BIRCH BAY VILLAGE COMMUNITY CLUB
BOARD OF DIRECTORS MEETING
July 23, 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. HOMEOWNER PRESENTATION (3 Minutes Max Each, for 15 min)
5. HEARINGS (3 Minutes Max Each, for 15 min)
6. CONSENT AGENDA
   a. Approval of Board Meeting Minutes June 18, 2026
   b. ACC- Minutes of June 2, 2026
   c. Lakes and Drainage – Minutes of June 1, 2026
   d. Safety & Security – Minutes of June 8, 2026
   e. Golf Committee – Minutes of June 9, 2026
   f. Finance Committee – Minutes of June 24, 2026
   g. Marina Committee – Minutes of June 23, 2026
   h. 64.90 Task Force – Minutes of May 8, 2026 and June 12, 2026
   i. Operations Report Review
   j. Action Item List Review
   k. Correspondence
7. FINANCIAL REPORTS
8. OLD BUSINESS AND VOTING AS NECESSARY
   a. Community Mission and Vision Statement Draft Review
   b. Committee Charters
   c. BBV Safety Manual
9. NEW BUSINESS AND VOTING AS NECESSARY
   a. Committee Recommendations
      i. Elections Committee Member Recommendation
      ii. Community Plan Task Force Member Recommendation
      iii. 64.90 Task Force Recommendations
   b. Other –
10. AUTHORIZATIONS AND RESOLUTIONS
    a. Reserve Transfers
    b. Authorizations
    c. Resolutions
    d. Other
11. DIRECTORS' COMMENTS

BIRCH BAY VILLAGE

12. PARKING LOT
    a. North Fence Cleanup
    b. HR Documents
    c. Board Policies and Procedures
    d. Golf Course Irrigation from Kwann Lake
13. EXECUTIVE SESSION <u>DISCUSSION</u>
    a. Matters Involving Possible Violations of the Governing Documents
    b. Discuss Likely or Possible Litigation Matters
    c. Personnel Matters
14. <u>RATIFICATION</u> OF EXECUTIVE SESSION ACTIONS
15. <u>ADJOURNMENT</u>

Outlook

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: Kassandra 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

Outlook

FW: Traffic Citations

From BBV Patrol <patrol@bbvcc.com>
Date Mon 6/29/2026 7:52 AM
To Amy Ashby <Amy@bbvcc.com>

Hearing requester

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

From: James Fritts <jamesgfritts@outlook.com>
Sent: Friday, June 26, 2026 7:10 AM
To: BBV Patrol <patrol@bbvcc.com>; Lisa Fritts <lisafritts@outlook.com>
Subject: Traffic Citations

Hello,

I would like to schedule a hearing on the following citations. I know it says I can request a heating within 14 days. Does not explain 14 days from what? Just one issue, we never received almost all of them until someone recently dropped them off at our door.. how can it be from the date of the violation? We also emailed to dispute and never heard back (separate issue). Our account was deducted as well, which is also an issue. Even though there is a brief disclosure on the letter there are all sorts of requirements to be met before taking funds from someone's account which is somewhat by law treated as a trust account because BBVCC is holding my funds.

Here are the citation # last 3:

948
055
937
941
885
994
540
503
091
447

Prior to the hearing I would be open to a meeting to discuss. I think there should be a resolution here for the village. Personally, not a big fan of how this is being used now. Just my opinion but I am open to discussion and you might think the idea is not half bad.

In addition, if you would prefer to just do a hearing I would like to know who I should direct my information requests to prior to the date? Also, does the village have a defined response time for information requests made prior to hearings? I know those are required for a hearing as I need adequate time to review and the village needs time to collect and prepare the information.

Can you send any information the village has on file (or operates under) for hearing proceedings/procedure (prior, post, and for appeals in the interim so I can review accordingly?

Please let me know what the village protocol is for a response on the matter outlined above?

James G. Fritts
Principal
Fritts Family Office
jamesgfritts@outlook.com
(360) 360-8125
LinkedIn: www.linkedin.com/in/jamesfritts

Outlook

FW: Citation # 153050354

From Brad Stolzenburg <Brad@bbvcc.com>
Date Thu 6/25/2026 9:59 AM
To Amy Ashby <Amy@bbvcc.com>

Hearing please

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

-----Original Message-----
From: Brad De Haan <b.e.dehaan@gmail.com>
Sent: Thursday, June 25, 2026 9:38 AM
To: Brad Stolzenburg <Brad@bbvcc.com>
Subject: Citation # 153050354

EXTERNAL Email: The sender is not a BBVCC staff member.

Brad , requesting a hearing for the above citation, there are some circumstances that maybe have played a role in this . Thanks Brad
3608150117
Sent from my iPhone

NOTICE

Public Hearing - Ticket

July 16, 2026

James Fritts
851 Abner Lane
Lynden, WA 98264

Re: 5455 Tsawwassen Loop and 5479 Tsawwassen Loop Speeding Citations

Dear James,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for July 23, 2026. The hearing will start between 5 pm and 5:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

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

For 5455 Tsawwassen Loop-
June 10, 2026, speed notice #153050354
June 21, 2026, speed notice #153761207

For 5479 Tsawwassen Loop-
June 27, 2026 – speed notice #154092728
June 24, 2026- speed notice #153942534
June 20, 2026- speed notice # 153705503
June 20, 2026- speed notice # 153693091
June 20, 2026- speed notice # 153654948
June 19, 2026- speed notice # 153645447
June 19, 2026- speed notice #153603994
June 16, 2026- speed notice #153414941
June 16, 2026- speed notice #153399540
June 15, 2026- speed notice #153345885
June 15, 2026- speed notice #153333055
June 12, 2026- speed notice #153196937

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

The fine levied for these citations is a total of $1,275.00.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

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

Outlook

Fwd: Hearing request

From Dori Binder <dab362@hotmail.com>
Date Mon 6/29/2026 11:00 AM
To Amy Ashby <Amy@bbvcc.com>
Cc BBV Patrol <patrol@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

Additional info: speed notice #153638418
Sent from my iPhone

Begin forwarded message:

From: Dori Binder <dab362@hotmail.com>
Date: June 29, 2026 at 10:56:01 AM PDT
To: amy@bbvcc.com
Cc: compliance@bbvcc.com
Subject: Hearing request

Hi,
A friend was visiting and I would appreciate the fine be waived. They've only been in the village twice.
Please let me know if I can attend the July 23rd board meeting to request a waiver.
Thank you
Sent from my iPhone

NOTICE

Public Hearing - Ticket

July 16, 2026

Dori Binder
5504 Coquitlam Dr
Blaine, WA 98230

RE: Speeding Citation

Dear Dori,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for July 23, 2026. The hearing will start between 5 pm and 5:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to the speeding citation(s) issued on June 12, 2026, speed notice #153638418 and June 19, 2026 speed notice #153149581.

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

The fine levied for these citations is a total of $175.00.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

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

Outlook

requesting a hearing

From Brad Stolzenburg <Brad@bbvcc.com>
Date Mon 6/22/2026 1:51 PM
To Amy Ashby <Amy@bbvcc.com>

The good folks at 5451 tsawwassen loop would like a hearing with the BOD on ZOOM

James Jay Tiesinga

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

BIRCH BAY VILLAGE

BIRCH BAY VILLAGE

NOTICE

Public Hearing - Ticket

July 16, 2026

James Jay Tiesinga
12110 Business Blvd. Suite A06 PMB337
Eagle River, AK 99577

Re: 5451 Tsawwassen Loop Blaine, WA 98230

RE: Speeding Citation

Dear Mr. Tiesinga,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for July 23, 2026. The hearing will start between 5 pm and 5:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to the speeding citation(s) issuedJune14, speed notice #153302300.

