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**BIRCH BAY VILLAGE COMMUNITY CLUB
BOARD OF DIRECTORS MEETING
June 18, 2026 at 5:00pm 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. ORGANIZATIONAL MEETING
5. HOMEOWNER PRESENTATION (3 Minutes Max Each, for 15 min)
6. HEARINGS (3 Minutes Max Each, for 15 min)
 - a. Ticket Hearings –
7. CONSENT AGENDA
 - a. Approval of Board Meeting Minutes May 21, 2026
 - b. ACC- Minutes of May 5, 2026
 - c. Lakes and Drainage – Minutes of May 4, 2026
 - d. Safety & Security – Minutes of May 11, 2026
 - e. Golf Committee – Minutes from May 12, 2026
 - f. Finance Committee – Notes of May 27, 2026
 - g. Marina Committee – Minutes of May 26, 2026
 - h. 64.90 Task Force – Minutes of May 8, 2026
 - i. Operations Report Review
 - j. Action Item List Review
8. FINANCIAL REPORTS
9. OLD BUSINESS AND VOTING AS NECESSARY
 - a. Other
10. NEW BUSINESS AND VOTING AS NECESSARY
 - a. Committee Recommendations
 - i. Finance Committee Member Recommendation
 - ii. Marina Committee Member Recommendation
 - iii. Golf Fine Schedule Revision
 - b. Ratification of Election Results
 - c. Other –
11. AUTHORIZATIONS AND RESOLUTIONS
 - a. Reserve Transfers
 - b. Authorizations
 - i. Expense Authorization for Maintenance Truck
 - c. Resolutions
 - i. Banking Resolution
 - ii. Community Plan Task Force Resolution & Charter
 - d. Other



12. DIRECTORS' COMMENTS
13. PARKING LOT
 - a. Community Mission and Vision Statement -Board Retreat September 3, 2023
 - b. Committee Mission Statements
 - c. BBV Safety Manual
 - d. North Fence Cleanup
 - e. HR Documents
 - f. Board Policies and Procedures
 - g. Golf Course Irrigation from Kwann Lake
14. EXECUTIVE SESSION DISCUSSION
 - a. Matters Involving Possible Violations of the Governing Documents
 - b. Discuss Likely or Possible Litigation Matters
 - c. Personnel Matters
15. RATIFICATION OF EXECUTIVE SESSION ACTIONS
16. ADJOURNMENT



BOARD OF DIRECTORS Organization

a. Introduction of New Directors

b. Selection of Officers

President _____

Vice President _____

Treasurer _____

Secretary _____

c. Selection of Committee Liaisons

If at any time you can not make the scheduled meeting, please request another Board member to attend the meeting in your place.

Golf _____

Lakes and Drainage _____

Marina _____

Safety and Security _____

ACC - 2 Board members needed :

1. _____

2. _____

Elections Committee _____ (Board Secretary – Per Bylaws)

Finance Committee _____ (Board Treasurer – Per Charter)

64.90 Task Force _____

Community Plan Task Force _____

d. Board Ethics and Guidelines

e. New Board Member Orientation

f. Board Retreat – Strategic Board Workshop

g. Review of Board Meeting Schedule (see attached calendar).

2026



Board Meetings and Annual Meetings are held at the Clubhouse.
 Committee Meetings are held at the Maintenance Conference Room. All meetings via Zoom.

All meeting agendas will be posted on the BBVCC website 14 days in advance of the meetings. (bbvcc.com)

BBVCC

Su	Mo	Tu	We	Th	Fr	Sa	JAN	Su	Mo	Tu	We	Th	Fr	Sa	APR
				1	2	3	5 - Lakes 5 pm				1	2	3	4	5 - Candidate Forum 2 pm
4	5	6	7	8	9	10	6 - ACC 10 am	5	6	7	8	9	10	11	6 - Lakes 5 pm
11	12	13	14	15	16	17	9 - 64.90 T.F. 10 am	12	13	14	15	16	17	18	7 - ACC 10 am / 10 - 64.90 T. F. 10 am
18	19	20	21	22	23	24	12 - S&S 3 pm	19	20	21	22	23	24	25	13 - S&S 3 pm
25	26	27	28	29	30	31	13 - Golf 1 pm	26	27	28	29	30			14 - Golf 1 pm
							22 - Board 2 pm								23 - Board 2 pm
							27 - Marina 2 pm 28 - Finance 1 pm								28 - Marina 2 pm 22 - Finance 1 pm
Su	Mo	Tu	We	Th	Fr	Sa	FEB	Su	Mo	Tu	We	Th	Fr	Sa	MAY
							2 - Lakes 5 pm						1	2	4 - Lakes 5 pm
1	2	3	4	5	6	7	3 - ACC 10 am	3	4	5	6	7	8	9	5 - ACC 10 am
8	9	10	11	12	13	14	9 - S&S 3 pm	10	11	12	13	14	15	16	8 - 64.90 T. F. 10 am
15	16	17	18	19	20	21	10 - Golf 1 pm	17	18	19	20	21	22	23	11 - S&S 3 pm
22	23	24	25	26	27	28	13 - 64.90 T. F. 10am	24	25	26	27	28	29	30	12 - Golf 1 pm
							19 - Board 2 pm	31							21 - Board 5 pm
							24 - Marina 2 pm 25 - Finance 1 pm								26 - Marina - 2 pm 27 - Finance 1 pm
Su	Mo	Tu	We	Th	Fr	Sa	MAR	Su	Mo	Tu	We	Th	Fr	Sa	JUN
							2 - Lakes 5 pm								1 - Lakes 5 pm
1	2	3	4	5	6	7	3 - ACC 10 am	1	2	3	4	5	6	2 - ACC 10 am	
8	9	10	11	12	13	14	9 - S&S 3 pm	7	8	9	10	11	12	13	5 - Annual General Meeting 7:30 pm
15	16	17	18	19	20	21	10 - Golf 1 pm 12 - CPTH 6 pm	14	15	16	17	18	19	20	8 - S&S 3 pm 9 - Golf 2 pm
22	23	24	25	26	27	28	13 - 64.90 T. F. 10 am	21	22	23	24	25	26	27	12 - 64.90 T. F. 10 am
29	30	31					19 - Board 2 pm	28	29	30					18 - Board 5 pm
							24 - Marina 2 pm 25 - Finance 1 pm								23 - Marina 2 pm 24 - Finance 1 pm

S&S = Safety and Security
 T.F. = 64.90 Task Force

CLUBHOUSE: 8181 Cowichan Road
MAINTENANCE: 8201 Cowichan Road

Zoom ID: 885 8656 9122
Password: 8055

BTH = Budget Town Hall
CPTH = Community Plan Town Hall

2026



BBVCC

Board Meetings and Annual Meetings are held at the Clubhouse.
Committee Meetings are held at the Maintenance Conference Room. All meetings via Zoom.

All meeting agendas will be posted on the BBVCC website (bbvcc.com) 14 days in advance of the meetings.

Su	Mo	Tu	We	Th	Fr	Sa	JUL						
			1	2	3	4	6 - Lakes 5 pm						
							7 - ACC 10 am						
5	6	7	8	9	10	11	10 - 64.90 T. F. 10 am						
12	13	14	15	16	17	18	13 - S&S 3 pm						
19	20	21	22	23	24	25	14 - Golf 1 pm						
26	27	28	29	30	31		22 - Finance 1 pm 23 - Board 5 pm						
							28 - Marina 2 pm						
Su	Mo	Tu	We	Th	Fr	Sa	AUG						
						1	3 - Lakes 5 pm						
							4 - ACC 10 am						
2	3	4	5	6	7	8	10 - S&S 3 pm						
9	10	11	12	13	14	15	11 - Golf 1 pm						
16	17	18	19	20	21	22	14 - 64.90 T.F. 10 am						
23	24	25	26	27	28	29	20 - Board 5 pm						
30	31						25 - Marina 2 pm 26 - Finance 1 pm						
Su	Mo	Tu	We	Th	Fr	Sa	SEP						
		1	2	3	4	5	1 - ACC 10 am						
							3 - BTH 4 pm 5 - BTH 10:30 am						
6	7	8	9	10	11	12	8 - Golf 1 pm / 9 - Lakes 5 pm						
13	14	15	16	17	18	19	11 - 64.90 T.F. 10 am						
20	21	22	23	24	25	26	14 - S&S 3 pm						
27	28	29	30				17 - Board 5 pm						
							22 - Marina 2 pm 23 - Finance 1 pm						
Su	Mo	Tu	We	Th	Fr	Sa	OCT						
				1	2	3	5 - Lakes 5 pm						
							6 - ACC 10 am						
4	5	6	7	8	9	10	9 - 64.90 T. F. 10 am						
11	12	13	14	15	16	17	12 - S&S 3 pm						
18	19	20	21	22	23	24	13 - Golf 1 pm						
25	26	27	28	29	30	31	22 - Board 5 pm						
							27 - Marina 2 pm 28 - Finance 1 pm						
Su	Mo	Tu	We	Th	Fr	Sa	NOV						
							2 - Lakes 5 pm						
1	2	3	4	5	6	7	3 - ACC 10 am						
8	9	10	11	12	13	14	6- Annual Budget Meeting 7:30 pm						
15	16	17	18	19	20	21	9 - S&S 3 pm 10 - Golf 1 pm						
22	23	24	25	26	27	28	13 - 64.90 T. F. 10am						
29	30						18 - Finance 1 pm 19 - Board 2 pm						
							24 - Marina 2 pm						
Su	Mo	Tu	We	Th	Fr	Sa	DEC						
							1 - ACC 10 am						
							7 - Lakes 5 pm						
6	7	8	9	10	11	12	8 - Golf 1 pm						
13	14	15	16	17	18	19	11 - 64.90 T.F. 10 am						
20	21	22	23	24	25	26	14 - S&S 3 pm						
27	28	29	30	31			16 - Finance 1 pm 17 - Board 2 pm						
							22 - Marina 2 pm						

B&G = Building and Grounds
S&S = Safety and Security

CLUBHOUSE: 8181 Cowichan Road
MAINTENANCE: 8201 Cowichan Road

Zoom ID: 885 8656 9122
Password: 8055

BTH = Budget Town Hall



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

June 10, 2026

To: Birch Bay Village Board of Directors

From: Compliance Team

RE: Hearings

Dear Board of Directors,

The following people have requested hearing for their speeding citations:

Kassandra George- 12M-012

Homeowner claims written in request for hearing:

- Unsure who vehicles belong to but possibly a company who services medical equipment
- Informs all guests of speed, understands importance of going the speed limit
- Extremely limited income and recently became disabled receiving a fraction of regular income

Camera at gate says visitors were Kollin or Tollin (unclear first name) George (clear last name), and other 2 citations were from a temporary visitor Alex Knapp.

Michael Maddox- 12C-075:

Homeowner claims written in request for hearing:

- Realtor going to home and was speeding.

Camera at gate confirmed this was the realtor going to pick up the key box as the house was no longer listed on the market. This household has 2 previous citations in July and November of 2025.

Blanca Aranda Gomez- 07-024:

Homeowner claims written in request for hearing:

- New the neighborhood in April 2025
- Unaware of some of the policies around speeding, but now aware
- Guests/visitors were speeding and owners are apologetic and will clearly remind all visitors not to speed

It was confirmed that both citations (2 different vehicles) were guests of the owners.

Greory Stipkala- 12-5-050:

- Requested a hearing

This household has speeding citations from Nov 2025 (6 of them) and 2 others in March and April 2025.

FW: EXTERNALSpeeding tickets for vehicles not ours.

From Brad Stolzenburg <Brad@bbvcc.com>

Date Tue 5/26/2026 9:59 AM

To Amy Ashby <Amy@bbvcc.com>

Hearing request 😊

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

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

From: Contact Us <ContactUs@bbvcc.com>

Sent: Tuesday, May 26, 2026 9:26 AM

To: Brad Stolzenburg <Brad@bbvcc.com>

Subject: FW: EXTERNALSpeeding tickets for vehicles not ours.

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

From: Cassandra George <klgeorge023@gmail.com>

Sent: Saturday, May 23, 2026 8:54 AM

To: Contact Us <ContactUs@bbvcc.com>

Subject: EXTERNALSpeeding tickets for vehicles not ours.

EXTERNAL Email.

Hello,

I have received 2 letters about speeding tickets for vehicles that are not ours and don't know whose vehicles they are. I diligently inform my guests of the speed limit and stress the importance of following it. I myself have a pretty big pet peeve about people speeding, especially having young children and our driveway having a huge blind spot from bushes so you can't see anyone walking to the road until you are standing in the road and have had neighbors speed pretty fast down the road and almost hit my children including my 6 yr old daughter from high speed and not paying attention. I have also made complaints about parents speeding in and out of the bus stop parking lot around children. So I understand very well the importance of following our speed limit.

I have become disabled in the past 2 years and am now on a fixed income receiving a small fraction of what my income was. I was the main provider for my family with 3 kids, working as a nurse which I can no longer do. We have been scraping by and struggling to pay our bills including the dues which have more than doubled since moving here in 2019 and fear being able to continue to afford to keep a roof

over mine and my children's heads, especially with the increases in living expenses each year. I cannot afford these tickets. Paying them would cost us 2 weeks of grocery money to put things into perspective of our situation.

Again I'm not sure whose vehicles they are other than possibly of being from one of the companies that have come out to my house to service my medical equipment and adjust my respiratory ventilator settings (I have respiratory failure from neuromuscular disease). I have diligently warned everyone about speeding in here though so I'm not sure what else I can do, other than file a complaint with the company, as I don't have the ability to control what others do and require these life support services.

So I guess I would like to request a hearing for these tickets and ask if they can be done via zoom/online.

Thank you,

Kassandra George

Sent from my iPhone

External Michael Maddox <maddoxm@gmail.com>

☺ Reply ↩ Reply all → Forward | 🗑️ 📅 ⋮

To: 🟢 Amy Ashby

Fri 5/29/2026 1:07 PM

⚠️ This sender maddoxm@gmail.com is from outside your organization.

Add to Safe Senders Report ▾

EXTERNAL Email.

Yes please.

On May 29, 2026, at 1:04 PM, Amy Ashby <Amy@bbvcc.com> wrote:

Hi Mike,
You can request a hearing with the Board and request it be removed. The next Board meeting is June 18th at 5:00pm. If you'd like to request a hearing just let me know.

Thanks,
Amy

Amy Ashby
Executive Coordinator
Birch Bay Village Community Club
360-371-7744 ext. 105
amy@bbvcc.com
<Outlook-pul5d05k.png>

From: Mike Maddox <maddoxm@gmail.com>
Sent: Friday, May 29, 2026 12:59 PM
To: Amy Ashby <Amy@bbvcc.com>
Subject: EXTERNALRealtor was speeding in Birch Bay Village

EXTERNAL Email.

There was a realtor going to my house that was apparently speeding. I need to request this be removed from my account. What do I have to do to get it removed?

Thanks,
Mike

<image.png>

--

FW: EXTERNALCITATIONS

From Brad Stolzenburg <Brad@bbvcc.com>

Date Mon 6/1/2026 3:53 PM

To Amy Ashby <Amy@bbvcc.com>



Brad Stolzenburg

BBV Compliance Officer

(360) 371-7744 Ext. 3

brad@bbvcc.com



From: Blanca Aranda Gomez Garcia <blancaarandagomezgarcia@gmail.com>

Sent: Monday, June 1, 2026 3:50 PM

To: Brad Stolzenburg <Brad@bbvcc.com>

Cc: luisgportugalt@gmail.com

Subject: EXTERNALCITATIONS

EXTERNAL Email.

Dear Brad,

Thank you for talking to me today!

I am writing now to formally request a hearing before the Board of Directors to explain that:

1. We are relatively new to the neighborhood (we moved 1 year ago, 04/27/25)
2. We did read most of the Village's rules. That said, we did not read the section where it says that the violations to the traffic regulations apply to our guests, that the fees are charged internally, or that the administration moves the speed tracker around the Village for fairness. Now we are aware.
3. Last Saturday we had a gathering and invited people over. 3 cars entered the Village and apparently 2 speeded (25mph and 31mph). Speed Notice 152323083 and 152332635
4. Our guest should have followed the regulations and we apologize for their transgression. From now on our invitations will have a note about following the traffic regulation when entering the neighborhood.
5. This time, we do not want to ask our friends to pay. Because of this, all the amount will fall on our shoulders.

Thanking you again for your time, please send our request to the Board, and please do not hesitate to contact Luis or myself if more information is needed.

All the best,
Blanca

 Outlook

FW: EXTERNALHearing request for citation#151568430

From Brad Stolzenburg <Brad@bbvcc.com>

Date Thu 6/4/2026 7:33 AM

To Amy Ashby <Amy@bbvcc.com>

Can't remember if I sent this one, so if I did, here it is again, and if I didn't, well, here ya go. 😊

Brad Stolzenburg

BBV Compliance Officer

(360) 371-7744 Ext. 3

brad@bbvcc.com



From: GREGORY STIPKALA <gstipkala@comcast.net>

Sent: Wednesday, June 3, 2026 12:32 PM

To: Brad Stolzenburg <Brad@bbvcc.com>

Cc: estipkala@icloud.com

Subject: EXTERNALHearing request for citation#151568430

EXTERNAL Email.

To Whom It May Concern:

We respectfully request a hearing for speed notice #1515684309.

Regards,

Greg



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

CITATION

May 22, 2026

Gregory Stipkala
8038 Kayak Way
Blaine WA 98230

Re: 8038 Kayak Way

Dear Gregory Stipkala,

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. Speed Notice #: 151568430, Silver 2007 Ford Escape, Plate #: CMG1185.

