- Early (out of season) mowing and ditch trimming.
- Preparing for chemical treatment of the lakes.

### **Marina**

- **Marina** – Harbormaster has been working on ensuring that all the vessels in the Marina have up to date documentation, this includes insurance, registration and a moorage agreement. The Harbormaster has been working with a member to get their older boat out of the marina. Harbormaster and General Manager have been working on getting the Su Sez out of the Marina.
- Marina Committee has been working on the rewrite of the marina rules and is getting closer to having it complete for the Board to review.
- Currently the marina has 47 vacant spots for moorage, 4 more vacancies than last month.

### **Lakes and Drainage**

- Put together a subcommittee, Fishing Policy Work Group, to put together the rules and policies for fishing on the lakes.



**Compliance**

CCR Letters Sent	
Vehicle Issues	2
Speeding	1
Pets	2
Trash	1

**Speeding** – The speed camera is still down; we are currently waiting on getting the camera back from Traffic Logix. Compliance has been utilizing the lidar gun when they can and going to the areas with higher speeds that have been indicated on the speed signs.

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

Speed Data						
MPH	5397 Salish	8211 Skeena	8226 Sehome	8250 Quinault	TOTALS	%
0-20	1364	1252	3320	5858	11794	79.53
21-25	263	190	932	1546	2931	19.76
26-30	17	7	20	47	91	.0061
31-35	3	2	3	3	11	.0007
36+	1	0	0	0	1	.00007
					14,828	

The compliance team has used the lidar gun for approximately 20 hours in the last month. There have been 0 citations issued as everyone slows down when they see the team using lidar gun.

- **Cameras** – NW Tech is working on providing a quote for the next phase in the camera project and has provided a quote for the final step of putting up two towers to have connectivity between the lower gate and the maintenance shop.
- **Lighting** – We are ramping up to get the final phase of the lighting project started. We would like to have it completed before our maintenance team gets into their busy season as Semia Renovations will be utilizing Maintenance staff and the mini excavator for the trenching portion of the project.
- **Community Plan** – There will be a Town Hall for the Community Survey on Thursday, March 12 at 6pm.

**Future BBV Projects**

- **MOU project** – drainage from Birch Point Road/ Birch Bay Drive to Kwann Lake to Rogers Slough. We are working with the County on this project, and it looks as though it could be pushed from being completed in 2026 to 2027 or 2028.
- **Marina Dredging** – working on permitting with Anchor QEA and other agencies.
- **Boat Launch Ramp Replacement** – Expense authorization to be supplied for February Board meeting.
- **2026 Paving** – Expense authorization to be supplied for February Board meeting.
- **Marina Restrooms** – Working on permitting process and preparing the RFP to go out.



- **Culvert Replacement** – we have 125 total culverts that are BBVCC responsibility to repair or replace and we have 30 standard 12-inch culverts that need to be replaced. We also have 3 larger culverts that will need to be replaced that will require engineering and additional work.