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

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

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

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

Outlook

speeding tickets

From mark drinkwine <mark_rdh@hotmail.com>
Date Tue 7/7/2026 6:36 AM
To Amy Ashby <Amy@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

Good morning Amy,

I had a solar crew out to my house recently. They were here a total of seven days. On day 3 and day 5, my female crew chief needed to use a bathroom and drove from here to clubhouse and it appears she was in more hurry there than back. I moved here Nov 2020 and have never had a BBV infraction, by me or any other crews I've had to my house. I'm unsure if I have to formally request leniency from the board, or maybe there is an easier way to do this, or maybe that's what the protocol is. Regardless, I am writing now. I wanted to make sure there were no more infractions from last week. Seems like two days, two weeks ago, bathroom urgency had overcome her previous good record.

Thank you

NOTICE

Public Hearing - Ticket

July 16, 2026

Mark Drinkwine
8139 Comox Loop
Blaine, WA 98230

RE: Speeding Citation

Dear Mark,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for July 23, 2026. The hearing will start between 5 pm and 5:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to the speeding citation(s) issued on June 26, 2026, speed notice #154044346 and June 24, 2026 153923289.

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

The fine levied for these citations is a total of $175.00.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

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

Outlook

Re: Speeding ticket

From Karen Miller <schleto@hotmail.com>
Date Mon 6/15/2026 8:07 AM
To Amy Ashby <Amy@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

Hi Amy!
Good morning! Wondering if you received my email and if you could call me when you get a chance.
360-510-1242
Thank you!
Karen Miller

Get Outlook for iOS

From: Karen Miller <schleto@hotmail.com>
Sent: Thursday, 11 June 2026 11:04:01
To: amy@bbvcc.com <amy@bbvcc.com>
Subject: Speeding ticket

Hi Amy,
I am writing you due to receiving a speeding ticket notification from Ann Instacart driver who delivered incontinence pads and depends for my 90 year old Mother, Mary Jo Malquist. She could not drive due to a recent fall. We live at 8189 Chehalis Drive and would like to kindly request a hearing to dispute this.
You can reach me at (360)-510-1242.
Thank you kindly,
Karen (Mary Jo's daughter)

Get Outlook for iOS

BIRCH BAY VILLAGE

NOTICE
Public Hearing - Ticket

July 16, 2026

Mary Jo Malquist
c/o Karen
8189 Chehalis Rd
Blaine, WA 98230

RE: Speeding Citation

Dear Karen,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for July 23, 2026. The hearing will start between 5 pm and 5:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to the speeding citation(s) issued on June 1, 2026, speed notice #152464871.

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

The fine levied for these citations is a total of $150.00.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

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

Outlook

FW: Request a Hearing

From Brad Stolzenburg <Brad@bbvcc.com>
Date Mon 6/22/2026 7:39 AM
To Amy Ashby <Amy@bbvcc.com>

FYI, hearing seekers 😊

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

-----Original Message-----
From: Wayne Diaz <waynediazimages@gmail.com>
Sent: Friday, June 19, 2026 3:52 PM
To: Brad Stolzenburg <Brad@bbvcc.com>
Cc: flan.er.y@hotmail.com
Subject: Request a Hearing

EXTERNAL Email: The sender is not a BBVCC staff member.

Please contact me to schedule a hearing regarding two speeding tickets.

Thank you,
Wayne Diaz
Sent from my iPhone

NOTICE
Public Hearing - Ticket

July 16, 2026

Wayne Diaz
5682 Salish Rd
Blaine, WA 98230

RE: Speeding Citation

Dear Wayne,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for July 23, 2026. The hearing will start between 5 pm and 5:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to the speeding citation(s) issued on May 30, 2026, speed notice #152306308 and May 26, 2026, speed notice #152068942.

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

The fine levied for these citations is a total of $150.00.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

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

NOTICE

Public Hearing

July 17, 2026

Harold Goodwyn

RE: Hearing Request

Dear Harold,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for July 23, 2026. The hearing will start between 5 pm and 5:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to your hearing request sent via email.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

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

Outlook

Goodwyn (H. Laxton Scenic Arts Ltd.) @ 5399 Nootka Loop - BBVCC Violation Notice Letters, May.10/26 & May.31/26 - Request for Hearing by the Board

From Harold Goodwyn <hwg247@hotmail.com>
Date Thu 6/11/2026 7:46 PM
To Amy Ashby <Amy@bbvcc.com>; Brad Stolzenburg <Brad@bbvcc.com>; Justine Brooks <Justine@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

Hello Amy, Brad and Justine,

Justine - Thank you for the direction on request for hearing.

Amy & Brad - Please consider this my request for a hearing by the Board on the matter of the tentative fine levied in relation to the above- and below-referenced 1st and 2nd Violation Notices re Home Address Numbers Compliance and the processes of notification of non-compliance & rectification and of notification of fine schedule.

Please acknowledge receipt of this request by Reply and I will await a response regarding scheduling of a hearing.

Regards, H
Mobile: 604-720-9149

Harold Goodwyn --

From: Justine Brooks <Justine@bbvcc.com>
Sent: Tuesday, June 02, 2026 12:12
To: hwg247@hotmail.com <hwg247@hotmail.com>
Cc: Brad Stolzenburg <Brad@bbvcc.com>; Contact Us <ContactUs@bbvcc.com>
Subject: RE: EXTERNALGoodwyn (H. Laxton Scenic Arts Ltd.) @ 5399 Nootka Loop - BBVCC 2nd Violation Notice Letter, May.31/26

Harold,

We have received your request to change the email address on file to admin@rcggroup.com, we also have accounting@rcggroup.com on file. Would you like us to remove the accounting@ email address?

The source document that we currently have for our fine schedule is Appendix A of the General Rules and Regulations, which is attached. We are currently working on putting together corrected documentation of the fine processes for our software conversion that includes updated letters, updated fine and fee schedule that is separate from any of the rules, etc. There will be many updates with the software change. We as staff have a pretty heavy lift with the conversion process.

If you would like to have a hearing with the Board you can request a hearing by emailing Amy Ashby, Executive Coordinator, amy@bbvcc.com or Compliance brad@bbvcc.com. They will get you on the schedule for hearings and send a letter about a week before the scheduled hearing. If you can not make that hearing all you have to do is let them know and they will put you on the next Board meeting agenda. Once a hearing is scheduled staff puts a hold on the fine and escalation process until after the hearing and the outcome letter is sent.

Please let me know if you have any further questions.

Best regards

Justine Brooks, CMCA
Assistant General Manager
Birch Bay Village Community Club
justine@bbvcc.com
360-371-7744, ex. 114

From: Harold Goodwyn <hwg247@hotmail.com>
Sent: Monday, June 1, 2026 5:02 PM
To: Brad Stolzenburg <Brad@bbvcc.com>
Cc: Contact Us <ContactUs@bbvcc.com>; David Franklin <David@bbvcc.com>
Subject: EXTERNALGoodwyn (H. Laxton Scenic Arts Ltd.) @ 5399 Nootka Loop - BBVCC 2nd Violation Notice Letter, May.31/26

EXTERNAL Email.

Hi Brad,

Thanks for your email and the subsequent phone conversation of this afternoon.

To confirm, you will amend our email address distribution list by deleting joc@rcggroup.com and adding admin@rcggroup.com ...and you offered to advise by Reply tomorrow, the source document of the graduated fine schedule that you referenced in our conversation.