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 # 151568430

Date: 2026-05-18 15:32:00
 5671, Salish 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

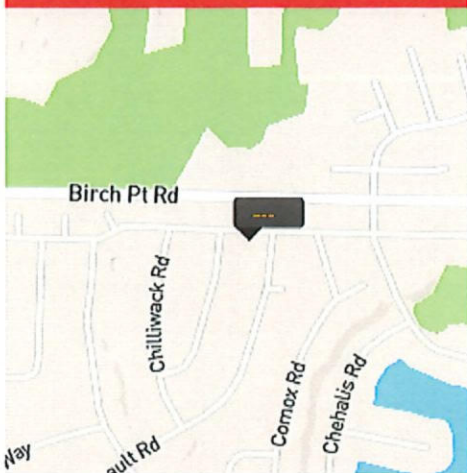


Photo Evidence



Vehicle Information

Location	5671 Salish Road	Speed Limit:	20 mph
Date / time:	2026-05-18 15:32:00	License plate	CMG1185
		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



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

CITATION

May 22, 2026

Michael J Maddox
8190 Skagit Way
Blaine WA 98230

Re: 8190 Skagit Way

Dear Michael J Maddox,

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 27 mph. Speed Notice #: 151635591, Light Blue Toyota RAV4, Plate #: CBG8011.

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.

REALTOR Key Box LAOY



SPEED NOTICE # 151635591

Date: 2026-05-19 15:57:21
5671, Salish 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

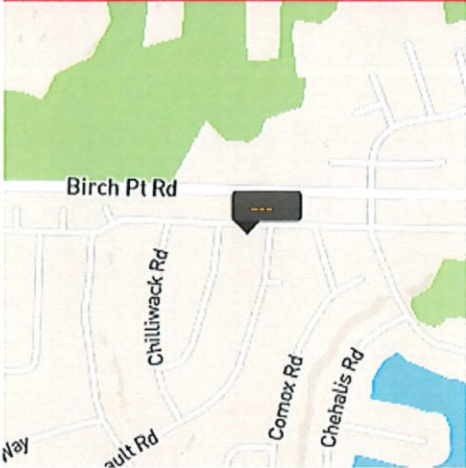


Photo Evidence



Vehicle Information		Speed Limit:	20 mph
Location	5671 Salish Road	License plate	CBG8011
Date / time:	2026-05-19 15:57:21	Actual Speed:	27 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



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

CITATION

May 9, 2026

Chuck Sandell
8247 Salish Lane
Blaine WA 98230

Re: 8247 Salish Lane

Dear Chuck Sandell,

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. Speed Notice #: 150702474, Black Toyota 4Runner, Plate #: CEE8346.

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.

(Tollin)?
Kollin George



SPEED NOTICE # 150702474

Date: 2026-05-05 17:52:00
5671, Salish 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

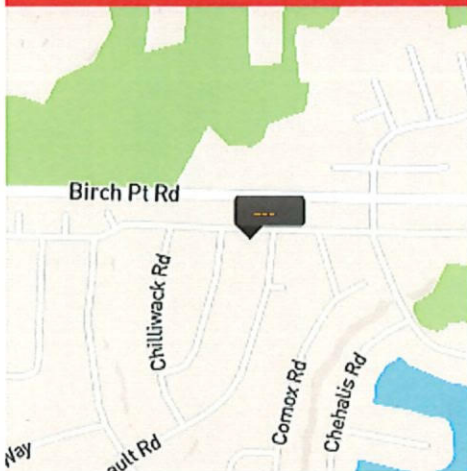
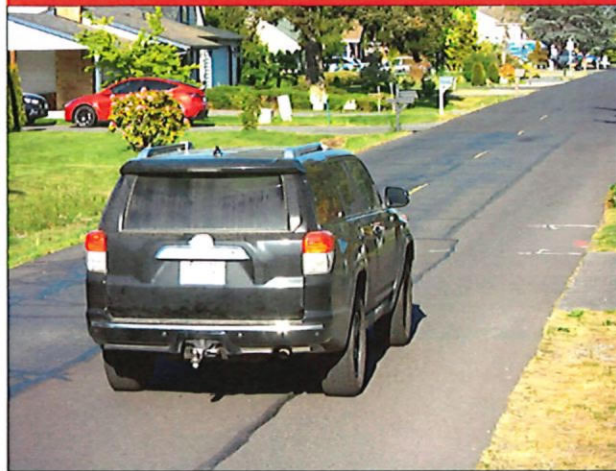


Photo Evidence



Vehicle Information

Speed Limit:	20 mph		
Location	5671 Salish Road	License plate	CEE8346
Date / time:	2026-05-05 17:52:00	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



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

CITATION

May 19, 2026

Chuck Sandell
8247 Salish Lane
Blaine WA 98230

Re: 8247 Salish Lane

Dear Chuck Sandell,

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 31-40 mph. Your speed was clocked at 31 mph. Visitor, Alex Knepp, Plate #CRX6882, SPEED NOTICE #151576627. Photo will be sent out with the citation.

A fine of \$150 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 # 151576627

Date: 2026-05-18 17:59:47
5671, Salish 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 \$150.00 has been assessed.**

Location of Speed Camera



Photo Evidence



Vehicle Information	
Speed Limit:	20 mph
Location	5671 Salish Road
License plate	CRX6882
Date / time:	2026-05-18 17:59:47
Actual Speed:	31 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



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

CITATION

May 23, 2026

Chuck Sandell
8247 Salish Lane
Blaine WA 98230

Re: 8247 Salish Lane

Dear Chuck Sandell,

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 #: 151837467, Subaru Outback, Plate #: CRX6882.

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.

Alex Knepp - Temporary Visitor



SPEED NOTICE # 151837467

Date: 2026-05-22 16:24:05
5671, Salish 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

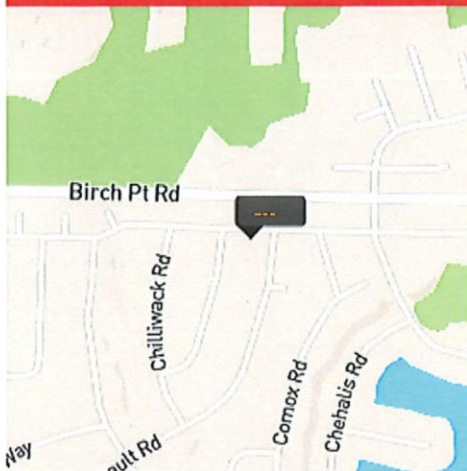


Photo Evidence



Vehicle Information

Speed Limit:	20 mph
Location	5671 Salish Road
License plate	CRX6882
Date / time:	2026-05-22 16:24:05
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



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

CITATION

May 31, 2026

Blanca Aranda Gomez
5776 Salish Road
Blaine WA 98230

Re: 5776 Salish Road

Dear Blanca Aranda Gomez,

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 31-40 mph. Your speed was clocked at 31 mph. Speed Notice #: 152332635, Black Nissan Kicks, Plate #: CNW3922.

A fine of \$150 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 # 152332635

Date: 2026-05-30 21:32:38
5671, Salish 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 \$150.00 has been assessed.**

Location of Speed Camera

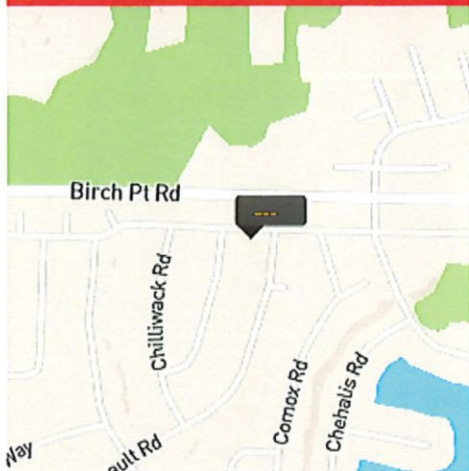


Photo Evidence



Vehicle Information

		Speed Limit:	20 mph
Location	5671 Salish Road	License plate	CNW3922
Date / time:	2026-05-30 21:32:38	Actual Speed:	31 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



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

CITATION

May 31, 2026

Blanca Aranda Gomez
5776 Salish Road
Blaine WA 98230

Re: 5776 Salish Road

Dear Blanca Aranda Gomez,

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. Speed Notice #: 152323082, Green Toyota Tacoma, Plate #: C37022H.

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 # 152323082

Date: 2026-05-30 17:21:45
5671, Salish 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

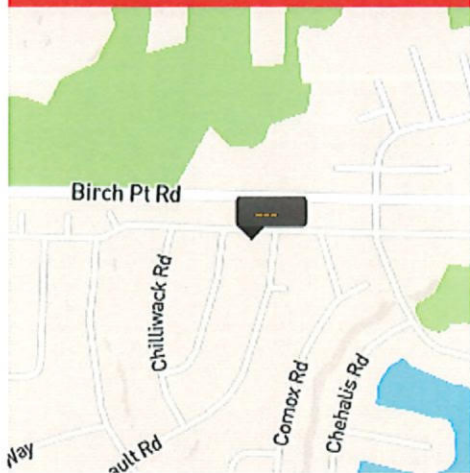


Photo Evidence



Vehicle Information

Location	5671 Salish Road	Speed Limit:	20 mph
Date / time:	2026-05-30 17:21:45	License plate	C37022H
		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

property values for most homeowners. He provided the Board with a paper copy of his thoughts and comments.

Susan Jeffery expressed strong opposition to repurposing the golf course, arguing it would result in significant financial losses for herself and other golfers who invested in equipment and the hobby, while also creating maintenance costs without revenue generation.

Kirk Martin urged the community to consider the broader implications of rejecting changes, particularly regarding the marina, and emphasized the importance of maintaining an open-minded approach to community planning.

David Scheirman presented information about the upcoming Clubs and Committee Information Fair May 30th 10-2pm in the clubhouse. He encouraged the community to attend and thanked the Board for all their work.

David Wilbrecht announced this was his last meeting as Board president. He acknowledges how homeowners have raised concerns about their dues and costs with various amenities but shared a gentle reminder that living in an HOA community was an agreement when purchasing homes here regardless of if someone likes the amenity or not. He reminded the community that it's not just the Board making decisions but committees like the finance committee also impact decisions. The community plan will be a broad spectrum base line plan for the future and the community can give input addressing the comments about the company hired to do the survey he explains they were just the scribe, the Board is still in control of the plan.

Bob Whale stated that he supports the comments shared by David Wilbrecht and thanked him for his time on the Board as Board President.

Matthue Totten spoke about the Community Plan stating it was still a draft and emphasizing that nothing has been decided yet.

5. HEARINGS

1. 11-08

Charles Cushings requested a waiver due to his clean driving record. It was his son who was driving. He understands the responsibility and has not received another citation since.

2. 12M-020

Kristin Lowell explained that her daughter was house sitting and received multiple citations before she was informed about the first one. She did not have time to correct her behavior after the first citation before receiving the others. Kristin asked for a reduction in fines as her daughter will be paying them and is a student on a strict budget.

3. 12M-009

Lynda O'Neall requested a waiver for 2 citations that were received from visitors at an open house. The realtor escorted the visitors in but did not escort them out and that is when the visitors received the citation.

funded by the Operating Fund.

MOTION BY: Bev Franklin SECONDED BY: Dan Nedved
APPROVED: X NOT APPROVED: Tabled: DIED:
IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

c. Other

11. DIRECTORS COMMENTS

Dan Nedved thanked David Wilbrecht for his service on the Board. David Wilbrecht expressed his thanks for the new microphones while also noting the presence of new cameras installed at the golf course. David Franklin gave an update about the cameras installed at the golf course, marina and office.

12. 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

13. EXECUTIVE SESSION

MOTION TO: move into executive session at 7:01pm pm to discuss personnel matters, possible violations of governing documents and possible legal issues.

MOTION BY: David Wilbrecht SECONDED BY: Mathue Totten
APPROVED: X NOT APPROVED: Tabled: DIED:
IN FAVOR: 6 OPPOSED: 0 ABSTAINED:
The Board moved out of executive session at 7:22 pm.

MOTION TO: ratify the decision made in Executive Session to reduce the speeding citation 50% for lot 11A-008, reduce 1st citation to 50% and others citations to be waived for lot 12M-020, and reduce the 1st citation to 50% and waive the other for lot 12M-009. .

MOTION BY: David Wilbrech SECONDED BY: Bob Whale
APPROVED: X NOT APPROVED: Tabled: DIED:
IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

14. ADJOURNMENT

- a. The meeting was adjourned at 7:25 pm.

MOTION TO: adjourn

MOTION BY: David Wilbrecht SECONDED BY: Mathue Totten
APPROVED: X NOT APPROVED: Tabled: DIED:
IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

Minutes Approved By: _____
Board Secretary

BBVCC
 ARCHITECTURAL CONTROL COMMITTEE
 Meeting Minutes
 May 5, 2026 at 10:00AM

Committee Members Present		
Michael Stringam, Chair	Bob Whale, Board Liaison	Lisa Guthrie
Rich Santi	Lyle Sieg	Kevin Ryan
Dan Nedved on behalf of Bev		
Committee Members Absent		
	Bev Franklin, Board Liaison	
Staff Present		
	Justine Brooks, AGM	Amy Ashby, Executive Coordinator
Members Present		
	Bob Feaster	

1. CALL TO ORDER: at 9:58 am by Michael Stringam

2. ADOPTION OF AGENDA
Motion to approve agenda with the additions of review of AR&R revision, Club & Committee business, and legal matters.
Motion by: Lyle Sieg **Seconded by:** Lisa Guthrie **Approved**

3. OPEN FORUM:
 No discussion.

4. RATIFY MINUTES: April 6, 2026
Motion to approve.
Motion by: Lisa Guthrie **Seconded by:** Lyle Sieg **Approved**

5. CONSENT AGENDA – Admin Approved
No Consent Agenda

6. OLD BUSINESS:
No Old Business

7. NEW BUSINESS:
 - A. 5391 Salish Rd- Extension
Motion to: Approve as planned.
Motion by: Dan Nedved **Seconded by:** Bob Whale **Approved**
 Official rule was to start with in 12 months or resubmit but 2 Board members on the committee both agreed due to circumstances explained by homeowner that the extension would be approved.

BBVCC
ARCHITECTURAL CONTROL COMMITTEE
Meeting Minutes
May 5, 2026 at 10:00AM

B. 5661 Nakat way- Shed

Motion to: Approve contingent on moving shed a minimum of 35 ft from the property line and approval from Whatcom County Shoreline Management due to land disturbance of cement pad.

Motion by: Lyle Sieg **Seconded by:** Dan Nedved **Approved**

C. 8025 Kayak Way – New Construction

Motion to: Approve with contingency to obtain Whatcom County stormwater drainage plan.

Motion by: Lyle Sieg **Seconded by:** Dan Nedved **Approved**

D. 8089 Niska Rd- Retaining wall, culvert, and driveway parking

Motion to: Deny based on insufficient documentation.

Motion by: Lisa Guthrie **Seconded by:** Lyle Sieg **Approved**
Need 15 point survey

E. 8126 Quinault Rd- Fence Replacement

Motion to: approve as planned.

Motion by: Lisa Guthrie **Seconded by:** Lyle Sieg **Approved**
Homeowner was present to answer questions.

F. 8209 Chehalis Rd- Fence Replacement

Motion to: approve as planned.

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

G. 5511 Sehome Ct- Pergola

Motion to: approve with adjustment to math error on impervious calculations sheet.

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

8. ADDITIONAL ITEMS DISCUSSION:

ACC Workshop discussion

The committee reported that the updated ACC Rules and Regulations were approved by the Board. Section 5.9.7 C of has been eliminated but it was suggested that the words remain in the document but with a red strike out mark thru that section.

The committee discussed the process for handling non-conforming structures on properties, suggesting a case-by-case approach and emphasizing the importance of addressing issues when they arise during new application submittals and HOA reviews. The committee discussed that

BBVCC
ARCHITECTURAL CONTROL COMMITTEE

Meeting Minutes

May 5, 2026 at 10:00AM

non-compliant issues on properties can go through compliance, with a notice can be sent, and the homeowner can go thru the variance process if the choose leaving it to the Board's discretion.

The committee is planning for the upcoming Committee Information Fair on May 30th. Various committee members signed up to cover a shift at the ACC table and plan to have copies of applications for homeowners and a calendar to show application dates and meeting dates.

ADJOURNMENT:

Motion to adjourn at 11:04am

Motion by: Lisa Guthrie

Seconded by: Lyle Sieg

Approved

BBVCC
Lakes and Drainage Committee Minutes
May 4, 2026 at 5:00PM

Committee Members Present		
Bill Reilly	Betsy Just (Advisory)	Dave Carpenter
David Scheirman	Jack Dyrland	Eddie Wood
Gwynne Briggs	Lowell Lorenz (Advisory)	
Committee Members Absent		
	Jon Hall, Chair	Mathue Totten, Board Liaison
Staff Present		
	Justine Brooks, AGM	David Franklin, GM
	Amy Ashby	Bobby Hoffer
Members Present		

- I. **CALL TO ORDER:** at 5:00 pm by David Scheirman, acting chair.

- II. **Ratify Minutes:** April 6, 2026
Motion to approve minutes.
Motion by: Bill Reilly **Seconded by:** Gwynne Briggs **Approved**

- III. **Adoption of Agenda**
Motion to approve.
Motion by: Gwynne Briggs **Seconded by:** Dave Carpenter **Approved**

- IV. **Visitor Comments and Suggestions**
None

- V. **Committee of the Whole**
 - A. **Committee involvement in the BBV Clubs & Committee Info Fair (May 30th)**
The committee was reminded of an upcoming event on May 30th to inform the community of the work of this committee. Bill Reilly and Dave Scheirman will be available to provide information and maps during the event. Betsy and Jack may attend if schedules allow.

