



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

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| – 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.