Could you also provide the acceptable form of request/notice (email, mail, registered mail, other) and if by mail/registered-mail, the BBVCC Board request/notice delivery address or if by email, the email address ...for a request of the board of Directors of BBVCC, for a hearing on this issue , as per the reference in the BBVCC May.31 letter to Bylaws Section 7.9.1. I would like to register an appeal for the fine levy to be withdrawn in light of the notice receipt circumstances. I could find no information on delivery anywhere in the R&R or Bylaw so am requesting your assistance.

Regards, H
Mobile: 604-720-9149

Harold Goodwyn --

From: Brad Stolzenburg <Brad@bbvcc.com>
Sent: Monday, June 01, 2026 13:34
To: hwg247@hotmail.com <hwg247@hotmail.com>
Subject: RE: EXTERNALGoodwyn (H. Laxton Scenic Arts Ltd.) @ 5399 Nootka Loop - BBVCC Letter dated May.10/26 re House Numbers

Responses in red below.

Brad Stolzenburg

BBV Compliance Officer

(360) 371-7744 Ext. 3

brad@bbvcc.com

BIRCH BAY VILLAGE

From: Contact Us <ContactUs@bbvcc.com>
Sent: Thursday, May 28, 2026 1:28 PM
To: Brad Stolzenburg <Brad@bbvcc.com>
Subject: FW: EXTERNALGoodwyn (H. Laxton Scenic Arts Ltd.) @ 5399 Nootka Loop - BBVCC Letter dated May.10/26 re House Numbers

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From: Harold Goodwyn <hwg247@hotmail.com>
Sent: Thursday, May 28, 2026 1:24 PM
To: Contact Us <ContactUs@bbvcc.com>
Subject: EXTERNALGoodwyn (H. Laxton Scenic Arts Ltd.) @ 5399 Nootka Loop - BBVCC Letter dated May.10/26 re House Numbers

EXTERNAL Email.

Hi BBVCC Team,

A couple of points re the BBVCC Letter of May.10/26 (Cc attached) and the notice re House Numbers...

The letter was unsigned. Please consider a policy that identifies the author of BBVCC correspondence including signature of the letter on behalf of the BBVCC. This will ensure that the recipient is clear on the authority of the letter ...and offers some reciprocity of personal contact with the recipient which reinforces the Club's assumed intent to communicate on a direct basis. It's just a reasonable thing to do, especially in the context of a community and club.

Please advise of the Club's position on this going-forward.

I will forward your idea to management

This letter was received after the requested compliance-by date noted in the letter. To better provide equity amongst the membership, please consider the realities of international post timing and extension of compliance-by dates from 15-days to some duration to allow realistic accommodation by the recipient ...or maybe a variation for out-of-country (and/or out-of-state for that matter). If the assumption is mail delivery of 3 days, based on this experience of ~15-day delivery time, 30-days compliance-by timing.

Please advise of the Club's position on this going-forward.

Each violation letter that gets mailed out is emailed at the time the letter is generated. It appears you have 4 email addresses that this was emailed to.

My search of ACC Rules & Regs. (and of the General Rules & Regs.) documents elicits no reference to either House Numbers or Clause 3.11 . Please direct me.

Thank you for bringing this to our attention. It appears that the wrong section # was entered into the software last time the documents were updated. The correct section is 6.4, House Numbers Required.

I will say that, to my knowledge, in 56 years of active ownership of the subject property, our family has not been advised of any issue or non-compliance related to street address identification. If this compliance request infers some dissatisfaction on the part of the Club, please do advise.

Regards, Harold

Director and principal of H. Laxton Scenic Arts Ltd.

Mobile: 604-720-9149

NOTICE

Public Hearing - Ticket

July 17, 2026

Jim Pace

RE: Hearing Request

Dear Mr. Pace,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for July 23, 2026. The hearing will start between 5 pm and 5:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to your request sent via email on July 7, 2026.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

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

Outlook

hearing request

From Brad Stolzenburg <Brad@bbvcc.com>
Date Thu 6/25/2026 10:22 AM
To Amy Ashby <Amy@bbvcc.com>

Patricia Nunez, 8252 Skeena Way would like a hearing with the B.O.D for the disorderly conduct citation.

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

NOTICE

Public Hearing

July 17, 2026

Patricia Nunez

RE: Hearing Request

Dear Patricia,

Your request for a hearing with the Birch Bay Village Board of Directors is scheduled for July 23, 2026. The hearing will start between 5 pm and 5:30 pm at the Clubhouse 8181 Cowichan Rd., Blaine WA 98230 or via Zoom if you do not wish to attend in person. You will have 10 minutes to present your case, 10 minutes for the Board to ask questions and 3 minutes to close. The Board will send a letter with their decision after the meeting.

This hearing is in regard to your hearing request regarding the disorderly conduct citation.

Sincerely,

BBVCC Board of Directors

Zoom Meeting information:

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

BIRCH BAY VILLAGE

BOARD OF DIRECTORS MEETING MINUTES

ASSOCIATION NAME: Birch Bay Village Community Club
DATE AND LOCATION: June 18, 2026

1. **CALLED TO ORDER AT:** 4:21 PM by Mathue Totten
2. **ROLL CALL - BOARD MEMBERS PRESENT** (check box):

☒ Randy Ambuehl	☒ Mathue Totten	☒ Dan Nedved
☒ Bob Whale	☒ Dave Owen	☒ Scotty Diamond
☒ Caprice Pine		

STAFF MEMBERS: David Franklin, General Manager, Justine Brooks, Assistant General Manager and Amy Ashby, Executive Coordinator.

COMMUNITY MEMBERS PRESENT: There were 12 people in person and 3 people via Zoom.

CONFIRM QUORUM: Mathue Totten and David Franklin announced a quorum achieved.

3. **ADOPTION OF AGENDA**

MOTION TO: **Approved the agenda with addition of New Business D. Issues with Lakes and Fishing and Item E. Donation for Dedication at Clubhouse.**
MOTION BY: Caprice Pine SECONDED BY: Dave Owen
APPROVED: _X_NOT APPROVED: TABLED: DIED:
IN FAVOR: 7 OPPOSED: 0 ABSTAINED:

4. **ORGANIZATIONAL MEETING**

a. Introduction of New Directors

b. Selection of Officers

President __Randall Ambuehl__________________

Vice President ___Mathue Totten_______________

Treasurer___Dan Nedved____________________

Secretary_Scotty Diamond____________________

c. Selection of Committee Liaisons
If at any time you cannot make the scheduled meeting, please request another Board member to attend the meeting in your place.

Golf ___TBD____

Lakes and Drainage ____Mathue Totten_____________________

Marina __Randy Ambuehl__________________________________

Safety and Security ___Dave Owen________________________

ACC - 2 Board members needed :

1. ___Scotty Diamond___________________________
2. ____Bob Whale______________________________

Elections Committee _____Scotty Diamond_______________________ (Board Secretary – Per Bylaws)

Finance Committee ____Dan Nedved______________ (Board Treasurer – Per Charter)

64.90 Task Force_____Dan Nedved_________________________________

Community Plan Task Force ____Caprice Pine______________________

d. Board Ethics and Guidelines

This will be reviewed during the New Board Member Orientation and Workshop

e. New Board Member Orientation

Justine and David will schedule this with the 2 new Board members.

f. Board Retreat – Strategic Board Workshop

This meeting is scheduled for June 29th 2026 at 5pm in the clubhouse.

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

The meeting calendar was reviewed, and it was asked if the Board cannot make any of the meetings scheduled to let Justine know and committee liaison should plan for a replacement if they cannot attend their committee meeting.