 - B. **Discussion regarding the Board’s request that management investigate the feasibility of using Kwan Lake water to irrigate the golf course.**
The committee discussed an option to restore a previously used irrigation system from the lake to the golf course, which was discontinued many years ago due to noise complaints. Bobby said it was already dismembered 21 years ago before starting his job at Birch Bay Village. The current annual irrigation cost is approximately \$45,000, and members of the committee proposed this could be reduced by using lake water in larger amounts over the next 10 years. The committee expressed concerns about water quality impacts and discussed technical challenges, including pipe elevation requirements and potential need for separate potable water systems. This is a big, complicated question- will the ponds and lakes need more treatment and supplies? Bill, John and Dave C will join the subcommittee and send a brief to the Board of Directions what we know. They agreed that the committee chair Mathue should be involved in communications with Northwest Water Treatment regarding the project requirements and costs.

 - C. **WALPA Annual Conference**

BBVCC
Lakes and Drainage Committee Minutes
May 4, 2026 at 5:00PM

Dave Schierman and Bobby Hoffer have attended this conference in the past. There's a wealth of knowledge presented and this year it will be in Bellingham, Washington. This is a GREAT opportunity to have the conference so close. We hope several people will attend. Dave Scheirman suggested that anyone who can attend should and provided a flyer with more information.

D. Review Status of Committee Members/Officer

None

VI. Subcommittee Reports

Biological Management Subcommittee

A. Testing Results

The committee discussed several water management topics. They reviewed recent phosphorus testing results which showed that they were below the detectable levels which is great news but that could change with warmer weather. Concerns were raised about potential increases due to weather temperatures increasing with the season and potential lawn fertilizer use. The group also discussed promoting phosphate-free lawn treatment options in the upcoming newsletter. Gwyne volunteered to start the write up for the newsletter.

B. Status of Discussions Regarding the EutroSORB application

The topic of preparing a document to explaining that the water bodies in Birch Bay Village are part of the water treatment system rather than lakes was discussed. The committee agreed to follow up with Sean from the Department of Ecology to schedule a video conference to discuss this matter and the application issues.

C. Status of DO meter purchase

It was confirmed that a DO meter had been purchased.

D. Turbidity Lab Testing

The committee discussed the status of equipment and water testing protocols. Some committee members reported having possession of the turbidity testing equipment and that would be used to establish baseline measurements at five water sampling points around Birch Bay Village. The group noted that while no land disturbance is currently occurring at the Avista Highlands project, construction is planned for June, prompting the need for pre-construction water quality testing

Hydrologic Control Subcommittee

A. BBV Lower Gate Projects updates

The committee provided an update that a new engineering company, Freeland Engineers, has been hired to replace Cascade, and they have submitted a preliminary plan and budget to the county before the April 30th deadline.

B. Skeena Way culvert replacement: update on discussions with WA Dept. of Fish & Wildlife

The team discussed ongoing correspondence with Fish and Wildlife regarding calculations for a pipe segment, with David planning to follow up via email to determine the urgency of their decision. The committee agreed that getting all agencies together in a conference call might help resolve the issue.

BBVCC
Lakes and Drainage Committee Minutes
May 4, 2026 at 5:00PM

C. Status of updating PowerPoint presentation covering BBV Stormwater Management Issues; and an update on scheduling a community meeting

The team also reviewed progress on updating a PowerPoint presentation about BBV stormwater management issues, which has been structured into five sections:

1. Intro to prior flooding
2. BBV drainage zones and how water flows. BBV residents are maintaining and cleaning ditches and culverts on their property.
3. MOU with the County and how it benefits BBV
4. Explain the list of projects within in BBV
5. Information on outside of BBV developments and timelines

A community meeting will be scheduled once notification can be sent or the attorney informs the General Manager that a formal notice is not necessary.

Flood Monitoring, Preparation, and Response Subcommittee

A. Status of pump operation: Report on all events that triggered response or extra close monitoring of conditions in the month of April; and pump equipment status.

The pump has been removed and placed into storage. There will be routine maintenance done while it is not in use.

Education Subcommittee

A. Update on fishing program (e.g., installation of signs, article in the BBV May Bulletin, observed violations of trespassing and poaching on fishing, Ron Snyder educational programs, etc)

The committee confirmed signs have been installed. Ron Snyder conducted 2 training sessions about fishing and what type of equipment to use. He had approximately 10 people at each of his educational sessions teaching them how to fish with barbless hooks. There have been some complaints at the time about a group of trespassers, but overall feedback has been positive.

B. Any upcoming BBV Bulletin communications related to the Lakes & Drainage Committee

Gwynne agreed to work on an article for the next newsletter.

Development Oversight Subcommittee

A. Avista Update related to April 15th meeting.

The committee also received an update on the Avista Highlands development project, which is expected to begin construction soon but won't affect Beaver Creek drainage for several years. There are 4-5 phases planned and it is expected that each phase will take about a year to complete.

County / Lakes Subcommittee

Topic was not discussed and moved right into new business.

New Business

BBVCC
Lakes and Drainage Committee Minutes
May 4, 2026 at 5:00PM

A committee member presented feedback from a neighbor regarding ducks on man made islands as an addition to the ponds. The committee had concerns about that causing more problems for water quality. It was also noted that Sean from the state department had been asked to provide a list of other communities being asked to do Lanthum testing but that had not been proved. There was discussion regarding ponds around the golf course being sprayed and treated as algae was present.

Motion to Adjourn at 6:37 pm

Motion by: Bill Reilly

Seconded by: Jack Dryland **Approved**

DRAFT



Birch Bay Village Community Club (BBVCC) Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee
Date/Time of Meeting: May 11, 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 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 (Zoom)	

BBVCC Staff in Attendance:

<input checked="" type="checkbox"/> David Franklin, GM	<input checked="" type="checkbox"/> Brad Stoltzenburg, Compliance	<input checked="" type="checkbox"/> Ron Rehon, Compliance
<input checked="" type="checkbox"/> Justine Brooks, AGM	<input checked="" type="checkbox"/> Amy Ashby, Executive Coordinator	

Guests Present:

Diane Gascon	Jason Van der Veen, Fire Chief	Bruce Ansell, Commissioner
Margot Savell		

1 - Call Meeting to Order: 3:00 pm
Roll Call, Quorum Present: Yes No
Approval of Agenda: Approve agenda.
 Approved NOT Approved
Moved by: Mike Lubow **Seconded by:** Billy Brown **Approved**

Approval of Minutes: April 13, 2026
 Approved NOT Approved
Moved by: Billy Brown **Seconded by:** Michelle Ihlan **Approved**

2 – Member Presentations (3-minute max):
 None

OLD BUSINESS

3 - Speed Enforcement Program

The discussion focused on speed enforcement efforts, where the team reported a significant decrease in speed signs reports from 21.73% to 8.4% at 25mph and .899% to .474% at over 26mph. There were 77 speeding citations issued last month compared to 44 the previous month with the radar camera on Salish Rd. The team discussed moving radar equipment to new locations and working with Amazon Flex drivers to address delivery-related traffic issues, noting that two Amazon drivers had been banned from the community.

Discussion from the Board meeting was presented to the committee regarding the Board's decision to allow management to reduce first time speeding citations by 50%. The group also addressed the delay in reinstalling a trailer camera on Quinault, which had been vandalized, costing about \$2,000 in repairs and 9 weeks of downtime. David Franklin explained they were seeking a solution to prevent future vandalism before reinstalling the camera.

4 – Update on Infrastructure- Security Camera, Common Area Lighting, etc.

David Franklin provided an update on the camera installation project and discussed challenges with transmitter placement. The team determined that due to height restrictions and tree obstructions, installing a transmitter at the lower gate would



be difficult. The next step identified was to contact Ziplly to explore the possibility of using their building for equipment storage. David also showed new camera installations around the marina, including at the fuel dock and office areas, with a pan-tilt camera mounted on top of a building that provides rotating views every 15-20 seconds.

The team discussed progress on the second phase of a lighting project, which is currently underway with contractors and lighting engineers scoping out light post locations in parking lots. Due to delays from archaeology and permitting processes, pole installation is expected to begin by June 1st. The full effect of changes in lighting may not be able to be assessed until fall due to daylight hours in the summer months.

5 – BBV Security Manual

The committee reviewed the BBV security manual, where concerns were raised about video equipment access restrictions in section 4.5.1. After discussion, the team agreed to modify the language to clarify that video surveillance footage would be secured and restricted to BBV unless needed for authorized investigations, including law enforcement. The team also confirmed the manual's annual review cycle and updated the revision date from March 2026 to May 2026.

Motion to: approve the BBV Safety and Security Manual be presented to the Board of Directors.

Motion by: Billy Brown

Seconded by: Mike Lubow

Approved

6 – Emergency Action Info/ Evacuation Plan

The meeting focused on document revisions and tsunami evacuation planning. David Franklin reported on a recent tsunami warning siren test that experienced a 10-minute delay due to a malfunction in the primary system, but the secondary system worked properly. Concerns were raised about evacuation logistics during a tsunami, suggesting the need for alternative evacuation routes like stairs, and the group discussed the importance of creating a comprehensive Emergency Action Plan. David Franklin suggested considering multiple evacuation routes, including vertical options like going up Niska hill, rather than directing everyone to exit through the gates. The group discussed the need for expert guidance on evacuation procedures and tsunami preparedness, including different types of tsunamis and notification timelines. This plan will continue to be worked on by committee members.

7 – Gate Key Workshop

Maureen reported on a successful Gatekey workshop that attracted 7 participants, with plans to potentially hold another session in June.

8- Reminder, Clubs & Committee Info Fair- May 30th

A reminder was shared about an upcoming clubs and committees info fair on May 30th, where the Safety and Security committee needs additional representatives to staff their table. Members signed up for shifts and are prepared to be present at this event.

9 – Presentation, Youth Golf Driving Program

The committee discussed a proposal to allow 14-15 year olds to drive golf carts in the village, with concerns raised about insurance implications and safety. David Franklin, the general manager, suggested consulting with the insurance agent before proceeding further and proposed deferring the decision until receiving feedback from Carmen Myers, insurance agent for BBV.

NEW BUSINESS

10 – North Whatcom County Fire & Rescue Levy Lift Discussion (Jason Van der Veen, Fire Chief)

Jason Van der Veen, fire chief from North Whatcom County Fire Protection District 21 presented a request for a levy lid lift to the group. He explained that the district, which covers 153 square miles and serves 33,000 residents, has seen a 79% increase in calls since the last levy approval in 2006, with 71% of calls being medical emergencies. The district is seeking voter approval in August for a funding increase, as the current 1% annual budget increase limit does not keep pace with inflation.



Information was shared about fire station operations and infrastructure challenges, explaining that 1 in 3 to 1 in 4 of 911 calls are responded to by stations that are not the closest to the incident location. He detailed significant maintenance needs across the district's seven stations, including Station 63 in Birch Bay which has structural and seismic safety issues, and equipment compliance problems with 16 out of 35 rigs not meeting current NFPA standards. It was explained that while the current levy rate has dropped from \$1.37 per thousand in 2006 to 77 cents due to levy compression, the commissioners are proposing to increase it to \$1.20 per thousand on the August ballot to address these strategic issues.

The proposed levy would address three key needs: staffing Station 62 in Semiahmoo, replacing aging apparatus, and preserving current service levels by retaining firefighters. The proposed monthly cost would increase from \$32.08 to \$50 per month for a \$500,000 home, representing an increase of about \$18 per month. The fire department currently faces 14% vacancy rates and expects to exceed 20% by next June due to retirements, while also having limited financial reserves that will last only two years.

The group discussed potential methods to spread information, including articles in the newsletter, displaying information in the clubhouse and pro shop, and using social media platforms. The General Manager emphasized the importance of providing factual information without directly advocating for a specific vote, ensuring the HOA remains neutral while still educating members about the issue. David Franklin agreed to include short-form updates in his weekly Friday emails, and an owner with a background in journalism agreed to help create short write ups with information and create signs/posters to inform residents of the issue.

11 – Future Topics, info for members and communication issues for upcoming Bulletin

The committee also addressed several other topics including the need for Maureen and Marga to prepare content for the June 1st bulletin. The compliance officer Ron reported on his response to a recent dogs off-leash incident. Additionally, the committee discussed a resident's report about a pothole that caused a scooter accident, with the plan to have maintenance investigate the issue.

12 – Additional Items for Next meeting

Motion to Adjourn at 5:10 pm

Motion by: Michelle Ihlan

Seconded by: Billy Brown

Approved

Next meeting is scheduled for June 8, 2026 at 3:00pm

BBVCC
GOLF COMMITTEE
Meeting Minutes
May 12, 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		
	Betsy Just	Tracy Nichols
Ernie Hutchins	Tom Hilton	
Staff Present		
	Krista Templeton	Steve Brand
Justine Brooks		Amy Ashby

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

ADOPTION OF AGENDA

Motion to: Approve agenda.

Motioned by: Patti Nitta

Seconded by: Don Shank

Approved.

RATIFY MINUTES:

Motion to: Accept April 14, 2026.

Motion by: Craig McCallum

Seconded by: Patti Nitta

Approved.

2. MEMBERS OPEN FORUM

3. GREENS KEEPER REPORT

The meeting covered updates on the golf course maintenance and operations. The green keeper reported that the course is looking good with new sprinkler heads and volunteer help. Ryan has been successfully handling equipment maintenance, saving money and time. The group discussed upcoming work on cart paths and an aerator attachment to arrive soon.

4. GOLF AND PROSHOP REVIEW

It was reported that the golf course is performing well compared to last year, with the main difference being increased non-resident green fees due to moving 40 tee times from April to May.

5. PUTTING ONLY PROGRAM

The new putting program was discussed, which has already attracted 20 registrants. The team agreed to create a more accessible registration process by adding contact information and visual elements to the marketing materials near the pro shop. The group also discussed pricing for golf cart rentals during the putting events, deciding to charge \$10 per cart rather than per person, though they acknowledged this might need adjustment for future events and will be special cost for the opening night of the event, only.

The event discussion including details about scorecards, timing, and volunteer roles. The event will feature a special scorecard with colored lines (white and blue), starting at 5 PM with a shotgun start and expected completion by 7 PM. Volunteers will be assigned as hosts at each hole, stewards for shuttling, and staff for food service, with approximately 16 volunteers confirmed so far. The group also discussed potential expansion of the program if things go well.

BBVCC
GOLF COMMITTEE
Meeting Minutes
May 12, 2026 at 1:00PM

6. WALKING PROGRAM

It was decided to pause discussion of this program as the putting program and adult parks and rec program had taken a lot of time to coordinate and would rather wait for more time to dedicated to this program and make it successful as well.

7. ADULT LESSONS PARKS AND REC- ERNIE

The meeting discussed two adult golf programs through Parks and Rec, each consisting of 5 weeks of 2-hour lessons with a \$90 fee where BBV receives 60% or \$57 per student. The first program focuses on learning golf fundamentals using practice areas and includes a course scramble activity. The junior camps were also reviewed, with one running June 15-19 through Parks and Rec and another July 6-10 for residents, with approximately 12 village kids already signed up. The group discussed improvements to the golf practice area, including adding borders around mats, purchasing new mats, and installing playground-safe practice balls, with funding to be provided by the golf club.

8. SURVEY RESULTS

Survey results were moved to the end of the agenda and discussion continued on with the Committee Fair and Marshall program. When the survey was discussed, Laura presented survey results in a spreadsheet and graph format. Survey results showed that walking the golf course and live music were the top requests from respondents. The survey revealed that 70% of respondents, either regularly or occasionally, use the golf course, contradicting a previous community plan survey that showed only 14% usage. The conversation ended with plans to follow up on implementing some of the survey feedback and encouraging more committee member participation at the next meeting on June 9th.

9. COMMITTEE FAIR- May 30th

There was a reminder about the Clubs and Committees Information fair May 30th. Members of the committee signed up to take a shift at the golf table and reviewed the documents they will be sharing with members.

10. MARSHAL PROGRAM FOR 2026- DON

The group explored ideas for incentivizing marshals and other volunteers, including potential free golf rounds or special events. Don and Patti agreed to work together to find a program to reward volunteers while also encouraging others to help volunteer more.

11. VOLUNTEER NEEDS

15. ADJOURNMENT

Motion to adjourn at 2:19pm

Motion by: Don Shank **Seconded by:** Patti Nitta

Approved

The next meeting is scheduled for June 9th at 1:00pm.

BBVCC
FINANCE COMMITTEE Notes
REGULAR MEETING
May 27, 2026 at 1:00PM via Zoom

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

1. CALL TO ORDER:

The Finance Committee met but did not have a quorum due to Sue's inability to vote. The meeting continued as a discussion at 1:14 pm.

2. ADOPTION OF AGENDA

Motion to

Motion by: Seconded by:

3. OPEN FORUM

The committee discussed Sandy's nomination for a committee position and agreed to recommend her via email vote, though official approval would need to wait for the next committee meeting.

4. RATIFY MINUTES:

Motion to

Motion by: Seconded by:

5. REVIEW OF FINANCIALS

Reconciliations, Budget, Reserves

Sue provided an update on financial reconciliations, reporting that all accounts are reconciled through April and most issues have been resolved, including corrected excise tax returns for several months and cleaned up prepaid expenses. The conversation ended with Bev asking about updates on P&L questions from the previous finance meeting.

The team discussed issues with reconciling due-to and due-from accounts for 2025, with Sue noting she had not reviewed this area due to being busy with other fixes. Bev mentioned meeting with Dave Franklin to obtain a detailed trial balance. The discussion highlighted problems with inconsistent payment processes across different accounts (Edward Jones, Alliance, and operating accounts), with suggestions to establish more consistent processes for future transactions to avoid similar reconciliation issues. Currently these transactions are being tracked via spreadsheet until

BBVCC
FINANCE COMMITTEE Notes
REGULAR MEETING
May 27, 2026 at 1:00PM via Zoom

the new software conversion.

