



January 16, 2026

To: Birch Bay Village Community Club Board of Directors

From: David Franklin, General Manager

Re: Operations Report

Administration

Staff – Was finally able to get billing statements out Friday, January 9th. It was an all-office staff response to get statements and other documents stuffed, stamped and to the post office. To get the Enumerate issue fixed it took the support team 2 weeks and there were still some issues. Staff are working diligently to communicate with the membership on any issues and autopayments.

ACC Activity

- ACC did not have a meeting in January due to only one application being turned in. The application was administratively approved and will be on the consent agenda during the February ACC meeting.

Miscellaneous

- The Office has issued 42 bar codes for the last month (December 12th to January 14th).
- The Office has completed 4 home sales and 6 HOA requests in the last month.

Pro Shop

- Pro Shop hours have been cut back for the month of January. It will be open for shorter hours on Saturday and Sunday, 10 am to 3 pm and closed on Mondays. You will still be able to schedule golfing tee time through Chronogolf.

Golf Greenskeeper

- Greenskeepers have been doing winter mowing, working on equipment, and working on some drainage. Plans to replace the seats on the old golf carts and the seats have been ordered but have not come in yet.

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

Maintenance Report- December - January

- Flood watch and clearing storm drains during high tide and rain events.
- Winter flowerbed cleaning and mulching.
- Daily monitoring and maintenance of storm drains.
- Moved the speed trailer to the maintenance laydown yard.
- Pick up trash along the sides of the roads.
- Cleaning playgrounds.
- Monthly inspections.



- Maintenance on Village Vehicles.
- Moved and hauled logs from Rogers Slough.
- Installed heater in the office.
- Other miscellaneous maintenance to prepare for upcoming projects.

Marina

- **Marina** – Harbormaster and Executive Secretary are working on double checking Marina charges to members accounts as well as ensuring that members have provided the office correct insurance and documentation for their vessel(s) is on file.
- Currently the marina has 43 vacant spots for moorage.
- **Marina Projects**
 - Harbormaster, Maintenance and other staff members have been diligently working on continuously monitoring the sunken boat on C dock. The boat sank between the evening on Monday, January 12th and by Tuesday, January 13th morning (before 8am). There was a member who has a boat at the end of C dock who had goes out to his boat on a regular basis, and on Monday he checked lines on boats while he was checking his own boat and did not see anything wrong with any boats on C dock, that was between 5 and 6 pm. Power to the pedestal went out after 8 pm. It was Tuesday morning when the Maintenance team saw that there was a red flashing light on C dock and tried to switch the breaker and it automatically flipped off again. They went out and saw that the Boat had sunk. There will be a full investigation and report on this once all information has been acquired.
 - We now have RFP's for the launch ramp replacement project and the bid package will be ready for the February Board meeting.
 - The GM has received the early designs for dredging the marina and that includes increasing the amount of dredging materials.

Lakes & Drainage

- A surveyor has been selected for the drainage project from Birch Point Road to Kwann Lake, Kwann Lake to Rogers Slough.
- A reply has been sent to Washington Department of Fish & Wildlife (WDFW) in response to their Notice of Correction for a culvert replacement on Salish Lane.

Compliance

CCR Letters Sent	
Vehicle Issues	1
Speeding	12
Pets	1

Speeding – The speed camera is down due to vandalism. It seems as though someone went and hit the camera with something, and it not only cracked the outer cover but damaged the lens. The camera has been sent back to Trafficlogix as per their request. It was shipped out on Friday, January 9th, they are located out of Quebec. Once they receive the camera they will assess the damage and let us know the cost for repairs.



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	453	685	1889	5221	8248	83.63
21-25	74	112	497	881	1564	15.85
26-30	3	4	11	29	47	.476
31-35	0	2	0	1	3	.0304
36+	0	0	0	0	0	0
					9862	

The compliance team has used the lidar gun for approximately 35 hours in the last month. There have been 0 citations issued as everyone slows down when they see the team using lidar gun.

Safety and Security

- **Cameras** – The Compliance Team and Gate Access Personnel had a training meeting with NW Technology for the new camera system.