5. HOMEOWENER PRESENTATIONS

Llew Johnson Div 9 Lot 5- Llew shared his concerns about allowing open flame devices on some docks and not all. He provided a written document to the Board and staff from which he read. His concerns were regarding liability and damage that could occur.

Nadine Sheppard Div 11C-16- Nadine shared concerns regarding the practice area for the golf course. Her house is directly behind it, and she has concerns about golf balls flying towards her home, wildlife and children who use that area to play. Using this area for golf takes it away from others and asked how others living next to common areas would feel if those common areas were taken away from them.

Maureen Sever 8213 Cowichan- Maureen shared safety concerns about the golf program behind her house. She is supportive of the junior and adult camps taking place in that area as they are well supervised. Her concern is what happens in that area when it is unattended and in the evenings when staff is not present.

David Scheirman Div 11A-2- David provided advice on how to control the sound feedback that had been happening with the microphones. He wanted to approach the Board to let them know that most of the feedback received has been positive regarding the lakes and fishing, however, there have been a few bad apples ruining it. He is hopeful that these few non rule followers don't ruin it for the rest of them.

Anmarie Magner- 8223 Cowichan- Anmarie had concerns about the golf practice area and mentioned the previous homeowners had expressed most of her concerns already.

6. HEARINGS

Kassandra George- 12M-012:
Request was moved to July meeting due to prior commitment.

Michael Maddox- 12C-075:
No show

Blanca Aranda Gomez- 07-024:
Blanca explained to the Board that she was new to the community and under the impression that tickets would go to the driver of the vehicle not the homeowner. She now understands and informs all her guests that if they speed she will be giving them the ticket and reminds them all not to speed.

Greory Stipkala- 12-5-050:
No show

7. CONSENT AGENDA

a. Approval of May 21, 2026 Board Meeting Minutes
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 – Minutes of May 27, 2026
g. Marina Committee – Minutes of May 26, 2026
h. 64.90 Task Force – No Minutes
i. Operations Report Review
j. Action Item List Review

MOTION TO: Approve consent agenda without item f.
MOTION BY: Dave Owen SECONDED BY: Mathue Totten
APPROVED: X_NOT APPROVED: TABLED: DIED:
IN FAVOR:7 OPPOSED: 0 ABSTAINED:

Discussion on item f- finance committee. Dave Owen had questions with a couple of notes, but the General Manager clarified and provided answers.

MOTION TO: approve item f - finance minutes.
MOTION BY: Dan Nedved SECONDED BY: Dave Owen
APPROVED: x_ NOT APPROVED: TABLED: DIED:
IN FAVOR: 7 OPPOSED: 0 ABSTAINED:

8. FINANCIAL REPORTS

The last finance committee meeting did not have a quorum and were unable to approve financial documents. The General Manager presented financial statements to the Board. The statements showed a steady accumulation of reserves with $6 million dollars in reserves planned for capital projects in the future. Home sales continue to increase, with 12 homes going under contract during May. This activity is reflected in the financial statements, as dues are collected in full when a home is sold. Several accounts — Sales Tax, Lakes and Drainage, and Marina — showed negative balances. However, the General Manager provided explanations for each variance. The Sales Tax deficit resulted from budget planning occurring before it was known that security services would require sales tax payments. It is anticipated that Marina revenues will exceed those of any previous year by year-end. The Lakes and Drainage account reflect the recent purchase of equipment needed for testing purposes. The Treasurer also announced that budget planning will begin soon and that committees will be contacted for input and budget requests.

9. OLD BUSINESS AND VOTING AS NECEESSARY

a. Other - none

10. NEW BUSINESS AND VOTING AS NECESSARY

a. Committee Recommendations

i. Finance Committee Member Recommendations

After discussing adding a new member to the Committee, the Board discussed Sue Gariggan's ability to vote on the Finance Committee. They decided that since the Finance Committee does not make decisions but does make recommendations to the Board she should not be restricted from voting. At the last meeting without Sue being able to vote, there was no quorum and it restricted the Committee's ability to move forward.

MOTION TO: approve Sandy Zeitel to be seated on the Finance Committee.
MOTION BY: Dave Owen SECONDED BY: Mathue Totten
APPROVED: _X_NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED:

ii. Mariana Committee Member Recommendations

MOTION TO: approve Ted Wiegert to be seated on the Marina Committee
MOTION BY: Dave Owen SECONDED BY: Bob Whale
APPROVED: x_ NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED:

iii. Golf Fine Schedule Revision

The Board reviewed the proposed new golf fine schedule. The Golf Committee Chairperson was present and explained that several fines on the current outdated schedule are lower than the actual cost incurred by the golf operation. It was also noted that the existing fines are not substantial enough to discourage negative behavior. The Board discussed the proposal extensively, including the desire to move the fine schedule out of the Golf Rules and Regulations document. However, no alternative location has yet been identified for maintaining these fine schedules.The Board also discussed the need to review and update additional fine schedules throughout the community and considered forming a subcommittee to evaluate and recommend revisions related to fines.

MOTION TO: approve forming a subcommittee with Dave Owen as the lead to revise the fine schedule.
MOTION BY: Dan Nedved SECONDED BY: Scotty Diamond
APPROVED: X_NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED:

iiia. Golf Practice Area

The Golf Committee chairperson provided background on the history of the practice area. It has been around since 2018 without incidents that she is aware of. It was not a new location however improvements to equipment were made. There are safety rules in place such as types of clubs and balls to be used in the area and flags to provide a target away from homes. The Board discussed the concerns shared by homeowners earlier in the meeting and ask that the General Manager look into costs of installing a better camera in that area. There was no motion made on allowing the golf practice area, however the Board agreed to allow supervised classes/camps to occur as they have been in the past.

b. Ratification of Election Results

MOTION TO: approve and accept the tellers report.
MOTION BY: Mathue Totten SECONDED BY: Dan Nedved
APPROVED: X__NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED:

c. Other
   i. Safety and Security Committee Member Recommendations

MOTION TO: approve the extension of Maureen Sever's term on the Safety and Security Committee by one year.
MOTION BY: Dave Owen SECONDED BY: Mathue Totten
APPROVED: x__NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED:

11. AUTHORIZATIONS AND RESOLUTIONS

a. Reserve Transfers -none for this meeting but will present next month.
b. Authorization
   i. Expense Authorization for Maintenance Truck

The General Manager provided information regarding the 2025 reserve study to documenting this truck was expected to be purchased in 2025. Maintenance staff were unable to locate a truck to purchase at that time. This specific truck is rare to find but is currently available.

MOTION TO: approve authorization expense for Maintenance Truck
MOTION BY: Mathue Totten SECONDED BY: Dan Nedved
APPROVED: x_NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED:0 ABSTAINED:

c. Resolutions

i. Banking Resolution

This is a standard procedure to complete each time there are new officers. It is required for the bank and currently the request includes adding the Assistant General Manager.

MOTION TO: approve banking resolution as presented to include new officers Randy Ambuehl, President, Mathue Totten, Vice President, Dan Nedved, Treasurer, Scotty Diamond, Secretary, David Franklin, General Manager, and Justine Brooks, Assistant General Manager.
MOTION BY: Dave Owen SECONDED BY: Mathue Totten
APPROVED: x NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED:0 ABSTAINED:

ii. Community Plan Task Force Resolution & Charter

A document was presented that explained the purpose and intentions of the Community Plan Task Force.