Sue described changes she made to the accounting system starting January 1st, moving fuel inventory and department costs from inventory accounts to cost of goods sold, which should allow for quarterly rather than monthly inventory counts. The team discussed the potential benefits of separating cost of goods sold into distinct categories for different departments like beer/wine and food/merchandise, though Erin questioned the practicality based on transaction volume.

The team discussed separating cost of goods sold into three categories for better tracking and decision-making, particularly for the Club Pro Shop. This change would allow for quarterly inventory counts instead of monthly counts.

The finance committee discussed accounting discrepancies, particularly regarding the classification of funds between operating and reserve accounts. Sue expressed frustration with the complexity of the current bookkeeping system and suggested finding a new bookkeeper due to the extensive time required to resolve ongoing issues. The committee agreed to investigate whether the \$31,000 in question should be classified as part of operating reserves or general reserves by reviewing the audit and consulting with Michelle, while also working to establish better processes to prevent future accounting errors through improved journal entry procedures.

6. Software Conversion Deliverables

Northstar has requested a chart of accounts and owner list to move forward with the software conversion. David Franklin presented the current chart of accounts. The team discussed cleaning up the chart of accounts for Northstar, with Sue suggesting downloading it to Excel to eliminate unused accounts and Bev recommending maintaining an active/inactive status for accounts that had historical activity. They agreed to review 2024 and 2025 financial statements by month to identify active accounts before making any deletions. David Franklin explained that Northstar's new system uses a different coding structure than their current system, with company ID, department/segment ID, and GL account in reverse order. The team also discussed an upcoming Friday meeting with Northstar regarding owner numbers and addressing challenges with residents moving between homes in the village.

David Franklin and Bev discussed the concept of folios in North Star's financial system, with David Franklin seeking clarification on how folios function as separate receivables that can have different finance charges and interest rates. They explored whether different property types and assessments should be grouped together in folios, with Bev suggesting that departments rather than folios might be the appropriate way to organize different assessment areas.

Bev explained that folios would likely track accounts receivable for property owners, renters,

BBVCC
FINANCE COMMITTEE Notes
REGULAR MEETING
May 27, 2026 at 1:00PM via Zoom

and residents, with different billing structures for each group.

7. 2025 TAX AND AUDIT

The team discussed the status of the 2025 financials, with Sue reporting that the balance sheet is nearly complete except for some issues with payables due to outstanding bills and voided checks in the current system. Sue expressed confidence in sending the financials to auditors while noting ongoing challenges with the Enumerate system that make it difficult to properly handle vendor payables.

8. BOOKKEEPER

The group discussed hiring a new bookkeeper to handle daily tasks, with Sue maintaining oversight of more complex financial matters.

9. MEMBER COMMENTS

The Committee discussed preparations for an upcoming committee fair where they will have volunteer forms and informational materials available.

10. ADJOURNMENT:

Next Meeting set for June 24, 2026.

Adjourned Meeting at 2:39 pm



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting - Agenda

Date/Time: Tuesday, May 26, 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

AGENDA

- **APPROVAL OF AGENDA: May 26, 2026**
- **APPROVAL OF MINUTES: April 28, 2026**
- **AUDIENCE PRESENTATION**

Approved Not Approved
 Email Approved Not Approved

- **RESULTS FROM BOARD MEETING**
To be provided at meeting.

HARBORMASTER REPORT

Update on marina operations: moorage occupancy, rules compliance, new issues, suggested topics for MC discussion, etc., and current project updates.

1. Dock Captain Duties – status of revised document [and request for Board approval of dock captains.](#)
2. Review of variance request procedure – [discuss beam variance request for Riviera 47 motor yacht \(Kevin Kerr, existing C-dock slip\).](#)
3. Status of vessel removal on D dock – [stipulation to be towed outside Tract C.](#)

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. In 2/2026 ProHNS was awarded the engineering contract for the boat launch repair. See previous agendas and minutes for a more extensive background.

[Update progress on Anchor QEA contract and status of permit applications.](#)
[Pending proposal from Anchor to address bank stabilization needs.](#)
[ProHNS launch ramp replacement design and permit status](#)

Eel grass survey and sediment core sampling planning status (conduct before 10/1/26).
Marina entrance channel dredging project update
Review of Anchor QEA cost estimates and progress on reducing mitigation costs.
Review concept of moving gas dock to south shoreside of C dock.

2. Financial Items (Status: Charlie, David, Patrick)

2026 YTD Marina financials results.
Marina fee subcommittee update.

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

Background: During the past year the Marina Rules & Regulations 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. Final draft approved by MC at 4/28/26 meeting, to be sent to Board for review.

Potential additional updates: allow non-boat trailer storage
Status of Board review of revised Marina Rules & Regulations.

4. Dock Captain Boxes. (Status: Kevin)

Dock Captain boxes are to be replaced and re-supplied.

Discussion of project status.

5. Marina Open House 6/6/26 (Status: Kevin)

Update plans and support needs.

6. BBV Clubs and Committees Info Fair

Marina Committee support needs for May 30 event – Charlie and Wade to represent MC.

7. Tabled Items (items temporarily closed for MC discussion but may re-occur for discussion).

Whatcom County Fire Department recommendations regarding relocating dock standpipes and fire hydrants pending feasibility and cost review.

Marina Committee Mission Statement.

Private Dock Fees

Hull length verification

NEW BUSINESS:

1. MC member open positions and chair.
2. August MC meeting: decide if meeting will be skipped
3. Status of fuel tank cleanup site #8529

Adjournment Time:

Next meeting: June 23, 2026 (note 4th Tuesday of the month) 2:00 pm PDT.

BBVCC 64.90 TASK FORCE

Meeting Minutes

May 08, 2026 at 10:00AM

64.90 Task Force Members Present		
Margreta Silverstone	Dan Nedved	Llew Johnson
	Michael Stringam	
Members Absent	Scotty Diamond	
Staff Present	David Franklin, GM	Justine Brooks, AGM
	Amy Ashby, Executive Coordinator	
Guests Present	Llew Johnson	

I. Called to Order at 10:00 am.

II. Adoption of the Agenda

Motion: to approve agenda with an addition from Llew Johnson C. Statement with proposal to Task Force.

Motion by: Llew Johnson **Seconded by:** Margareta Silverstone **Approved**

III. Open Forum:

The task force meeting began with David noting improved organization after juggling multiple tasks.

IV. Review of Meeting Minutes

Motion: to approve December 2025 meeting minutes.

Motion by: Margreta Silverstone **Seconded by:** David Nedved **Approved**

Motion: to approve January 2026 meeting minutes.

Motion by: Margreta Silverstone **Seconded by:** Michael Stringam **Approved**

V. OLD BUSINESS

a. Review Project Timeline

David discussed the project timeline, mentioning operational challenges that delayed work on declarations and bylaws, but highlighted recent progress including Amy Ashby's addition to the team to help with committee and board tasks. David presented a Gantt chart with dependencies to help track the timeline. The timeline includes organizing declarations by June 1st, task force review, attorney review, Board approval, and member communication through town hall meetings. The election process could begin January 1st and continue for up to 6 months to achieve the required 66.7% membership approval. David sought feedback from the group on the timeline and whether all necessary tasks have been identified.

The Task Force discussed the structure of an upcoming election for amendments to governing documents. David presented the concept of a separate ballot approach, separating consistency amendments from more controversial ones to reduce risks. The Task Force suggested that legal

BBVCC 64.90 TASK FORCE

Meeting Minutes

May 08, 2026 at 10:00AM

counsel be consulted earlier in the timeline than planned particularly regarding Section 12. The Task Force agreed to schedule a discussion with legal counsel before finalizing the draft restated declarations and bylaws.

The team discussed scheduling town hall meetings for October 3rd and 8th, proposing to use Microsoft Forms for collecting feedback before the meetings. Margreta raised concerns about the timeline, noting that the October 9th task force meeting might not have enough time to review the town hall results. David agreed to adjust the timeline, potentially pushing the town hall review to November 13th to allow more time for analysis and legal review. The group also discussed the need for ongoing communication about the 64.90 issue and upcoming elections suggesting developing talking points to address misinformation in the community.

b. Review Progress Draft Declaration Document Organization

The group discussed the timeline for releasing organized restated declarations and bylaws to the community. The team suggested releasing documents in stages to allow for community feedback, while some expressed concern about the ambitious schedule and unfulfilled tasks from the previous month. The conversation touched on Dan's recent addition to the task force and his review of the draft, with a reminder to include initials when commenting on documents.

The Task Force discussed the timeline for reviewing and updating the declaration and bylaws documents. The group decided to prioritize the declaration document organization and seek input from other members, potentially inviting Richard Davis join a future meeting.

VI. NEW BUSINESS

a. Discuss Task Force Appointments

Information from the April Board meeting was presented. The Board had discussed appointing a Board liaison to the 64.90 Task Force but ultimately decided to wait until new Board members take their seat on the Board. It is likely Scotty Diamond will become the Board liaison, but it is unsure until new Board members join. The Task Force discussed appointing a chairperson if anyone was interested. Dan Nedved made a nomination Margreta Silverstone to be chair of the 64.90 Task Force.

Motion to: appoint Margreta Silverstone as chairperson of the 64.90 Task Force.

Motion by: Dan Nedved **Seconded:** Michael Stringam **Approved**

The group discussed implementing additional working meetings and creating action item lists to better track tasks and responsibilities. It was suggested to organize regular working sessions,

BBVCC 64.90 TASK FORCE

Meeting Minutes

May 08, 2026 at 10:00AM

potentially on Friday mornings, and proposed that the Task Force chair could coordinate these meetings. The group also addressed task force appointments, with some advocating for expanding membership beyond board members to include committee chairs and community members, though Dan noted they wanted to establish a foundation first before expanding. The discussion concluded with uncertainty about whether to increase the task force's current membership range of 5-7 members, as no formal motion was made on this topic.

b. 64.90 Website- Governing Documents- Birch Bay Village Community Club

The team discussed plans for the 64.90 Task Force, including a dedicated webpage that will go live on Monday with relevant documents and information. They decided to create a poster for the upcoming clubs and committees information fair on May 30th. Margreta and Dan agreed to represent the Task Force at the fair. The team also discussed the need to coordinate with Patrick for poster printing and determine the appropriate size for the display materials.

c. Statement from Llew Johnson and proposal to the Task Force.

Llew presented a proposal to suspend non-essential activities related to the 64.90 conversion to focus on critical software implementation, but the group decided this topic should be addressed at the June meeting after further review of the consistency spreadsheet. See attached statement from Llew Johnson.

Llew's presentation included a strong objection to the proposed usage of the noun "Unit" rather than "Lot" in future covenants, bylaws, etc. Llew objected to someone's inference that 64.90 required "Unit" and will address this issue again in June.

VII. Other Items Discussed:

The team discussed plans for creating standard signs for various committees, with David suggesting large, laminated posters using 11.5x17 paper. The Task Force also discussed the terminology difference between "lot" and "unit" in the proposed governance changes, with David clarifying that the terminology change is required by state law to unify condominium and HOA legislation.

VIII. Adjournment

Motion to Adjourn at 11:50am.

Motion by: Michael Stringam **Seconded by:** Dan Nedved **Approved**

Next meeting is scheduled for June 12, 2026



June 11, 2026

To: Birch Bay Village Community Club Board of Directors

From: Justine Brooks, Assistant General Manager

Re: Operations Report

Administration

Staff –

The office has been busy with members coming in getting pool passes, ask about moorage and general marina questions, ACC project application questions and compliance issues. We prepared for the Annual General Meeting, got invitations out for the volunteer dinner, picking up food for the volunteer dinner and making sure that everything is running smoothly with everyone being back in the Village. The office has been busy with the day-to-day tasks and working on completing the tasks that were put on the back burner. These tasks that are being completed are going to help us move forward with the software conversion and pulling together all the data that is required.

HOA Software – The GM and AGM have had several meetings with the NorthStar team. The BBVCC software team met to review the operations scope with the focus on member numbers, chart of accounts, and how data needs to be provided to them. The Finance Committee will be assisting by working on revising the Chart of Accounts and providing accurate accounting records. Staff will need to provide a fee and fine schedule with the process and incremental increases for each fine. Staff will also need to provide processes for everything that we do, this includes incident reports, marina issues, lot compliance, ACC applications, compliance issues and citations, etc. We will have to look at all the of the forms that the office provides members to ensure that they are up to date and have adequate detail on them.

ACC Activity

- ACC reviewed 10 applications and had a discussion regarding a shed complaint. All 10 applications were approved, 2 approved with contingencies.
- Members have been coming in to discuss projects with the executive coordinator and currently have approximately 9 applications for ACC review.
- 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 40 bar codes for the last month (May 14th to June 11th).
- The Office has completed 11 home sales and 11 HOA requests in the last month.
Home sales do not include all of the transfers for rentals. All transfers from one owner to another or an owner adding a renter takes a great deal of time. All transfers include removing the old members from Enumerate, Brivo, GateKey, and providing the member information to Krista and so much more.

Pro Shop

The Pro Shop has been hopping! There have been lots of golf activities including the first putting only event, which had a great turnout and got good feedback on the event. We are preparing for the



upcoming events that include another “Putting Only” event, Jr golf camp, short court golf, league play, tournaments. The May putting only event will be a little different, to help things move smoothly and help payers move along a little faster.

There has been an increase in incidents on or around the golf course in the last month which have included fishing on the golf course ponds, a walker, people playing frisbee, and a few other things. There have been more golf passes/packages sold through May of this year than there were last year.

Golf Greenskeeper

- Working on aerating the fairways, not all at one time but will be getting it all completed sooner rather than later.
- Completed various treatments including but not limited to fungicides and fertilizer.
- Working on irrigation by replacing sprinkler heads which has improved irrigation efficiency.
- Planning to redesign bunkers, especially the sand, due to having water retainage issues. The redesign of the bunkers would potentially improve drainage. With the current state of the sand bunkers, we cannot use the edger and are trying to redesign them so that we can use the edger on them to keep them clean looking. The sand that is currently in the bunkers can be reused on the golf course as a top spreading.
- Working on making sure that the big bump areas on the golf cart paths have been marked or fixed. There was a meeting to discuss the look of the closed 7th tee “upper” area to help maintain that grass area as well as prevent golfers from teeing off.

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

May – June

- | | |
|--|--|
| – Mowing Common Areas | – Re-installed back seat of tundra for trade in |
| – Weed Whacking Ditches | – Scrap run |
| – Flailing Common areas | – Playground repairs and started refilling of pea gravel |
| – Weeding | – A dock gate repair |
| – Janitorial Services | – Assisting groups/clubs with setup for special events |
| – Assisting with golf course work | – Speed Camera relocating and setup x2 |
| – Pickle ball backboard and fence repair | – Ballot box re-sizing |
| – Equipment repairs | – Many Gate replacements |
| – Window tint trial of office windows | – A/C unit delivery to office |
| – Deep clean Clubhouse | – Clubhouse fountain startup and weekly fill ups |
| – Window cleaning | – Log removal from Marina |
| – Marina Workorders | – Moving boats and trailers for trenches |
| – Fuel system repairs (Maintenance shop) | |
| – Pool Maintenance | |
| – Pool filter cleaning & exchange | |
| – Meeting setup | |
| – Tundra replacement deposit and trade in inspection | |

Marina

- The Marina Committee’s rewrite of the Marina rules is currently out to the community for review.



- Currently the marina has 40 vacant spots for moorage with 28 being inside slips, 3 fewer vacancies than last month. There are currently 9 people on the waiting list for monthly moorage with 12 total on the waiting list.

Compliance

CCR Letters Sent	
V-Speed	52
Yard Maintenance	3
V-Bark	1
V-Unlicveh	3
V-Dump	1
V- Cure	2
V-Profane	1
V-Mess	1
V-Fstop	1
V-ParkOT72	1

The majority of the compliance team's time has been dealing with member complaints and trying to track down. There also has been an issue with compliance receiving incident reports from the website on which staff are working on resolving the issue.

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

Speed Data						
MPH	8228 Comox	5647 Salish	8260 Cowichan	8133 Chehalis	TOTALS	%
0-20	2311	8366	2612	3610	16899	91.04
21-25	230	111	237	986	1564	8.4
26-30	12	11	12	53	88	.474
31-35	0	1	1	6	8	.043
36+	0	0	0	2	2	.010
	2553	8489	2862	4657	18561	100%

The compliance team has used the lidar gun for approximately 20 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.

- **Cameras** – The cameras have been installed at the Office, fuel dock and Lighthouse park. This project and the lighting project are now connected as we need to have the lighting pole placed before we can install the last of the cameras at the boat launch.
- **Community Plan** – The GM has drafted a Community Plan Committee Charter for the Board to review. This is in the hopes of having a small group of people help the process move forward as



quickly and smoothly as possible, it also helps with providing information and questions to the community to get a true understanding of what the members would like to see in the future.

- **Lighting Project** – The final stage of the lighting project is currently stopped for archaeology. Drayton Archaeology has been out and has been working on sifting through areas with shell midden. No artifacts were found, and work will resume once the state has provided authorization to proceed.

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 2028. We have switched from Cascade Engineering to Freeland Engineering due to Cascade Engineering closing their doors. We provided a budgetary estimate and a 60% completed plan to the County by their deadline of the end of April.
- **Marina Dredging** – working on permitting with Anchor QEA and other agencies.
- **Boat Launch Ramp Replacement** – The GM, Harbormaster and other Marina Committee members had a meeting with Pro HNS to discuss the Boat Ramp replacement project. The meeting was held here onsite to view the location and plan the best route forward. They also discussed shoreline bank stabilization and the beaver creek outfall splashpad replacement
- **2026 Paving** – Delayed until 2027.
- **Marina Restrooms** – we have not received an update from Whatcom County on this application but will be reaching out to get an update and move forward.
- **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. We are waiting for the survey to come back from NW Surveying, which is required to permit the entire project.
- **Salish Culvert Replacement Requirements** – The GM and others held a meeting on June 3rd with Fish and Wildlife to discuss their requirements for the full replacement of the “emergency” replacement of the culvert on Salish Lane. Discussion was encouraging and once WDFW’s engineers review flow information, they will recommend different options which will likely be modifications of the outfall landing of a diffuser which would not require any modification to the existing pipe.

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	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.
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/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.
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.
Board	Evaluate Fishing on Lakes Rule				12/1/2026			
AGM/GM	Northstar Software Conversion							

Birch Bay Village Community Club					
Fund Balance Sheet					
4/30/2026					
	Operating	General	Marina	Roads & Drainage	
Assets	Fund	Reserves	Reserves	Reserves	Total
Cash	\$395,415	\$183,043	\$26,338	\$58,340	\$663,137
CDs	\$1,203,580	\$826,198	\$1,520,000	\$1,641,384	\$5,191,161
Bonds		\$298,870		\$199,248	\$498,118
Cash Assets	\$250				\$250
Inventory Assets	\$10,172				\$10,172
Prepaid Assets	\$6,089				\$6,089
Property & Equipment	\$4,789,693				\$4,789,693
Accounts Receivable	\$178,962		\$335,244		\$514,206
Intrafund Transfers	\$37,667	(\$65,273)	\$75,479	(\$47,873)	
Other Assets	(\$569)				(\$569)
Total Assets	\$6,621,259	\$1,242,838	\$1,957,062	\$1,851,099	\$11,672,258
Liabilities					
Payables	\$175,302		(\$13,635)		\$161,667
Refundable Deposits	\$108,675				\$108,675
Prepaid Balances	\$14,885				\$14,885
Payroll Liabilities	\$49,078				\$49,078
Other liabilities					
Other liabilities	\$1,300				\$1,300
Reserve Commitments		\$1,358,588	\$946,112	\$1,665,499	\$3,970,199
Total Liabilities	\$349,240	\$1,358,588	\$932,477	\$1,665,499	\$4,305,804
Members Equity					
Members Equity	\$8,226,169				\$8,226,169
Reserves		(\$187,186)	(\$1,807,818)	(\$994,807)	(\$2,989,811)
Current Year Net					
Income/(Loss)	\$973,194	\$218,417	\$600,530	\$337,955	\$2,130,097
Total Equity	\$9,199,363	\$31,231	(\$1,207,288)	(\$656,852)	\$7,366,454
Total Liabilities & Equity	\$9,548,603	\$1,389,819	(\$274,811)	\$1,008,648	\$11,672,258

Birch Bay Village Community Club Income Statement Operating					Notes
01/01/2026 - 04/30/2026					
	Year to Date				
Income	Actual	Budget	Variance	Yearly Budget	
Dues	1,677,834	1,664,974	12,860	2,441,474	Incr Home Sales
Admin	20,709	22,833	(2,124)	68,500	
Architectural	6,600	6,667	(67)	20,000	
Compliance	11,138	3,333	7,804	10,000	
Marina	408,986	434,475	(25,489)	647,034	Moorage, usage fees, fuel, trailer storage < budget
Golf	81,380	74,430	6,950	152,500	
Pro Shop	8,948	8,025	923	43,100	
Pool	240	360	(120)	19,760	
Clubhouse	1,750	1,000	750	3,000	
Maintenance	190	0	190	0	
Misc	1,671	2,100	(429)	6,300	
Interest	8,653	13,333	(4,680)	40,000	
Gain on Sale of Asset	5,000	0	5,000	0	
Total Income	2,233,099	2,231,531	1,568	3,451,668	
Expense	Actual	Budget	Variance	Yearly Budget	
Personnel	486,912	550,191	63,279	1,636,939	Benefits < budget. Unfilled position
Admin	121,754	133,435	11,681	412,040	
Maintenance	30,096	40,507	10,410	121,520	janitorial not hired
Clubhouse	3,586	3,233	(353)	8,600	
Pool	2,341	2,090	(251)	19,250	
Golf	24,602	29,851	5,249	145,150	
Parks	3,122	33,110	29,988	99,330	Improvement projects not started
Marina	400,927	354,262	(46,665)	469,940	Sunken boat being reimbursed
Roads	5,480	8,667	3,187	26,000	
Security	127,160	118,350	(8,810)	355,049	New state sales tax applied to security services after budget
Lakes	26,894	19,000	(7,894)	57,000	Yearly chemicals purchased
Pro Shop	6,338	6,950	612	25,850	
Other	20,693	25,000	4,308	75,000	
Total Expense	1,259,905	1,324,645	64,740	3,451,668	
Net Income	973,194	906,886	66,309	0	

Start: 01/01/2026 | End: 04/30/2026

Birch Bay Village Community Club

Income Statement - Reserves

01/01/2026 - 04/30/2026

Income	Year to Date			Yearly Budget
	Actual	Budget	Variance	
General	\$310,413	\$310,413		\$310,413
Road	\$357,415	\$357,415		\$357,415
Marina	\$643,855	\$643,855		\$643,855
Admin	\$10,850		\$10,850	
Interst General	\$7,585		\$7,585	
Interest Marina	\$2,547		\$2,547	
Interest Roads	\$16,590		\$16,590	
Total Income	\$1,349,255	\$1,311,683	\$37,572	\$1,311,683

Expense	Year to Date			Yearly Budget
	Actual	Budget	Variance	
General	\$99,580	\$57,050	(\$42,530)	\$171,150
Marina	\$56,723	\$107,083	\$50,361	\$321,250
Road	\$36,050	\$289,833	\$253,784	\$869,500
Total Expense	\$192,353	\$453,967	\$261,614	\$1,361,900
Net Income	\$1,156,902	\$857,716	\$299,186	(\$50,217)



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

June 10, 2026

To: Board of Directors

From: Finance Committee

RE: Member Recommendation

Dear Board of Directors:

The Finance Committee, at the May 27, 2026 meeting, reviewed an application for membership from Sandy Zeitel. The Committee voted to unanimously approved Sandy Zeitel to join the committee and recommend that the Board of Directors approve her seat as part of the Finance Committee

Please include this Memo and recommendation as part of the June Board Meeting Agenda as an Action Item.

Regards,

The Finance Committee



For Office use only
Applicant is a member in good standing

Initials Date

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to Board Secretary)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of **Committee** for which you are applying: _____

Name: _____ Phone: _____

Address: _____ Email Address: _____

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: _____ Hours per month you are employed: _____

Employment background and education: _____

Other career related activities: _____

Other outside interests: _____

Committee participation within Birch Bay Village: _____

What is your interest in serving on this Committee and what can you offer? _____

What are your goals as a member of this Committee? _____

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature: _____ Date: _____

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No

As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ **DATE:** _____

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve (Duty of Loyalty).

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
- Refrain from leveraging my service in this volunteer role for my own personal advantage or for the benefit of my friends or associates.
- Immediately disclose to the Board and/or Chairperson any real or perceived conflict of interest as soon as I have knowledge of it.

TRUST and CONFIDENTIALITY:

- Maintain confidentiality around all personal or private information gained through working on the volunteer body.
- Will not use any contact information of Committee or Board members for any reason other than for Committee or Board business.
- Will never violate the trust of those who selected me to the volunteer body or of those we serve.
- Will not misrepresent facts or other information relating to the Association business.

AUTHORITY:

- Will not exercise authority as a selected community volunteer except when acting in a meeting or as delegated by the group or the Board as a whole.
- Will refrain from communicating directly with any vendor of the Association or person or entity requested to submit a bid to provide services to the Associations, or one currently providing service to the Association, without collective decision to do so by the Board of Directors or when assistance is needed from General Manager.
- Will not work on or otherwise alter any Village facility or common area without the authorization of the Board of Directors or General Manager.

COLLABORATION:

- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
- Will respect and support the majority recommendations of the appointed group for which I serve and/or ultimately the Board of Directors of the Association.
- Will respect that staff members are a resource to the committees and that it is not the responsibility of volunteers to oversee, supervise, or otherwise direct the work of staff. Issues related to staff performance and job duties are to be directed to the General Manager and/or Board President. Similarly, the General Manager only takes direction from the Board President as delegated by the Board of Directors or as action items determined by the Board of Directors as a whole.

COMMUNICATION:

- Will not communicate to any other volunteer or staff member of the Association in a threatening or harassing manner.
- Will not display any negative or abusive attitude or behavior toward any other volunteer or staff member of the Association.
- Will not post to social media regarding Association business, volunteers, or staff including personal information, postings with editorial content, opinions, slurs, demeaning or inflammatory statements, spam, abusive or discriminatory language, personal attacks, obscenity directed at any Village member (volunteer or otherwise) or staff member (current or prior) is not acceptable as a representative of the Birch Bay Community.

FURTHER TO THE ABOVE AND SPECIFIC TO THE BOARD OF DIRECTORS:

BOARD MEMBERS SHALL:

- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair, and well-publicized elections.
- Ultimately speak with one voice, supporting all duly-adopted board decisions—even if the final decision or direction was not unanimous.

BOARD MEMBERS MUST NOT:

- Reveal confidential information provided by contractors or share information with those bidding on association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Direct personal attacks at colleagues, staff, or residents.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

[Source: <https://www.caionline.org/Advocacy/PublicPolicies/Pages/Protection-for-Community-Association-Volunteers.aspx>]

I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: _____ Date: _____



8055 Cowichan Road
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Office: 360-371-7744
www.bbvcc.com

June 10, 2026

To: Birch Bay Village Board of Directors

From: Marina Committee

RE: Recommendation to Approve Ted Wiegert as a Full Voting Member

The Marina Committee would like to recommend that the Board of Directors approve Ted Wiegert a current ad hoc member to become a full voting member of the Marina Committee.



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June 16, 2026

To: Birch Bay Village Board of Directors

From: Don Shank, Golf Committee, Marshalls

RE: DRAFT Golf Fine Schedule

The current Fine Schedule is located in the Golf Rules and Regulations and this proposal would remove the Fine Schedule from the Golf Rules and be the start of an all inclusive fine schedule for all the rules and regulations, which makes it easier for the Board to update.

CURRENT

VII Penalties and Fines for Non-compliance

1. Private Property Trespassing - \$50
2. Failure to pay for tee time - \$25 plus the appropriate tee fee
3. Cart on course without paid cart trail fee - \$25 plus the daily cart trail fee
4. Anyone on the golf course but not associated with a permitted golf course activity: \$25
5. Power Cart too close to green or tee box without a Handicap Flag: \$10
6. Not starting on Hole #1 without the permission of the Rec Center: \$10
7. Nonadherence to cart path rules posted on the course (e.g. Carts Stay On Path): \$10

RECOMMENDED CHANGES

The following Rules and Regulations are in place to maintain the condition of the BBV Golf Course to a high standard and just provide a safe environment for the community at large. Fines will be assessed for repeat infractions after an initial warning.

- 1. All golfers must read, sign, and comply with the Rules and Regulations Sheet.**
- 2. All golfers must book tee times through the online "Chronogolf" website.**
- 3. All golfers must check in with the Pro Shop before play begins.**

Failure to do so may result in a citation or expulsion from the golf course

Other violations include:

- 1. Profane or abusive language or behaviors or disorderly conduct.**
NO Warning \$100.00 per offence
- 2. Entering private property without owner's permission &/or not reporting property damage.**
NO Warning. 1st \$500, 2nd \$1,000.
- 3. Theft of Services: Playing without paying or adding extra players without paying.**
NO Warning. \$500 fine.



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- 4. Cart on course without paid cart trail fee**
\$100 fine, plus the daily cart trail fee.
- 5. Noncompliance with posted signs : “Course Closed” “Carts Only on Paths”
(as listed in rules & regulations) or driving cart too close to the green.**
\$300 + any repair costs.
- 6. Exceeding the maximum of 2 people per cart or each player not having own set of golf clubs
(unless second player is not playing and has paid for a ride along fee.)**
\$25.00
- 7. No - non-golfing walkers, dog walkers or bike or scooter riding allowed outside schedule
authorized times and checking in at Pro Shop!**
\$100
- 8. Starting play without prior permission from Pro Shop Staff (ALL GOLFERS MUST CHECK IN).**
\$100
- 9. No show for any tee time made will be a fine based on the current rate of play.**
- 10. Practice Areas – Not using the correct golf balls**
\$100.00 + any damage costs

Fine Schedule: Violators will receive one warning

1st offence – Violators will receive one warning, unless otherwise stated.

2nd offense - offender will be issued the appropriate fine (see above)

3rd offense - depending on infraction offender will face increased fine and possible expulsion
from using the golf course.

Multiple offences will result in a suspension of membership for a month and any further violations will
result in a suspension for the season or from any future play.

Any extreme violations will draw a permanent ban from using the facility.

Practice Area Proposal

Background

The area directly northwest of the maintenance yard has been used as a practice area since 2018. It is part of the golf course property and has primarily supported junior golf camp lessons. The area is also available for golfers who want to practice.

This year, the area is also being used for adult lessons for BBV residents and for a new adult lesson program offered through Parks and Recreation. We believe this will encourage new golfers to play on the course while helping ensure they understand course rules and etiquette. **This is a key piece of our commitment to the Board to increase course usage and revenue.**

The mat and launch area are aging and need improvement. The golf club has donated funds, and volunteers are giving their time to install new mats and safely secure the mat area. These improvements have raised concerns from at least one resident whose home borders the practice area. Those concerns include:

Increased use of the upgraded area may increase the chance of balls entering nearby yards.

During lessons, Ernie or other instructors supervise the area; at other times, the area is not supervised.

The use of real golf balls presents a potential risk of property damage or personal injury.

The Golf Committee met to discuss these concerns and formed a subcommittee to address them.

The subcommittee recommends the following measures:

Clubs: To reduce ball distance, only irons will be allowed for shots from the practice mats. Woods will not be permitted.

Balls: Only Almost Golf Balls or foam balls will be permitted in the practice area. These balls are lighter, travel shorter distances, and are less likely to cause damage if they strike a person or structure. Approved balls would be available for sale or rent in the pro shop and are also available online.

Signage: Clear signage outlining practice area rules will be displayed at the mat area and in the pro shop. These rules will be reinforced in the bulletin and in the manager's updates.

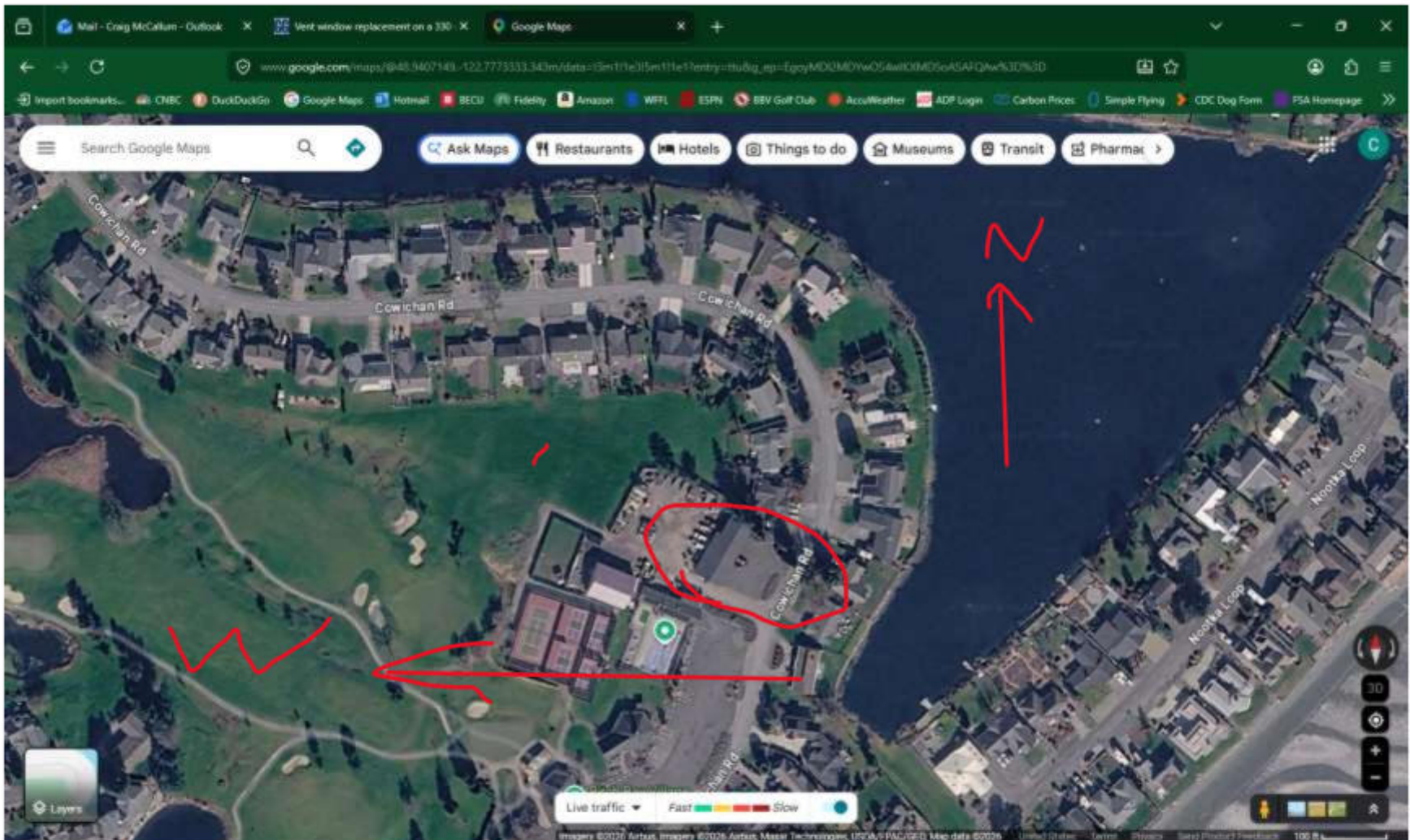
See attached sign examples.