MOTION TO: adopt task force resolution and charter.
MOTION BY: Mathue Totten SECONDED BY: Dave Owen
APPROVED: X_NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED:

MOTION TO: adopt approve members of the Task Force- Bev Franklin, Jill McCallum, Ginger Larsen, Kirk Martin, Mary Santi, Kevin Ryan and David Wilbrecht.
MOTION BY: Dave Owen SECONDED BY: Scotty Diamond
APPROVED: X_NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED:

d. Other- Issues with lakes and fishing

The Board discussed problems with a small group of boys who have been using foul and offensive language towards committee members and their spouse. It is believed this is the group that was causing other problems in past complaints around the community. The Board will leave it to compliance to issue fines to the homeowner with these guests according to Birch Bay Village rules. There have also been problems with littering and the Board asked management to purchase small garbage cans to be placed in launch areas.

e. Other- Donation towards native dedication for artwork at the clubhouse

Dan Nedved had received a request from Ron Schnider to provide gas money in the amount of $400 to tribal members who have offered to come dedicate the artwork at the clubhouse. There would be native dancing and a potluck dinner. It was planned to occur August 15, 2026 however that conflicts with opening day for crab and the Board requested they come a different day.

MOTION TO: approve to funds up to $400 for the local tribes and those from South Puget Sound invited by Ron Schnider and Kathy Tagget towards the gifting ceremony at a date to be determined.
MOTION BY: Dave Owen SECONDED BY: Scotty Diamond
APPROVED: X_NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED:

12. DIRECTORS COMMENTS

None

13. 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

14. EXECUTIVE SESSION

MOTION TO: move into executive session at 6:51 pm to discuss personnel matters, possible violations of governing documents and possible legal issues.
MOTION BY: Mathue Totten SECONDED BY: Bob Whale
APPROVED: _X__NOT APPROVED: TABLED: DIED:
IN FAVOR: 7 OPPOSED: 0 ABSTAINED:
The Board moved out of executive session at 8:21 pm.

MOTION TO: start foreclosure proceedings on 007-026, 12M-13, 12M-32, 006-028 and place a lien on 004-060.
MOTION BY: Dan Nedved SECONDED BY: Bob Whale
APPROVED: X_NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED: .

MOTION TO: approve no change to 12C-075 and 12-5-050, reduce first citation (25mph) and no change to second citation (31mph) to 07-024.
MOTION BY: Mathue Totten SECONDED BY: Bob Whale
APPROVED: X_NOT APPROVED: TABLED: DIED:
IN FAVOR:_ 7 OPPOSED: 0 ABSTAINED:

15. ADJOURNMENT

a. The meeting was adjourned at 8:37 pm.

MOTION TO: adjourn
MOTION BY: Caprice Pine SECONDED BY: Dan Nedved
APPROVED: x_NOT APPROVED: TABLED: DIED:
IN FAVOR: 7___ OPPOSED: 0 ABSTAINED:

Minutes Approved By: ______________________________
Board Secretary

BBVCC
ARCHITECTURAL CONTROL COMMITTEE
Meeting Minutes
June 2, 2026 at 10:00AM

Committee Members Present		
Michael Stringam, Chair	Bob Whale, Board Liaison	Lisa Guthrie
Rich Santi		
Bev Franklin, Board Liaison		
Committee Members Absent	Lyle Sieg	Kevin Ryan
Staff Present	Justine Brooks, AGM	Amy Ashby, Executive Coordinator
Members Present	Aaron Green	George Hill
	Patti	Russell

1. CALL TO ORDER: at 10:14 am by Michael Stringam

2. ADOPTION OF AGENDA
Motion to approve agenda**.**
Motion by: Bev Franklin **Seconded by:** Bob Whale **Approved**

3. OPEN FORUM:
George Hill presented concerns about a neighbors shed color not matching the house. Also shared documents that support a need to contact compliance. The committee explained that the owners next step was to provide documents to compliance as the ACC can only approve and deny projects.

4. RATIFY MINUTES: April 6, 2026
Motion to approve.
Motion by: Rich Santi **Seconded by:** Bob Whale **Approved**

5. CONSENT AGENDA – Admin Approved
No Consent Agenda

6. OLD BUSINESS:
No Old Business

7. NEW BUSINESS:
A. 8141 Comox Rd- French Drain Repair
Motion to: Approve as planned.
Motion by: Bob Whale **Seconded by:** Bev Franklin **Approved**
Only concern was regarding the French drain tying into the current stormwater drain and the owner stated that was the plan.

BBVCC
ARCHITECTURAL CONTROL COMMITTEE
Meeting Minutes
June 2, 2026 at 10:00AM

B. 5793 Nootka Loop- Tree Removal and Water Leak
Motion to: approve tree removal and water leak repair with the contingency to provide written documentation from the Department of Fish and Wildlife the tree is approved by their agency to be removed.
Motion by: Bev Franklin **Seconded by:** Bob Whale **Approved**

C. 5587 Salish Rd- Tree Removal
Motion to: Approve.
Motion by: Bev Franklin **Seconded by:** Bob Whale **Approved**

D. 5790 Salish Rd- Fence
Motion to: Approve**.**
Motion by: Bev Franklin **Seconded by:** Bob Whale **Approved**

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. 8027 Niksa Rd- Driveway replacement
Motion to: approve.
Motion by: Bev Franklin **Seconded by:** Rich Santi **Approved**

G. 8035 Kayak Way- Culvert and Ditch
Motion to: approve
Motion by: Bob Whale **Seconded by:** Bev Franklin **Approved**

H. 8039 Niksa Rd- Vinyl Fence and Privacy Screen
Motion to: approve with the contingency that the fence and privacy screen remain at or under 6ft in height.
Motion by: Bev Franklin **Seconded by:** Bob Whale **Approved**

I. 8105 Skeena Way- Driveway Replacement Cure Notice
Motion to: approve.
Motion by: Bob Whale **Seconded by:** Bev Franklin **Approved**

J. 8190 Chehalis- Tree Removal
Motion to: approve.
Motion by: Bob Whale **Seconded by:** Rich Santi **Approved**

8. ADDITIONAL ITEMS DISCUSSION:
ACC Workshop discussion

The group discussed their recent participation in an information fair, with members expressing that it was valuable and beneficial for community engagement, leading to positive feedback about repeating the event next year. The committee also addressed an upcoming volunteer barbecue appreciation event with deadline for RSVPs.

The committee briefly discussed permit extension procedures for members requiring extended time periods. Michael Stringam asked Bev Franklin to provide the document that states 2 Board members can make a decision without going through a variance process.

The chairperson discussed concerns about a 42-page draft document related to RCW 6490 that requires a 67% approval vote from all members to be implemented. The chairperson expressed skepticism about achieving such high approval rates and clarified why certain provisions like the 6-foot tree height restriction remain while others like ACC authority are removed. The discussion concluded with plans for an upcoming legal counsel meeting to address concerns about the process and potential alternatives to the comprehensive document approach.

The committee discussed the requirements for approving bylaws, clarifying that a two-thirds majority vote is needed, similar to covenant changes. Justine explained that they plan to separate and vote on different aspects of the 64.90 document, with varying thresholds based on controversy and legal requirements. Michael suggested organizing a separate workshop to review the document in detail, given the expertise in the room and the need to address potential legal challenges, particularly regarding the 30% versus 67% vote thresholds. The committee agreed to explore scheduling a separate meeting to discuss the document thoroughly before the feedback deadline.