Fines: The posted signage will also include the fine schedule for noncompliance with the rules. The proposed fine for noncompliance is \$100.

Monitoring: Course marshals will include this area in their evening patrols.

The cameras above the maintenance area may also help identify and document rule violations. We have asked whether these cameras can be upgraded if needed.

We would therefore like to put forward a motion to approve the proposed safety measures contained in this proposal, specifically regarding club and ball restrictions, signage, announcements, monitoring, and enforcement.



BALL USE GUIDELINES IN PRACTICE AREA



Almost Golf Balls



Foam Practice Balls



Range Balls



Traditional Golf Balls



Quorum Present

Yes

June 2026 Teller's Report

70-604

	Total Votes
Yes	519
No	44
Total	563

Annual Budget Meeting Minutes November 2025

	Total Votes
Yes	472
No	81
Total	553

Total Eligible to Vote	1107
Members Voting Electronically	549
Members Voting by Mail	17
Members Voting In Person	3
Total Members Voting	<u>569</u>

s/ Robert Simonds

Signature of Election Chair and Date

s/ Bob Whale

Signature of Board Secretary and Date

Voter Turnout 51%

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

3

Requirements:

Absolute Total Number of Votes in BBV Community Club =

1129

Total Eligible to Vote (Members in Good Standing) =

1107

Total Members Voting Electronically

549

Total Members Voting by Mail

17

Total Members Voting In-Person

3

Total Number of Eligible Members Voting

569

10% of "Members Eligible" is the Quorum =

111

Quorum Present?

Yes

Required to Reject Budget 64.90.525 (64.38.025)

566

Total number of NO Votes

125



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Office: 360-371-7744
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June 8, 2026

To: Board of Directors

From: Safety and Security Committee

RE: Extension of Member Recommendation

Dear Board of Directors:

The Safety and Security Committee, at the June 8, 2026 meeting, received a request to extend Maureen Sever's term on the committee by one year. Her current term overlapped when no meetings were held because of covid and this extension would fulfill a full term with active meetings. The Committee voted to unanimously approved Maureen Sever's one-year extension and recommend that the Board of Directors approve this extension.

Please include this Memo and recommendation as part of the June Board Meeting Agenda as an Action Item.

Suggestion motion:

I motion to approve Maureen Server's one year extension for the Safety and Security Committee.

Regards,

The Safety and Security Committee



REQUEST FOR AUTHORIZATION FOR EXPENDITURE
June, 2026

Maintenance Truck Replacement
Bickford Ford of Snohomish, Wa. (\$73,956)

The Birch Bay Village Maintenance Department currently has a 2013 Toyota Tundra pickup truck, that has been used for general maintenance needs in the Village and going out to pick up supplies. This truck was purchased new and now has approximately 74,000 miles on it. Like all vehicles it is not good for motors to run only at a low rate of speed, even with minor times going at higher rates of speed and is currently starting to have issues.

Capital Reserve Fund - General Reserves	
Balance as of 05/20/2026	\$1,216,343
2025 Reserve Study	68,250
Ford Pickup - Bickford	67,478
Tax	6,478
Total	73,956
Ending Fund Balance	\$1,142,387

The Tundra was previously scheduled for replacement in 2023 and had previous authorization to outfit with toolboxes and a lumber rack but was deferred due to the replacement being scheduled within 2 years. All BBVCC vehicles have been on a 10-year replacement plan.

The 2026 Ford F-250 Service truck suits the needs of the maintenance department not only for the storage compartments, but the rack will provide a safer way to transport ladders and building materials which will allow for the back seat area to be open for other items that need to be in a dry area and allow for more people to be transported if needed.

Dealership	Kendall Ford of Marysville	Kendall Ford of Marysville	Bickford Ford Snohomish	Bickford Ford Snohomish
Year / Make / Model	2026 Ford F-250	2026 Ford F-250	2026 Ford F-250 Service	2026 Ford F-250
Cab Type	Super	Super	Super	Super
Drivetrain	4WD	4WD	4WD	4WD
Price	57,380	54,162	67,478	55,328
Est. Tax 9.6%	5,508.48	5,199.55	6,477.89	5,311.49
Total Cost	\$62,888.48	\$59,361.55	\$73,955.89	\$60,639.49

The replacement of the Tundra appears in the 2025 reserve study and approved in the 2025 budget for replacement year 2026. It was an oversight that the truck did not appear in the 2026 study, but will be included in the 2027 study.

Proposed motion: I move that the BBVCC Board of Directors authorize the BBVCC General Manager to purchase a 2026 Ford F-250 Super Reserve Study Cab 4WD Service Truck from Bickford in Snohomish, WA in the amount of \$73,955.89 including tax to be funded from General Reserves.



BIRCH BAY VILLAGE COMMUNITY CLUB RESOLUTION 2026-06-18-01
Resolution for Bank Authorization

WHEREAS, the Birch Bay Village Community Club (hereinafter referred to as "BBVCC") is a homeowners association registered in Whatcom County, Washington, with its principal address located at 8055 Cowichan Road, and

WHEREAS, BBVCC maintains financial accounts for the purpose of managing the finances and operations of the homeowners association in accordance with Article II; section 7 of the BBVCC Articles of Incorporation, and

WHEREAS, it is necessary for BBVCC to designate individuals who are authorized to conduct financial transactions on behalf of the homeowners association in accordance with the BBVCC By-Laws Article 6; Sections 1-10, and

NOW, THEREFORE, be it resolved that the Board of Directors of the Birch Bay Village Community Club, duly convened on June 18, 2026, does hereby authorize the following individuals to conduct financial transactions on behalf of BBVCC:

1. _____, President of BBVCC, is authorized to:
 - Make deposits and withdrawals from BBVCC's accounts.
 - Sign checks and execute other financial instruments.
 - Transfer funds between BBVCC accounts as necessary.
 - Execute any other financial transactions related to BBVCC's operations.

2. _____, Treasurer of BBVCC, is authorized to:
 - Make deposits and withdrawals from BBVCC's accounts.
 - Sign checks and execute other financial instruments.
 - Transfer funds between BBVCC accounts as necessary.
 - Execute any other financial transactions related to BBVCC's operations.

3. _____, Vice President of BBVCC, is authorized to:
 - Make deposits and withdrawals from BBVCC's accounts.
 - Sign checks and execute other financial instruments.
 - Transfer funds between BBVCC accounts as necessary.
 - Execute any other financial transactions related to BBVCC's operations.

4. _____, Secretary of BBVCC, is authorized to:
 - Make deposits and withdrawals from BBVCC's accounts.
 - Sign checks and execute other financial instruments.
 - Transfer funds between BBVCC accounts as necessary.
 - Execute any other financial transactions related to BBVCC's operations.

5. David Franklin, General Manager of BBVCC, is authorized to:
 - Make deposits and withdrawals from BBVCC's accounts.
 - Sign checks and execute other financial instruments.
 - Transfer funds between BBVCC accounts as necessary.
 - Execute any other financial transactions related to BBVCC's operations.
 - Access to all online banking services.



6. Justine Brooks, Assistant General Manager of BBVCC, is authorized to:
- Make deposits and withdrawals from BBVCC's accounts.
 - Sign checks and execute other financial instruments.
 - Transfer funds between BBVCC accounts as necessary.
 - Execute any other financial transactions related to BBVCC's operations.
 - Access to all online banking services.

The officers and personnel listed above are hereby authorized on the following financial accounts:

- a. Alliance Association Bank checking account number xxxx6493 & xxxx4662
- b. Bank of the Pacific money market account number xxxx2043
- c. Whatcom Educational Credit Union checking account xxxxx1079404 & Business Visa xxx2929741
- d. Edward Jones investment accounts xxxx1124, xxxx1127, xxxx1131, xxxx1133

This resolution shall be effective immediately upon adoption and supersede all previous banking resolutions and shall remain in effect until such time as it is amended or revoked by a subsequent resolution of the Board of Directors.

SIGNATURES:

This resolution was adopted by the Board of Directors of the Birch Bay Village Community Club on June 18, 2026.

President, Birch Bay Village Community Club

Treasurer, Birch Bay Village Community Club



**Birch Bay Village Community Club
Board Resolution Establishing the Community Plan Task Force**

Resolution No. [____]

Adopted: [Insert Date]

A Resolution of the Board of Directors of Birch Bay Village Community Club Establishing the Community Plan Task Force

WHEREAS, the Board of Directors of Birch Bay Village Community Club recognizes the importance of long-term planning to preserve and enhance the community's character, amenities, infrastructure, financial sustainability, and property values; and

WHEREAS, the Association is currently engaged in the preparation of a Community Plan in coordination with Kimley-Horn to evaluate future community priorities, opportunities, and challenges; and

WHEREAS, the Board desires to establish a volunteer advisory task force to assist with community engagement, review planning concepts and recommendations, provide feedback to the Board, and support transparency throughout the planning process;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby establishes the **Community Plan Task Force ("CPTF")** under the following terms and conditions:

1. Purpose

The CPTF is established to support the development, review, communication, and implementation planning of the Birch Bay Village Community Plan. The CPTF shall serve in an advisory capacity to assist the Board in evaluating long-term priorities, gathering community input, reviewing planning concepts and recommendations, and helping ensure that the Community Plan reflects the needs, values, and vision of the Birch Bay Village community.

2. Advisory Authority

The CPTF shall operate solely in an advisory capacity to the Board of Directors and shall have no authority to:

- Bind the Association or Board to any action or policy;
- Expend Association funds without prior Board authorization;
- Direct staff or contractors;
- Modify governing documents; or
- Make public statements on behalf of the Board unless specifically authorized.

All recommendations and proposed actions of the CPTF shall be submitted to the Board for review and possible action.

3. Objectives

The CPTF shall assist the Board by:

- Reviewing and evaluating draft Community Plan materials and recommendations;
- Identifying community priorities, concerns, and long-term goals;
- Facilitating constructive community communication and engagement;
- Reviewing potential impacts of proposed recommendations on operations, amenities, infrastructure, finances, governance, and quality of life;
- Assisting with evaluation of implementation strategies, timelines, and priorities;
- Identifying opportunities to preserve and enhance community assets and property values;
- Providing feedback regarding amenities, services, infrastructure, environmental stewardship, and future development;



- Supporting transparency and public understanding of the planning process;
- Providing periodic updates and recommendations to the Board; and
- Delivering a final summary report and recommendations upon completion of the planning effort.

4. Membership

The CPTF shall consist of between five (5) and nine (9) members appointed by the Board of Directors. Membership may include Board members, community residents, volunteers with relevant professional expertise, and individuals representing diverse perspectives within the community.

The Board shall appoint a Chair or authorize the CPTF to elect a Chair at its first meeting.

Association staff, management, consultants, and subject matter experts may participate as advisors or liaisons but shall not vote.

5. Meetings

The CPTF shall meet as necessary to fulfill its responsibilities. Meetings may be conducted in person or virtually. Reasonable notice of meetings shall be provided, and meeting summaries or minutes shall be maintained and provided to the Board.

The CPTF is encouraged to conduct its work in an open, collaborative, and transparent manner consistent with the Association's goals for community engagement.

6. Term

The CPTF shall remain active until completion and presentation of its final report and recommendations to the Board, unless dissolved earlier by action of the Board of Directors.

The Board may extend the CPTF as necessary to assist with implementation planning or future phases of the Community Plan.

7. Reporting

The CPTF shall provide regular progress reports to the Board. Interim findings and recommendations may be presented throughout the planning process.

The final report shall summarize:

- Community feedback received;
- Key planning considerations;
- Areas of consensus or concern;
- Recommendations regarding implementation priorities; and
- Any additional recommendations the CPTF believes would benefit the community.

8. Conduct and Expectations

CPTF members are expected to:

- Act in the best interests of the Birch Bay Village community as a whole;
- Conduct discussions with professionalism, respect, and civility;
- Encourage constructive and inclusive participation;
- Maintain transparency whenever practical;
- Disclose actual or potential conflicts of interest; and
- Respect the advisory role of the CPTF and the decision-making authority of the Board.

9. Guiding Principles

In carrying out its work, the CPTF should consider the following principles:

- Alignment with the Association's mission and vision statements;
- Preservation and enhancement of community character;
- Long-term financial sustainability;
- Responsible stewardship of community assets and infrastructure;
- Protection of property values;
- Transparency and community involvement;



- Environmental responsibility; and
- Balanced consideration of current and future community needs.

10. Effective Date

This Resolution shall take effect immediately upon adoption by the Board of Directors.

CERTIFICATION

The undersigned certify that the foregoing resolution was duly adopted by the Board of Directors of Birch Bay Village Community Club on _____, 2026.

President

Secretary



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

May 18, 2026

To: Birch Bay Village Board of Directors

From: David Franklin, GM

RE: DRAFT Community Plan Charter

At the April Board of Directors meeting the Board discussed the Community Draft Plan delivered by Kimley-Horn and the remaining steps in the community planning process. Management recommended the Board either form a subcommittee of the Board or adopt a similar approach used for the 64.90 project and appoint a Community Plan Task Force to help guide the Community Plan process and ultimately make recommendations to the Board for approval. The Board chose the latter option and the following is a draft Community Plan Task Force charter modeled on that of the 64.90 Task Force charter.

Birch Bay Village Community Club

Community Plan Task Force Charter

Adopted: [Insert Date]

1. Purpose

The Community Plan Task Force (“CPTF”) is established by the Board of Directors of Birch Bay Village Community Club to support the development, review, communication, and implementation planning of the Birch Bay Village Community Plan currently being prepared in coordination with Kimley-Horn.

The CPTF is intended to serve as a community-focused advisory body that assists the Board in evaluating long-term priorities, gathering community input, reviewing planning concepts and recommendations, and helping ensure that the Community Plan reflects the needs, values, and vision of the Birch Bay Village community.

2. Authority

The CPTF operates solely in an advisory capacity to the Board of Directors. The CPTF shall have no authority to:

- Bind the Association or Board to any action or policy;
- Expend Association funds without prior Board authorization;

- Direct staff or contractors;
- Modify governing documents; or
- Make public statements on behalf of the Board unless specifically authorized.

All recommendations, findings, and proposed actions shall be submitted to the Board for review, discussion, and possible action.

3. Objectives

The objectives of the CPTF include, but are not limited to:

- Assisting in the review and evaluation of draft Community Plan materials and recommendations;
 - Helping identify community priorities, concerns, and long-term goals;
 - Facilitating constructive communication and community engagement regarding the planning process;
 - Reviewing potential impacts of proposed plan recommendations on community operations, amenities, infrastructure, finances, governance, and quality of life;
 - Assisting the Board in evaluating implementation strategies, timelines, and priorities;
 - Identifying opportunities to preserve and enhance community assets and property values;
 - Providing feedback regarding community expectations for amenities, services, infrastructure, environmental stewardship, and future development;
 - Supporting transparency and public understanding of the planning process;
 - Providing periodic updates and recommendations to the Board throughout the planning process; and
 - Delivering a final summary report and recommendations to the Board upon completion of the planning effort.
-

4. Membership

- The CPTF shall consist of [5–9] members appointed by the Board of Directors.
- Membership may include:
 - Board members;

- Community residents;
 - Volunteers with relevant professional expertise; and
 - Individuals representing diverse perspectives within the community.
 - The Board shall appoint a Chair or authorize the CPTF to elect a Chair at its first meeting.
 - Association staff, management, consultants, or subject matter experts may participate as advisors or liaisons but shall not vote.
-

5. Meetings

- The CPTF shall meet as necessary to fulfill its responsibilities.
 - Meetings may be conducted in person or virtually.
 - Reasonable notice of meetings shall be provided.
 - Meeting summaries or minutes shall be maintained and provided to the Board.
 - The CPTF is encouraged to conduct its work in an open and collaborative manner consistent with the Association's goals for transparency and community engagement.
-

6. Term

The CPTF shall remain active until:

- Completion and presentation of its final report and recommendations to the Board; or
- Dissolution by action of the Board of Directors.

The Board may extend the CPTF as necessary to assist with implementation planning or future phases of the Community Plan.

7. Reporting

- The CPTF shall provide regular progress reports to the Board.
- Interim findings and recommendations may be presented throughout the planning process.
- The final report shall summarize:
 - Community feedback received;

- Key planning considerations;
 - Areas of consensus or concern;
 - Recommendations regarding implementation priorities; and
 - Any additional recommendations the CPTF believes would benefit the Community.
-

8. Conduct

CPTF members are expected to:

- Act in the best interests of the Birch Bay Village community as a whole;
 - Conduct discussions with professionalism, respect, and civility;
 - Encourage constructive and inclusive community participation;
 - Maintain transparency in deliberations whenever practical;
 - Disclose any actual or potential conflicts of interest to the Board; and
 - Respect the advisory role of the CPTF and the decision-making authority of the Board of Directors.
-

9. Guiding Principles

In carrying out its work, the CPTF should consider the following guiding principles:

- Align all recommendations with the organizations mission and vision statements
- Preservation and enhancement of community character;
- Long-term financial sustainability;
- Responsible stewardship of community assets and infrastructure;
- Protection of property values;
- Transparency and community involvement;
- Environmental responsibility; and
- Balanced consideration of current and future community needs.

Community Plan Task Force Membership Applications

- Bev Franklin
- Ginger Larsen
- Jill McCallum
- Kirk Martin
- Mary Santi
- Kevin Ryan
- David Wilbrecht



For Office use only
 Applicant is a member in good standing
 Initials WF Date 6-3-26

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to Board Secretary)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of Committee for which you are applying: Community Plan Task Force

Name: Bev Franklin Phone: [Redacted]

Address: 5560 Coquitlam Dr. Email Address: [Redacted]

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: 8 Hours per month you are employed: Retired

Employment background and education: CPA, CFO, VP Ops for over 40yrs with MBA in Business Admin & Bachelors in Accounting

Other career related activities: served on several HOA boards, usually as treasurer,

Other outside interests: Hiking, boating, golfing, bocce

Committee participation within Birch Bay Village: ACC past member & chair, Board for 3 yrs, including treasurer, created Finance Committee & continue to be a member

What is your interest in serving on this Committee and what can you offer? My husband & I are both active in the community & where we can, we like to give back

What are your goals as a member of this Committee? My experience & use of BBV amenities allow me to see various benefits of all our amenities

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature: [Signature] Date: 6/2/2026

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No
 As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ DATE: _____

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve [Duty of Loyalty].

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
- Refrain from leveraging my service in this volunteer role for my own personal advantage or for the benefit of my friends or associates.
- Immediately disclose to the Board and/or Chairperson any real or perceived conflict of interest as soon as I have knowledge of it.

TRUST and CONFIDENTIALITY:

- Maintain confidentiality around all personal or private information gained through working on the volunteer body.
- Will not use any contact information of Committee or Board members for any reason other than for Committee or Board business.
- Will never violate the trust of those who selected me to the volunteer body or of those we serve.
- Will not misrepresent facts or other information relating to the Association business.

AUTHORITY:

- Will not exercise authority as a selected community volunteer except when acting in a meeting or as delegated by the group or the Board as a whole.
- Will refrain from communicating directly with any vendor of the Association or person or entity requested to submit a bid to provide services to the Associations, or one currently providing service to the Association, without collective decision to do so by the Board of Directors or when assistance is needed from General Manager.
- Will not work on or otherwise alter any Village facility or common area without the authorization of the Board of Directors or General Manager.

COLLABORATION:

- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
- Will respect and support the majority recommendations of the appointed group for which I serve and/or ultimately the Board of Directors of the Association.
- Will respect that staff members are a resource to the committees and that it is not the responsibility of volunteers to oversee, supervise, or otherwise direct the work of staff. Issues related to staff performance and job duties are to be directed to the General Manager and/or Board President. Similarly, the General Manager only takes direction from the Board President as delegated by the Board of Directors or as action items determined by the Board of Directors as a whole.

COMMUNICATION:

- Will not communicate to any other volunteer or staff member of the Association in a threatening or harassing manner.
- Will not display any negative or abusive attitude or behavior toward any other volunteer or staff member of the Association.
- Will not post to social media regarding Association business, volunteers, or staff including personal information, postings with editorial content, opinions, slurs, demeaning or inflammatory statements, spam, abusive or discriminatory language, personal attacks, obscenity directed at any Village member (volunteer or otherwise) or staff member (current or prior) is not acceptable as a representative of the Birch Bay Community.

FURTHER TO THE ABOVE AND SPECIFIC TO THE BOARD OF DIRECTORS:

BOARD MEMBERS SHALL:

- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair, and well-publicized elections.
- Ultimately speak with one voice, supporting all duly-adopted board decisions—even if the final decision or direction was not unanimous.

BOARD MEMBERS MUST NOT:

- Reveal confidential information provided by contractors or share information with those bidding on association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Direct personal attacks at colleagues, staff, or residents.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

[Source: <https://www.caionline.org/Advocacy/PublicPolicies/Pages/Protection-for-Community-Association-Volunteers.aspx>]

I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: _____

Date: _____

6/2/2026



Bev Franklin

I am applying for the BBVCC Community Plan Task Force as a volunteer because I believe my prior board service and financial leadership experience can continue to benefit our community. My husband and I have been part of the community since April 2019, having bought in 2018.

We are boaters, golfers and live on one of the lakes (hence, I have an understanding of the amenities and how they impact the community).

I served on the ACC committee as a member and as the chairperson from 2020 to 2022. During my time as ACC chair, the committee updated the rules and regulations to reflect updated current county requirements and to clarify the rules for community members.

I served as a member of the board of directors from 2023 to 2025. Initially serving as secretary where we created an election manual and transitioned to on-line voting, saving time and money. I then served as Treasurer, created the community's first finance committee, and helped prepare annual budgets and policy updates. Over the last two years I also helped to create a 5-year budget forecast to help members understand what the funding of our reserves and ongoing operations might look like beyond the current year.

I was a Chief Financial Officer before retiring at the end of 2019. I have served on a number of additional boards, including the UW Alumni Association, the Financial Executives Association and the HOA at Kachess community.

My husband and I split our time between Birch Bay and Arizona. I was able to effectively attend board and committee meetings via both zoom and phone. I

would continue to join the meetings while away via zoom or on the phone, as appropriate.

I believe my background and interests would serve the BBVCC community well. I feel my previous volunteer positions would benefit the task force. I look forward to continuing to assist the community.



For Office use only
Applicant is a member in good standing

WLS
Initials

5/26/26
Date

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to Board Secretary)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of Committee for which you are applying: Community Plan Task Force

Name: Ginger Larsen Phone: [Redacted]

Address: 8280 Chilliwack Rd Email Address: [Redacted]

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: 6 Hours per month you are employed: 172

Employment background and education: I am currently a Customs & Border Protection officer and I have degrees in both Animal Science & Veterinary Technology.

Other career related activities: In addition to being a law enforcement officer, I have also worked as a Veterinary Technician for 12.5 years, as a Radiological Control Technician for the WA and as a Food Safety Inspector for the USDA.

Other outside interests: I am an avid gardener and plan to get my Master Gardener Certification from WSU but I also enjoy sports, camping, hiking, fishing and numerous other outdoor activities and water sports.

Committee participation within Birch Bay Village: I have not been a committee member before but have attended some committee meetings. I also participate in the chess club & plan to participate in the new garden club also.

What is your interest in serving on this Committee and what can you offer? I have extensive knowledge of the current rules & regulations due to needing to defend my yard & garden spaces against a neighbor that makes false accusations.

What are your goals as a member of this Committee? My goal as a committee member is to help with phrasing & verbiage of rules that is clear & compliant with Washington State law and to correct discrepancies between the general rules & ACC rules. I also wish to help protect neighbors from

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form. Harassment.

Signature: [Signature] Date: 5/26/26

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No
As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ DATE: _____

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve (Duty of Loyalty).

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
- Refrain from leveraging my service in this volunteer role for my own personal advantage or for the benefit of my friends or associates.
- Immediately disclose to the Board and/or Chairperson any real or perceived conflict of interest as soon as I have knowledge of it.

TRUST and CONFIDENTIALITY:

- Maintain confidentiality around all personal or private information gained through working on the volunteer body.
- Will not use any contact information of Committee or Board members for any reason other than for Committee or Board business.
- Will never violate the trust of those who selected me to the volunteer body or of those we serve.
- Will not misrepresent facts or other information relating to the Association business.

AUTHORITY:

- Will not exercise authority as a selected community volunteer except when acting in a meeting or as delegated by the group or the Board as a whole.
- Will refrain from communicating directly with any vendor of the Association or person or entity requested to submit a bid to provide services to the Associations, or one currently providing service to the Association, without collective decision to do so by the Board of Directors or when assistance is needed from General Manager.
- Will not work on or otherwise alter any Village facility or common area without the authorization of the Board of Directors or General Manager.

COLLABORATION:

- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
- Will respect and support the majority recommendations of the appointed group for which I serve and/or ultimately the Board of Directors of the Association.
- Will respect that staff members are a resource to the committees and that it is not the responsibility of volunteers to oversee, supervise, or otherwise direct the work of staff. Issues related to staff performance and job duties are to be directed to the General Manager and/or Board President. Similarly, the General Manager only takes direction from the Board President as delegated by the Board of Directors or as action items determined by the Board of Directors as a whole.

COMMUNICATION:

- Will not communicate to any other volunteer or staff member of the Association in a threatening or harassing manner.
- Will not display any negative or abusive attitude or behavior toward any other volunteer or staff member of the Association.
- Will not post to social media regarding Association business, volunteers, or staff including personal information, postings with editorial content, opinions, slurs, demeaning or inflammatory statements, spam, abusive or discriminatory language, personal attacks, obscenity directed at any Village member (volunteer or otherwise) or staff member (current or prior) is not acceptable as a representative of the Birch Bay Community.

FURTHER TO THE ABOVE AND SPECIFIC TO THE BOARD OF DIRECTORS:

BOARD MEMBERS SHALL:

- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair, and well-publicized elections.
- Ultimately speak with one voice, supporting all duly-adopted board decisions—even if the final decision or direction was not unanimous.

BOARD MEMBERS MUST NOT:

- Reveal confidential information provided by contractors or share information with those bidding on association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Direct personal attacks at colleagues, staff, or residents.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

(Source: <https://www.caionline.org/Advocacy/PublicPolicies/Pages/Protection-for-Community-Association-Volunteers.aspx>)

I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: _____ Date: _____



For Office use only
Applicant is a member in good standing

Initials Date

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to Board Secretary)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of Committee for which you are applying: Community Plan Task Force

Name: Jill McCallum Phone: [REDACTED]

Address: 8146 Skeena Way Email Address: [REDACTED]

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: 5 Years Hours per month you are employed: Retired

Employment background and education: Owner and President of award winning Aerospace Engineering company. Working multi million dollar international and governmental contracts. Ten years on the Board for the University of Washington Mechanical School of Engineering.

Other career related activities: Recognized volunteer and mentor for multiple stem programs; highlighting young women and underserved groups. With the build of our difficult BBV property I successfully worked with Whatcom County during the build of our for permitting and mitigation.

Other outside interests: Boating, Golf, Skiing, Hiking, Mushrooming, Gardening, Birdwatching, Scuba diving, travel, people

Committee participation within Birch Bay Village: Golf Club VP, multiple volunteer opportunities thru Golf Committee, Social Club, and I volunteer for almost everything that is asked of this community as a whole.

What is your interest in serving on this Committee and what can you offer? Since moving here both my husband and I have cultivated many relationships. all spectrums of geo political and families of all ages. I pride myself on being open to all. We need this community to flourish.

What are your goals as a member of this Committee? Balance amenities, needs, wants, and the overall best interest of the community at large. We have a very diverse reach and want to retain all things that make BBV a special place for all the owners. We need a rational plan to move forward.

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature: Jill McCallum Date: June 2, 2026

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No

As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ DATE: _____

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve (Duty of Loyalty).

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
- Refrain from leveraging my service in this volunteer role for my own personal advantage or for the benefit of my friends or associates.
- Immediately disclose to the Board and/or Chairperson any real or perceived conflict of interest as soon as I have knowledge of it.

TRUST and CONFIDENTIALITY:

- Maintain confidentiality around all personal or private information gained through working on the volunteer body.
- Will not use any contact information of Committee or Board members for any reason other than for Committee or Board business.
- Will never violate the trust of those who selected me to the volunteer body or of those we serve.
- Will not misrepresent facts or other information relating to the Association business.

AUTHORITY:

- Will not exercise authority as a selected community volunteer except when acting in a meeting or as delegated by the group or the Board as a whole.
- Will refrain from communicating directly with any vendor of the Association or person or entity requested to submit a bid to provide services to the Association, or one currently providing service to the Association, without collective decision to do so by the Board of Directors or when assistance is needed from General Manager.
- Will not work on or otherwise alter any Village facility or common area without the authorization of the Board of Directors or General Manager.

COLLABORATION:

- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
- Will respect and support the majority recommendations of the appointed group for which I serve and/or ultimately the Board of Directors of the Association.
- Will respect that staff members are a resource to the committees and that it is not the responsibility of volunteers to oversee, supervise, or otherwise direct the work of staff. Issues related to staff performance and job duties are to be directed to the General Manager and/or Board President. Similarly, the General Manager only takes direction from the Board President as delegated by the Board of Directors or as action items determined by the Board of Directors as a whole.

COMMUNICATION:

- Will not communicate to any other volunteer or staff member of the Association in a threatening or harassing manner.
- Will not display any negative or abusive attitude or behavior toward any other volunteer or staff member of the Association.
- Will not post to social media regarding Association business, volunteers, or staff including personal information, postings with editorial content, opinions, slurs, demeaning or inflammatory statements, spam, abusive or discriminatory language, personal attacks, obscenity directed at any Village member (volunteer or otherwise) or staff member (current or prior) is not acceptable as a representative of the Birch Bay Community.

FURTHER TO THE ABOVE AND SPECIFIC TO THE BOARD OF DIRECTORS:

BOARD MEMBERS SHALL:

- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair, and well-publicized elections.
- Ultimately speak with one voice, supporting all duly-adopted board decisions—even if the final decision or direction was not unanimous.

BOARD MEMBERS MUST NOT:

- Reveal confidential information provided by contractors or share information with those bidding on association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Direct personal attacks at colleagues, staff, or residents.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

(Source: <https://www.caionline.org/Advocacy/PublicPolicies/Pages/Protection-for-Community-Association-Volunteers.aspx>)

I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: Jill McCallum

Date: June 2, 2026



For Office use only
 Applicant is a member in good standing
 Initials: Ket Date: 6.3.26

COMMITTEE MEMBER APPLICATION FORM

[prepared by Applicant for committee membership and submitted to Board Secretary]

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of **Committee** for which you are applying: Community Plan Task Force

Name: Kirk Martin Phone: [Redacted]

Address: 5519 Salish R Email Address: [Redacted]

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: 7 years Hours per month you are employed: Retired

Employment background and education: Med Administration - Western WA University
Dir of Student Union & Auxiliary Services - Pacific University
Co-Owner of NW Information Services - Telecommunications/Data Networking

Other career related activities: Membership and presenter of at multiple professional organizations.

Other outside interests: Wine, travel (limited due to mobility), staying engaged w/ people,

Committee participation within Birch Bay Village: Building & Grounds 4 yrs - Vice Chair

What is your interest in serving on this Committee and what can you offer? On Bqg Comm we lacked a long term plan to measure recommendations against. A broad long term, forward looking plan is critical to ensure consistent planning of buildings & renovation

What are your goals as a member of this Committee? and replacement:
To gather member wide interests and needs and integrate into the Community Plan. Push for a forward looking view of HOA facilities, finances and policies. Status quo leads to stagnation of the community. Fee to

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature: [Signature] Date: 6/3/2026

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No
 As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ **DATE:** _____

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve [Duty of Loyalty].

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
- Refrain from leveraging my service in this volunteer role for my own personal advantage or for the benefit of my friends or associates.
- Immediately disclose to the Board and/or Chairperson any real or perceived conflict of interest as soon as I have knowledge of it.

TRUST and CONFIDENTIALITY:

- Maintain confidentiality around all personal or private information gained through working on the volunteer body.
- Will not use any contact information of Committee or Board members for any reason other than for Committee or Board business.
- Will never violate the trust of those who selected me to the volunteer body or of those we serve.
- Will not misrepresent facts or other information relating to the Association business.

AUTHORITY:

- Will not exercise authority as a selected community volunteer except when acting in a meeting or as delegated by the group or the Board as a whole.
- Will refrain from communicating directly with any vendor of the Association or person or entity requested to submit a bid to provide services to the Associations, or one currently providing service to the Association, without collective decision to do so by the Board of Directors or when assistance is needed from General Manager.
- Will not work on or otherwise alter any Village facility or common area without the authorization of the Board of Directors or General Manager.

COLLABORATION:

- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
- Will respect and support the majority recommendations of the appointed group for which I serve and/or ultimately the Board of Directors of the Association.
- Will respect that staff members are a resource to the committees and that it is not the responsibility of volunteers to oversee, supervise, or otherwise direct the work of staff. Issues related to staff performance and job duties are to be directed to the General Manager and/or Board President. Similarly, the General Manager only takes direction from the Board President as delegated by the Board of Directors or as action items determined by the Board of Directors as a whole.

COMMUNICATION:

- Will not communicate to any other volunteer or staff member of the Association in a threatening or harassing manner.
- Will not display any negative or abusive attitude or behavior toward any other volunteer or staff member of the Association.
- Will not post to social media regarding Association business, volunteers, or staff including personal information, postings with editorial content, opinions, slurs, demeaning or inflammatory statements, spam, abusive or discriminatory language, personal attacks, obscenity directed at any Village member (volunteer or otherwise) or staff member (current or prior) is not acceptable as a representative of the Birch Bay Community.

FURTHER TO THE ABOVE AND SPECIFIC TO THE BOARD OF DIRECTORS:

BOARD MEMBERS SHALL:

- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
- Conduct open, fair, and well-publicized elections.
- Ultimately speak with one voice, supporting all duly-adopted board decisions—even if the final decision or direction was not unanimous.

BOARD MEMBERS MUST NOT:

- Reveal confidential information provided by contractors or share information with those bidding on association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Direct personal attacks at colleagues, staff, or residents.
- Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

[Source: <https://www.caonline.org/Advocacy/PublicPolicies/Pages/Protection-for-Community-Association-Volunteers.aspx>]

I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: _____

Date: 6/13/2026



FOR OFFICE USE ONLY
 Applicant is a member in good standing
 Initials MS Date 6-8-26

8055 Cowichan Rd., Blaine WA 98230
 360-371-7744
 contactus@bbvcc.com | bbvcc.com

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to the office in person or electronically)

purpose of this application is to provide the Board with information on your background and interest in serving on a Board
 Jointed Committee in Birch Bay Village. Add additional pages if desired.

Name of Committee for which you are applying: Community Plan

Name: Mary Santi Phone: [Redacted]

Address: 8060 Cowichan Rd Email Address: [Redacted]

Full time 6 yrs

Years of residency in Birch Bay Village: PT since 2008 Hours per month you are employed: Retired

Employment background and education: Master of Divinity, M.A. in Canon Law
Chancellor, Chief of Staff for Archdiocese of Seattle.