ADJOURNMENT:
Motion to adjourn at 11:23 am
Motion by: Bev Franklin **Seconded by:** Bob Whale **Approved**

BBVCC
Lakes and Drainage Committee Minutes
June 1, 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)	Jon Hall, Chair
Mathue Totten, Board Liaison		
Committee Members Absent		
Staff Present	Justine Brooks, AGM	David Franklin, GM
	Amy Ashby	Bobby Hoffer
Members Present	Molly Semenik	

I. **CALL TO ORDER:** at 4:58 pm by Jon Hall.

II. **Ratify Minutes:** May 4, 2026
Motion to approve minutes.
Motion by: Bill Reilly **Seconded by**: Dave Carpenter **Approved**

III. **Adoption of Agenda**
Motion to approve agenda with addition of interception ditch.
Motion by: David Scheirman **Seconded by:** Gwynne Briggs **Approved**

IV. **Visitor Comments and Suggestions**
Molly provided a fishing report for Kwann Lake, noting that 27 people fished there in May with only 4 fish caught, and reported that young fishermen were being respectful. Molly was able to catch a carpe with a green line wrapped around her line and she got the fly just right. Overall she wanted to express she is very pleased with the fishing program so far.

Committee of the Whole

A. **Committee involvement in the BBV Clubs & Committee Info Fair (May 30th)**
David Schierman reported on the Info Fair, noting positive interactions with villagers and new club memberships, including 15 new wine club members and over 20 new members for cycling club. At the information fair, the Lakes and Drainage Committee discussed a question about tree removal on a beaver pond, with Bill and Bobby clarifying that neither the homeowner nor Village Maintenance is responsible for removing fallen trees unless they block flow or cause damage.

A. **Update on the Board's request that management investigate the feasibility of using Kwan Lake water to irrigate the golf course (e.g., contacting USACE, DOE, and DNR regarding any restrictions, permits, etc. (Jon H.)**
Jon Hall reported on calls to various agencies regarding water rights for using water from Birch Bay ponds, noting that while the process could take years and cost $10,000-$15,000 for expedited processing to apply for water use. We could also submit a basic application with a $50 fee and see what happens. Jon explained that being at the bottom of the watershed and having no downstream users would favor their application, and that both the county and Department of Fish and Wildlife

would likely approve once water rights are established, as long as there's no fill and proper fish screens are used. The group determined they need to file a water rights adjudication application, with Bill offering to help estimate water usage for irrigation and stormwater management purposes. The original deadline was May 26, 2026, it was extended to June 1, 2027 due to low participation in the adjudication process with Whatcom County. David Franklin will follow up on this as he believes we already have the paperwork/application that covers this.

V. Subcommittee Reports

Biological Management Subcommittee

A. Testing Results

The committee reported that recent testing results showed most water points were below detectable phosphorus limits, with only one point in Thunderbird testing slightly above at 0.55 ppm. SPR testing was also completed with similar results.

B. Status of Discussions Regarding the EutroSORB application

The Department of Ecology representative Sean responded to discussions about the EutroSORB application, admitting he needed to consult colleagues about impoundment ponds and promised to follow up by June 8, 2026. Thunderbird and Kwann Lake cannot use EutroSORB until the DOE responds with answers to the committee's questions.

C. Status of DO meter purchase

The team discussed challenges with a new dissolved oxygen meter, noting some discrepancies between the manual and quick start guide, and planned to test the device's accuracy before the next meeting.

D. Turbidity Lab Testing

Dave Carpenter and David Scheirman discussed plans to conduct turbidity testing at five water sampling points along the northern boundary of the village, using a "secchi disk" to measure water transparency and or turbidity and to compare results to previous baseline measurements. This testing was scheduled to take place last month, but scheduling conflicts occurred.

Hydrologic Control Subcommittee

A. BBV Lower Gate Projects updates

The committee reviewed progress on the Lower Gate projects, which are under county review, with plans for a meeting between the county, engineer, and Bill and BBVCC to address permitting issues. The group also discussed organizing a community meeting about stormwater management, noting it doesn't require formal notice but should be advertised in the bulletin before summer's end.

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

No need for discussion as this matter is still in discussion with BBV and DFW.

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

The committee discussed organizing a community meeting about stormwater management, noting it doesn't require formal notice but should be advertised in the bulletin before summer's end. Bill and David Scheirman agreed to work on the power point presentation that will be presented to homeowners and raise awareness around stormwater issues at BBV.

Flood Monitoring, Preparation, and Response Subcommittee

Education Subcommittee

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

This matter was discussed earlier with the guest presentation of the fishing program however the committee asked if all reports were positive and the General Manager said the office had been receiving complaints about trespassing, using barbed hooks, and misbehavior of juveniles. David Franklin mentioned sending out a reminder message about following rules.

B. Completion of phosphate article for newsletter authored by Gwynne with additional input from other committee member(s).

Gwynne reported that her article was written and planned to be in the June bulletin.

C. Additional topics needed for newsletter in the near future?

The group also discussed advertising about a community meeting regarding stormwater management with the goal to be in the bulletin before summer's end.

Development Oversight Subcommittee

A. Avista or other proposed development updates

The committee noted limited activity at the Horizon construction site with less heavy equipment but ongoing infrastructure work with no updates for Avista.

County / Lakes Subcommittee

The committee mentioned that the MOU agreement was in contract with BBWARM. They are discussing and working on the nuts and bolts.

New Business

Bill raised concerns about maintenance of the interceptor ditch along the west boundary of BBV, noting that some residents maintain it while others don't, and mentioned that the previous Roads and Drainage Committee used to inspect the ditch. Discussion continued regarding maintenance putting eyes on the ditch to see what condition it is currently in. Bobby agreed to work on gaining access with permission from a property owner to access the field and ditch.

Motion to Adjourn at 6:22 pm

Motion by: Bill Reilly **Seconded by:** David Scheirman **Approved**

BIRCH BAY VILLAGE

Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee

Date/Time of Meeting: June 8, 2026 at 3:00 pm

Location: Maintenance Conference Room (in person & via zoom)

Committee Members in Attendance:

☒ Mike Lubow	☒ Maureen Server (Zoom)	☒ Ron Bendschneider
☒ Billy Brown	☒ Jason McElyea (zoom)	☒ Dave Owen (, BOD Liaison)
☒ David Scheirman (Chair)	☒ Michelle Ihlan (Zoom)	

BBVCC Staff in Attendance:

☒ David Franklin, GM	☒ Brad Stoltzenburg, Compliance	☐ Ron Rehon, Compliance
☒ Justine Brooks, AGM	☒ Amy Ashby, Executive Coordinator	

Guests Present:

Laura Bailey		

1 - Call Meeting to Order: 3:00 pm

Roll Call, Quorum Present: ☒ Yes ☐ No

Approval of Agenda: Approve agenda with modifications to add brief discussion regarding golf course driving range.

☒ Approved ☐ NOT Approved

Moved by: Mike Lubow **Seconded by:** Ron Bendschneider **Approved**

Approval of Minutes: May 11, 2026

☒ Approved ☐ NOT Approved

Moved by: Billy Brown **Seconded by:** Michelle Ihlan **Approved**

2 – Member Presentations (3-minute max):

Golf Course Driving Range

A homeowner raised concerns about a new permanent driving range being established behind residents' homes, noting that it will have no nets for protection and could affect properties. The chairperson from the Golf Committee addressed these concerns by explaining that the range has existed since 2018 with temporary mats and those were in need of repair. This area is used during junior golf programs and now will be used for adult golf lessons. This area will have modifications that include using modified balls that fly shorter distances and implementing check-in procedures at the pro shop. The committee agreed to discuss supervision and safety measures at their upcoming meeting and invited the homeowner to attend either in person or via Zoom to express her concerns further.

OLD BUSINESS

3 - Speed Enforcement Program

Brad reported that the speed enforcement program issued 52 citations last month, down from 77 the previous month, and discussed plans to move the trailer to a different location. The program achieved an 88.2% compliance rate for drivers staying under 20 mph, representing a 28% improvement since first implementing 20 MPH speed reader signs in 2023. The discussion revealed concerns about Amazon contract drivers using resident lanes and their authorization to do. The committee discussed details from past meetings that included information about the drivers asking permission from the office and it was approved. Compliance explained that some specific vehicles have transponders that allow access (with permission from the office) to use the gate from the resident side.