Overseaw planning for many years. Retired in 2002 after almost

Other career related activities: Volunteer for NACPA 30 years.
(Worl Assoc. of Church Personnel Admin.), committee work,
webinar, teach class. Adjunct professor Villanna School of

Other outside interests: Gardening, exercise, Business graduate program
sickleball, golf, grandkids, Consulting for dioceses
travel on a minimal volunteer

Committee participation within Birch Bay Village: France past

What is your interest in serving on this Committee and what can you offer? This is a very important
issue. I have extensive background in strategic planning
processes and believe I could add value.

What are your goals as a member of this Committee? My goals are to digest the data,
listen to community members, and to collaborate
with other committee members to create recommendations
that serve the best interests of the overall community.

By signing below and submitting this form you consent to the collection, use and disclosure of your personal information for the
 purpose of determining the eligibility of the Applicant for the position being applied for.

By submitting this form, the Applicant represents that all statements made above are true and correct.

NOTE: For your application to considered, the attached Good Faith Conduct Statement must be completed and returned with this
 form.

Signature: Mary Santi Date: 6/8/2026

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No
 As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ DATE: _____

GOOD FAITH CONDUCT STATEMENT

Board of Directors, all Committee Members, Management and Staff

Good Faith is the foundation of the existence of the Birch Bay Village Community. Such good faith is a delicate commodity that must be guarded by the Board of Directors, Committee members and management and staff.

CONFLICT OF INTEREST

No member of the board, or any of its committees, shall derive a substantial profit or gain, directly or indirectly, by virtue of his/her association or participation within the community. Each individual shall disclose to either the board or to the committee any personal interest he/she may have in any matter pending before the board or respective committee. The Board or committee shall, in accordance with BBVCC Bylaws, determine by vote of the members whether or not a disclosing member is disqualified from participating in any decision on a pending matter.

CONFIDENTIALITY OF INFORMATION

1. Each Director and Committee member who has access to confidential information discussed or disclosed in executive session has the responsibility to safeguard all such information, including all records and documents. This policy extends to the dissemination of information over the telephone and via e-mail.
2. Information discussed in executive session shall be disclosed and/or discussed with individuals only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of community members or other members of the public.
3. Unauthorized disclosure of information discussed in executive session may result in removal of the member from the committee.
4. The following are some examples of conduct that are considered violations of this policy:
 - a) Willful manipulation of documents, computer records, or other community information for personal gain.
 - b) Misappropriation or unauthorized use of community monies, property, or services of any kind.
 - c) Willful disclosure of confidential community information to any unauthorized person.

STANDARDS OF CONDUCT:

1. The following is prohibited Director and Committee member conduct while in the performance of the work of the community.
 - a) Illegal harassment or discrimination in any form.
 - b) Abusive behavior toward a community or staff member.
 - c) Sexual harassment or sexual violence in any form.
 - d) Being under the influence of drugs or alcohol.
 - e) Endangering the safety of community or staff members.
 - f) Carrying a weapon while actively engaged in community business.
2. Violation of community rules and regulations. The above is not meant to be all-inclusive. The Board of Directors reserves the right to remove a committee member or sanction a Director, in accordance with BBVCC Bylaws, for a violation of any of the above or any other serious misconduct not specified. Violations may also result in disciplinary action, up to and including termination of employment.

By executing this form, the undersigned agrees to abide by the terms and conditions set out herein for such time he/she serves in the position.

Mary E. Sanli
 Signature of Board/Committee Member
 Or Management/Staff Member

Community Plan Committee Member
 Title of Position

Mary E. Sanli
 Printed Name of Board/Committee Member
 Or Management/Staff Member

6/8/2020
 Date



For Office use only
Applicant is a member in good standing

Initials Date

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to Board Secretary)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of **Committee** for which you are applying: _____

Name: _____ Phone: _____

Address: _____ Email Address: _____

Are you a Member of record per By-law Section IV? Yes No

Years of residency in Birch Bay Village: _____ Hours per month you are employed: _____

Employment background and education: _____

Other career related activities: _____

Other outside interests: _____

Committee participation within Birch Bay Village: _____

What is your interest in serving on this Committee and what can you offer? _____

What are your goals as a member of this Committee? _____

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature: _____ Date: _____

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No

As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ **DATE:** _____

Dave,

Thank you for your help with my application for serving on the Community Plan Committee.

The following are my responses to questions regarding the application:

What is your interest serving on the committee?

The Community Plan is an important guiding document for the next five to ten years. I think with my experience on the BBVCC board and professional background, I can assist the committee in positive ways to create a plan that would be approved by the BBVCC.

What are your goals on the committee?

I have a few goals:

1. Support other committee members in creating a plan that reflects community values.
2. Ensure the plan reflects the original intention of the BBVCC as a resort community that provides an array of amenities such as the golf course, marina, sports courts, community facilities etc. for current and future residents.
3. Document a high level of standards for maintenance and operations of the facilities to support a dues structure that provides adequate funding to support the standards.

Please feel free to contact me if you have any questions.

Please tell the board that I'm on the road and will not be able to attend the meeting.

Thanks, Dave

GOVERNANCE VOLUNTEER ETHICS & CODE OF CONDUCT PLEDGE

As a member of the Governance Team (Board of Directors and Registered Committees) for the Birch Bay Village Community Club, I agree and commit to the following:

GENERAL:

To fulfill the mission and vision of the Association and/or the volunteer body upon which I serve (Duty of Loyalty).

WORKING FOR THE LARGER INTERESTS OF THE ASSOCIATION TO:

- Focus all efforts on the greater interests of the Association without consideration of personal objectives.
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- Will approach all the group's issues with an open mind and be prepared to make the best decisions for the association and its greatest number of members.
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I understand that if I violate any principles above that I may be removed from the Committee and/or cause the Board of Directors to initiate my removal from the Board of Directors.

Signature: _____ Date: _____

COMMITTEE MEMBER APPLICATION FORM

(prepared by Applicant for committee membership and submitted to the office in person or electronically)

The purpose of this application is to provide the Board with information on your background and interest in serving on a Board appointed Committee in Birch Bay Village. Add additional pages if desired.

Name of **Committee** for which you are applying: CMTF - Community Planning
 Name: Kevin P Ryan Phone: 360.220.7875
 Address: 8232 Quinault Rd Email Address: Kevin@SemiaRenovations.com

Years of residency in Birch Bay Village: 18 yrs Hours per month you are employed: 40+
 Employment background and education: See resume

Other career related activities: See resume

Other outside interests: Fishing, Golf, Cooking, Camping, Hiking, Boating, Hunting, Swimming, Reading

Committee participation within Birch Bay Village: BBV ACC - Current
BBV HOA - Construction Support

What is your interest in serving on this Committee and what can you offer? I would like to provide my planning, construction, engineering experiences to this committee. I would like to provide a balanced educated opinion to future

What are your goals as a member of this Committee? To participate, listen to the survey voices, grow strategies, and then develop strategies & plans that are common sense & fiscally responsible.

By signing below and submitting this form you consent to the collection, use and disclosure of your personal information for the purpose of determining the eligibility of the Applicant for the position being applied for.

By submitting this form, the Applicant represents that all statements made above are true and correct.

NOTE: For your application to be considered, the attached Good Faith Conduct Statement must be completed and returned with this form.

Signature:  Date: 6/17/24

COMMITTEE RECOMMENDATION: Recommend appointment? Yes No
 As a Regular Member Alternate Member (if applicable) Chair Signature: _____

BOARD ACTION: _____ **DATE:** _____

GOOD FAITH CONDUCT STATEMENT

Board of Directors, all Committee Members, Management and Staff

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 - c) Sexual harassment or sexual violence in any form.
 - d) Being under the influence of drugs or alcohol.
 - e) Endangering the safety of community or staff members.
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By executing this form, the undersigned agrees to abide by the terms and conditions set out herein for such time he/she serves in the position.

 Signature of Board/Committee Member
 Or Management/Staff Member

 Title of Position

 Printed Name of Board/Committee Member
 Or Management/Staff Member

 Date

KEVIN P. RYAN

8232 Quinault Road, Blaine, WA 98230

Cell: (360) 220-7875

Kevin.Ryan@RCGStrategies.com

KRyan@ImpactWashington.Org

Professional Experience

7/03 - Current

RCG Strategies, 8209 Chehalis Road, Blaine, WA 98230, (360)961-0513
We are an international consulting firm with 40 years of experience in Lean Enterprise training and implementation. RCG is experienced in developing medium to large scale systems through transformation and management consulting. RCG partners with clients to rapidly implement leading edge lean tools and processes that enable them to become a preeminent competitor within their industry. We help our clients develop and achieve their goals with the train-the-trainer model.

Position: Chief Operating Officer.

Roles: Consultant, Trainer, Industrial Engineer, Process Engineer and Project/Site Manager

02/04 - Current

Impact Washington, 8227 44th Avenue, Suite D Mukilteo, WA 98275

Position: Lean Consultant and Trainer

Role: Service Provider

01/14 – Current

Semia Renovations, 8232 Quinault Road, Blaine, WA, 98230. We are a local general contractor firm servicing Blaine and surrounding areas. We specialize in large-scale, home renovations, additions, and new construction. Our companies focuses on local team building, local vendors and suppliers, and supporting services in our local community. Roles: Project Manager, General Contractor, Industrial Engineering

Projects/Contracts

Carlson Paving Products (An Astec Company), Tacoma, WA

Position: Lean Consultant, Industrial Engineer & Onsite Project Manager

Duration: 1 JSP Grant – 1 year, 2 Onsite contracts - 90 Days

Results: \$350,000 Plant Redesign and Implementation

Tools: VSM, Manufacturing Facility Re-Design, Project Implementation Plan Development with Timeline and Budget, Onsite Project Manager, Subcontractor Oversight, Equipment Procurement and Installation Oversight, Material Flow Optimization, Cell Layout, Standard Work, 5S and Kaizen

Vaupell Plastics, Seattle and Everett, WA

Position: Lean Consultant, Industrial Engineer & Onsite Project Manager

Duration: 4 JSP Grants - 4 Contracts, 2 yrs each over nine years

Results: \$650,000 Investment in Plant Redesign, Revenue increased \$11 Million; added 48 jobs; \$1 Million Equipment/Training, Investment; \$418,000 cost savings; 150 trainees

Tools: Onsite Project Manager, Subcontractor Coordinator, New Manufacturing Facility Design, Coordination and Installation (Everett), Facility Redesign, Coordination and Installation (Ballard), Project and Site Coordinator, Equipment Procurement, Material Flow Optimization, Cell Layout, Standard Work, 5S, 3P and Kaizen

Boeing Spares Division, SeaTac, WA

Position: Contracted Lean Trainer

Durations: 2 days/wk over 2 years

Results: The Spares Division Staff was trained on basic lean concepts and principles through lecture, hands on training and simulations.

Pacific Aerospace and Electronics, Wenatchee, WA

Position: Contracted Lean Consultant

Results: \$1 Million in savings (Okuma CNC's & Machining Cells); 20% gross margin increase; 14 day lead time reduction; \$36 /part cost reduction

Tools: Set Up Reduction, 3P, VSM, Facility Layout Development
Material Flow Optimization, 5S and Kaizen

Wilcox Farms, Roy, WA

Position: Contracted Lean Consultant

Results: \$2 Million in savings; manure was a cost/ecological (EPA) problem; through Kaizen development it was changed into a profit center with a revenue increase of \$750,000/yr and COGS reduced by 5%; this facility now is partnered with the EPA and is a green facility

Tools: Strategic Planning, VSM, 5S, Set Up Reduction and Kaizen

Alliance Machine, Spokane, WA, Bladel, Netherlands & Shreveport, LA

Position: Contracted Lean Consultant and Process Engineer

Results: 21.4% cost reduction on the Block Push Bottom Feeder; Cost Reduction through a Facility Consolidation Program; New Product Development for high speed robotics in the corrugated industry

Tools: 3P, New Product Development System, Cell & Plant Layout, Kaizen, and Focus Factory

Astronics AES, Redmond, WA

Position: Contracted Lean Consultant and Project Manager

Results: Increased CRR profits \$200,000/yr; reduced proposal lead times by 43%; doubled DOD product shipments; increased production by 50% to meet demand; took portions of the facility and all of production paperless

Tools: Strategic Planning, VSM, Cell and Plant Layouts, Standard Work, 5S, Lean Office, SCM and Kaizen

Savers Value Village, Bellevue, WA (31 International Site Project)
Position: Contracted Lean Consultant and Industrial Engineer
Results: \$3,000,000+ cost savings over two years across the US, Canada and Nova Scotia sites
Tools: Plant Layout, Set Up Reduction, Standard Work, Process Improvement, 5S

McFarland Cascade, Tacoma, WA
Position: Contracted Lean Consultant & Process Engineer
Results: \$385,000 cost savings/yr; this facility has been developed into a closed loop facility; all scrap and waste water is treated on site
Tools: Set Up Reduction, Strategic Planning, VSM and Kaizen

Kaiser Aluminum, Spokane and Tri-Cities, WA and California Sites
Position: Contracted Lean Consultant and Process Engineer
Results: \$140,000,000 investment and 122+ jobs created; the Trentwood Spokane facility was brought out of bankruptcy to become the flagship facility and model for all of manufacturing
Tools: 3P, New Product Development, VSM, Process Improvement, Set Up Reduction, Material and Facility Design and TPM

Mission Foods, Kent, WA
Position: Contracted Lean Consultant
Results: \$935,000 cost savings and pounds/labor hour increased from 238 to 250
Tools: Set Up Reduction, Standard Work and Kaizen

Tool Gauge, Seattle, WA
Position: Contracted Lean Consultant
Results: \$1.781 Million savings
Tools: VSM, Set Up Reduction, Standard Work and Kaizen

6/95 – 06/03 **Silhouettes Catering**, Mt. Juliet, TN and Redmond, WA
Positions: Owner and Chef
Private catering options for residential and corporate events

3/93 - 4/95 **Briggs & Stratton**, Murray, KY.
Positions: Marketing Development, Parts Kitting, Supply Chain
Results: Team leader that increased regional sales 11% first year, lateral move to Operations second year to develop a parts kitting and costing program, developed and implemented a VMI program with Fastenal and MSC

Additional Projects and Information

The above clients are just a few examples of regional and international RCG and Impact Washington contracts that Kevin has had the opportunity to develop. Many of the above projects were funded through NIST and awarded by our local MEP. Kevin has been providing business, manufacturing and engineering solutions to Fortune 1000 companies in a wide range of industries with documented success. He has more than 15 years experience working in large multinational aerospace & defense corporations, foundries, lumber mills, electronics assembly and food processing. The business and lean principles he practices, implements and teaches can be applied across any organization, department or industry. Kevin has been providing clients with an expertise in Policy Deployment, Supply Chain Management, Lean Manufacturing Tools, 3P, Hoshin Planning, Procurement, New Product Development, and Total Quality Management. Since joining RCG Strategies, Kevin has taken on such additional projects as developing and refining the companies' internal training materials and modules. He has also worked on increasing the national visibility of the company while growing the companies' e-commerce with a team from Clock Tower Media. Kevin has also been part of a team developing a Facility and Material Flow Design Tool to aid clients in Cost Reduction, Material Flow Management and Inventory Systems Accuracy. Today, Kevin is the acting Industrial Engineer, Process Engineer and Project Manager on numerous projects for RCG Strategies and Washington State's MEP, Impact Washington.

Education

- 2003 - 07 RCG Strategies, 8209 Chehalis Road, Blaine, WA 98230, (360)961-0513
Patrick J Ryan (Lean Master Sensei)
Certification: Intermediate & Advanced Lean Manufacturing Certification
- 2001 - 03 Institute of Seattle, Culinary Arts, Seattle, WA,
Degree Major: Food Sciences and Manufacturing. Certified Chef
(Classical French). C
Certificates: HACCP Training, Cost Control, Material and Quality
Analysis
- 1997 - 98 Bellevue Community College, Bellevue, WA,
Program: Business Psychology
- 1993 - 97 University of Middle Tennessee, Murfreesboro, TN,
Degree Major; B.S. in Chemical Engineering Parallel Studies; Chemistry
- 1988 - 93 Ezell Harding Christian School, Antioch, TN,
Graduated in top 3% of class with a 3.78 GPA

Lean Tool Training Qualifications

Plant Design and Development
Lean Facility Management/Project Management
Policy Deployment / Strategic Planning/ Hoshin Kanri/ X-Matrix
Value Stream Mapping (VSM)/ Process Mapping (PM)/ Work Flow Diagramming (WFD)
Lean Office
Change Management
Cellularization, Material and Information Flow
Focus Factory
Standard Work / SOP/ Best Practice/ Standardization
5S / 6S/ Work Place Organization
Production Preparation Process (3P)
New Product Development Systems (NPD)
Supply Chain Management
Set Up Reduction
Quick Changeovers (SMED)
Total Preventative Maintenance (TPM)
DFMEA
Inventory Systems Management/ Lot and Batch Size Reduction/ WIP & SWIP Analysis
POUS/ Pull Systems/ Kanbans/ Supermarkets
Visual Controls
Line Balancing/ Staffing/ Capacity Modeling
Paperless System Development

Additional Job Skills and Training

Microsoft Word, Excel, Project, Power Point, Publisher
Microsoft Visio – 2D/3D Facility and Tool Modeling
AutoCAD and Architectural Renderings
Network System Installation
Industrial/Commercial Remodeling and Demolition
Site and Project Management
Equipment Procurement and Installation
Electrical Systems
Pneumatic Systems
Leading Union and Non-Union Teams

Certifications and Special Information

Lean Trainer Certification (LEI)
HACCP Certification (SAI)
OSHA Safety Training
Materials and Cost Control Certification (SAI)
D.O.D. Security Clearance (2008-2011)
Work Visas – Canada/Nova Scotia and Netherlands (2006-2010)
Scheduled Master Black Belt Certification Training (ASQ Qualified Project)
- Boeing and Kaiser Aluminum Sponsored Project for August 2014