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

The General Manager provided an update on security camera installation, reporting that Marina cameras are complete but the lower emergency gate location presents challenges due to line-of-sight issues, with next steps involving potential collaboration with Ziply for equipment placement. An update was provided on the common area lighting project, explaining that archaeological issues stopped the work after shell midden was discovered during excavation near the clubhouse. The project is now under review by Drayton Archaeology, with the potential for significant delays if significant archaeological resources are found.

5 – BBV Security Manual

The committee reviewed the update to change "daily patrol" to "regular patrol" in the BBV Security Manual.

6 – Emergency Action Info/ Evacuation Plan

The committee shared documents of previously established plans that are now outdated, and discussed tsunami evacuation planning, with a committee member raising questions about evacuation authority and the need to involve local law enforcement. The working group, led by Mike, Ron, and Maureen, agreed to move forward with developing tsunami evacuation plans as part of the broader village evacuation plan.

7 – Gate Key Workshop

Maureen is working on a date at the end of June to host the next Gate Key Workshop. It will be sometime during the week instead of on a weekend this time and hopefully again in July.

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

A committee member reported on the Marina Safety Day event which had good vendor participation including PrepareSmart and BERT team representatives. Maureen located and invited a fire extinguisher company that sells and services extinguishers that meet coast guard standards for boating safety.

The Committee Info fair table attendees reported that the Safety and Security table received more thanks than complaints and called the event successful.

9 – Discussion Youth Golf Driving Program

The committee discussed a youth golf cart driving program, with some expressing support for the idea but raising concerns about liability. The group agreed to pause the discussion until they receive definitive responses from the insurance agent and legal counsel regarding liability and policy changes.

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

A committee member provided an update on communications efforts for the North Whatcom County Fire and Rescue Levy, including work with a marketing professional on emails, bulletin content, and potential video links that are factual.

NEW BUSINESS

11 – Incident Reports/ review of any significant submittals since last meeting

The Safety and Security Committee discussed several key issues including a resident's installation of rebar stakes in the right-of-way after village maintenance mowed native plants she had planted in the right of way. The committee agreed to have the ACC chair and committee members meet with the resident to clarify property boundaries and explain regulations, as she was under the incorrect assumption that the plants were on her property.

There was discussion around incident report notifications and processes. Staff confirmed they are working to address the problem of compliance not receiving incident reports, and the group discussed creating a clearer protocol for handling and distributing these reports. The committee established that incident reports should first go to the safety and compliance officer and chairperson of the safety committee before being shared with the full committee. The discussion also touched on specific incident reports, including one about a flashlight being shined on trees, and dogs barking.

12 – Reminder- BBV Volunteer Appreciation Dinner

The committee chair announced a reminder about the Volunteer Appreciation Dinner June 13, 2026 at 3pm.

13- Observations about current stop signs compliance

The compliance officer reported that tickets are being issued for those who disregard the stop signs while noting the inconsistency of sizes in signs. The committee then discussed taking an inventory of stop signs around the village. A couple committee members volunteered to conduct a field audit of current stop and yield signs to determine if changes are needed.

14- Upcoming on the calendar: July 4th celebrations, Fireworks

Regarding July 4th celebrations, the committee discussed plans for public safety officers to patrol and document firework activity the same as last year.

15- Additional Items for next month's agenda

16- Future topics, info for members & communication issues for upcoming bulletin

The committee agreed to make fireworks compliance the focus of the July 1st bulletin with additional information about the Gate Key workshop.

The committee also discussed extending Maureen Server's term on the committee for another year..

Motion to: Recommend to the Board extending Maureen Server's term for one more year.

Moved by: Michelle Ihlan **Seconded by:** Mike Lubow **Approved**

Motion to Adjourn at 5:09 pm

Motion by: David Scheirman **Seconded by:** Ron Bendschneider **Approved**

Next meeting is scheduled for July 13, 2026 at 3:00pm

BBVCC

GOLF COMMITTEE

Meeting Minutes

June 9, 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	Maureen Sever	Ernie Hutchins
Dori		
Staff Present	Krista Templeton	Steve Brand
Justine Brooks	Amy Ashby	

I. **CALL TO ORDER**: at 1:00 pm by Laura Bailey

ADOPTION OF AGENDA

Motion to: Approve agenda with addition to discuss driving range.

Motioned by: Steve Franklin **Seconded by:** Patti Nitta **Approved**.

RATIFY MINUTES:

Motion to: Accept May 12, 2026.

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

2. MEMBERS OPEN FORUM

A homeowner expressed safety concerns about potential golf balls hitting her property and nearby areas. She noted that while supervised youth golf practices were manageable, she was worried about 24/7 access and the possibility of regular golf balls being used. The Golf Committee explained that a subcommittee would be formed to address these concerns and manage the facility safely, promising to follow up with concerns via email once safety measures are implemented.

3. GREENS KEEPER REPORT

The greens keeper provided updates on golf course maintenance, including aerating fairways, spraying various treatments, and replacing sprinkler heads which have improved irrigation efficiency. He discussed future plans to make changes to the type of bunker sand due to the water retention issues and drainage improvements. The current sand can also be reused.

4. GOLF AND PROSHOP REVIEW

The Pro Shop finances presented showed an increase in business overall. There were more punch cards and membership sales. May incident reports included issues with fishing in the pond, broken glass, and an incident during a birthday party.

5. PUTTING ONLY PROGRAM

The committee discussed the first putting only event from May with about 44 participants. Questions had come up regarding damage to the golf course after the event, but the grounds keeper confirmed there wasn't any. The committee discussed upcoming events including another putting-only event scheduled for the 23rd with 12 RSVPs so far.

BBVCC
GOLF COMMITTEE
Meeting Minutes
June 9, 2026 at 1:00PM

6. WALKING PROGRAM

The committee discussed implementing a walking program on the golf course based on member feedback from a survey. The group debated logistics including timing, safety protocols, check-in procedures, and potential charges for the program. The chairperson proposed having interested members form a committee to develop a detailed proposal with safety parameters and implementation framework, rather than having the golf committee take full responsibility for the program. The group agreed to put out a call for volunteers interested in forming this walking program committee.

7. CITATIONS FOR MARSHALL PROGRAM

The committee discussed updated fines for golf course violations, which were reviewed by a committee member, and chairperson but require board approval before implementation. The chairperson explained that marshals would issue warnings and incident reports, but compliance would handle actual fines and enforcement.

8. VOLUNTEER NEEDS- Jr and Adult Camps

The committee discussed volunteer needs for both the putting event and junior golf camp starting next week, with concerns about insufficient volunteer numbers. Various members agreed to volunteer but will still need more help for successful events. The committee discussed using some of the designated marketing money in the budget to help advertise for these events as well.

9. NEW MEETING TIMES AND FREQUENCY

The committee discussed a new proposed schedule for Golf Committee Meetings. Moving the meetings to a different time allows for more people to attend and winter months have lower activity for the golf course. The chairperson proposed having meeting times change to 2pm starting in August 2026 and skipping meetings in October, December and February.

Motion to: approve a new meeting schedule that includes changing the meeting time to 2pm starting in August 2026 and skipping meetings in the months of October, December and February.
Motion by: Steve Franklin **Seconded by:** Craig McCallum **Approved**

11. MEETING ATTENDANCE

The chairperson asked that the committee members make it a priority to attend meetings as it's only once a month and less than 2hrs.

15. ADJOURNMENT

Motion to adjourn at 2:19pm
Motion by: Craig McCallum **Seconded by:** Patti Nitta **Approved**

The next meeting is scheduled for July 14th at 1:00pm.

BBVCC
FINANCE COMMITTEE Notes
REGULAR MEETING
June 24, 2026 at 1:00PM via Zoom

Committee Members Present		
Dan Nedved	Dan Nedved	Sue Garrigan
Bonnie White	Erin Ryan	
Members Absent: Sandy Zeitel, Bev Franklin		
Guest Members		
Staff Present	David Franklin, General Manager	Justine Brooks, Assistant GM
	Amy Ashby, Executive Coordinator	Tammy Barth

1. **CALL TO ORDER:**
The Finance Committee was called to order at 1:05pm by Dan Nedved and a quorum was present.

2. **ADOPTION OF AGENDA**
Motion to approve.
Motion by: Sue Garrigan **Seconded by:** Erin Ryan

3. **OPEN FORUM**
None

4. **RATIFY MINUTES:**
Motion to ratify minutes from May.
Motion by: Erin Ryan **Seconded by:** Sue Garrigan

Motion to approve minutes from April.
Motion by: Erin Ryan **Seconded by:** Bonnie White

5. **REVIEW OF FINANCIALS**
Reconciliations, Budget, Reserves

The committee then reviewed the status of financial reports, with Sue confirming that March financials were not completed due to being behind on reconciliation, but May financials were now finalized and ready for approval. It was suggested to circulate March, April, and May financials to the committee for review before the board meeting, with approval to be done via email due to practical constraints of reviewing detailed financial information in person.

The discussion also covered accounts receivable explaining that month to month was difficult to compare however comparing yearly was more appropriate. When billing monthly, quarterly, biannually, and annually naturally there are months that are lower and higher than the next because of the billing timeline.

BBVCC
FINANCE COMMITTEE Notes
REGULAR MEETING
June 24, 2026 at 1:00PM via Zoom

The Finance committee discussed the collection efforts for delinquent property liens, explaining that a scheduled meeting with a collection agency fell through and describing new challenges with the 64.90 changes. These new laws will make the lien and foreclosure process more time-consuming and expensive. The committee discussed specific problematic properties which have maintenance issues despite being fully paid on assessments, and properties belonging to deceased members which require special handling.

The conversation ended with a discussion about imbalanced reserve accounts in the 2024 financials, which were noted as being out of balance but not affecting the overall audit results.

The group discussed financial discrepancies in their reserve accounts, with the auditor reviewing and approving current records while planning to address issues in the 2025 audit. The General Manager explained that while the total balance sheet is balanced, there are interfund discrepancies that need correction, but the total amount was fine. The total is what the auditor would be concerned with. The committee identified that a $2.897 million discrepancy in the operating fund appeared incorrect, with Suze noting the actual discrepancy was only around $6,000, and the auditor had mislabeled something in the wrong spot.

The group also discussed publishing delinquency reports in the bulletin, with Justine confirming the Board had approved the recommendation to include accounts with balances over $3,000 at 90 days.

6. <u>Software Conversion Deliverables</u>

The team discussed handling mis posted transactions during software conversion, with debate whether to import incorrect postings or clean up the data first. They agreed to consult the conversion team about making inactive accounts and handling historical data with balances. The group also discussed consolidating reserve funds into a single fund for investment purposes while maintaining separate accounting for income and expenses, though they acknowledged the need for community input before implementing any changes.

The team discussed combining the pro shop and golf departments into one department for better financial tracking, with the General Manager explaining that most golf courses operate with integrated pro shop and golf operations. They also addressed the need to refine the chart of accounts and cost centers, particularly regarding how to handle folios in the new North Star software system. The General Manager clarified that folios are actually receivables account groupings rather than individual member accounts, and the team noted they should reduce the number of folios based on recommendations.

7. <u>Bookkeeper</u>

The meeting shifted to welcoming a new team member Tammy, who shared her relevant experience in real estate development and HOA management, including her role as treasurer for a 228-unit condominium association. The committee discussed combining financial systems to create a cleaner structure, with Tammy confirming the processes would remain familiar despite the larger scale of 1,129 homes.

8. <u>MEMBER COMMENTS</u>

The conversation ended with the formal approval of Sandra as a new committee member.

Motion to recommend Sandy Zeitel as a new member of the Finance Committee.
Motion by: Sue Garrigan **Seconded by:** Bonnie White

The Finance Committee discussed changing marina storage rules to allow motorhomes and other vehicles beyond just boats and boat trailers. It was proposed to open the storage lot to vehicles defined in the bylaws (including cars, trucks, RVs, and trailers) up to 10% of occupancy, subject to Harbor Master approval. Dan made the motion to recommend this change to the board, which Sue seconded, and the committee agreed to amend General Rule and Regulation 6.2 to reflect these changes however some expressed concerns about implementation details and fairness to current members. It was suggested the committee find out how the Harbormaster currently regulates space assignments and suggested being more specific about criteria before making this recommendation to the Board. The group agreed to postpone the decision.

The Committee discussed expanding access to the golf course and marina for non-members, with reporting limited uptake due to poor marketing timing and lack of clear compliance measures. The group identified the need for proper credit card deposit requirements and guest management policies before proceeding with any expansion program. They also briefly discussed pickleball usage and potential fees, noting that current sponsored membership programs have seen little adoption. The committee discussed only charging guests for pickleball rather than owners.

The meeting focused on discussing funding allocation for amenities like the marina, golf course, and pickleball courts, with participants debating whether to use dues or user fees. The General Manager proposed implementing a transparent system to show members how funds are allocated between dues and user fees.

9. <u>ADJOURNMENT</u>:

Next Meeting set for July 22, 2026

Adjourned Meeting at 3:21pm
Motion to adjourn
Motion by: Bonnie White **Seconded:** Sue Garrigan

BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting – Minutes

Date/Time: Tuesday, June 23, 2026, 2:00 pm PDT
Location: Maintenance Conference Room & ZOOM Meeting
Zoom Info: Meeting ID: 88586569122 Password: 8055
Phone In call only: 1-253-215-8782
Marina Committee Members:
Jon Stone, Chair, Kevin Anthony(zoom), Mike Moriarty, Ted Wiegert, Scott Tobiason, Wade Church, Bryan Vander Yacht, Randy Ambuehl (Board Liaison)

Absent:

BBVCC Officers and Staff:
David Franklin (General Manager), Patrick Heaviside (Harbormaster) and Amy Ashby (Executive Coordinator)

Others: Bruce Walasek, Charlie Hall

- **APPROVAL OF AGENDA: Motion to approve with amendments to remove #8, move #10 to the beginning and move #3 to the end of the agenda.**
  June 23, 2026 Approved ☒ Not Approved ☐
  Motion by: Mike Moriarty **Seconded by:** Wade Church Unanimously Approved

- **APPROVAL OF MINUTES: Motion to approve with edits as discussed April 28, 2026**
  Approved ☒ Not Approved ☐
  There was extensive discussion about documentation requirements and the level of detail needed in meeting records. The outcome was to document minutes with action items, motions and recommendations for the Board rather than verbatim discussions.
  Motion by: Kevin Anthony **Seconded by:** John Stone Unanimously

- **AUDIENCE PRESENTATION**

The committee recognized outgoing members Charlie and Kevin for their service, particularly Charlie's contributions to budgeting and financial knowledge. Both Committee members brought invaluable knowledge to the group and will be missed.

1.MANAGER REPORT

The General Manager provided an update on marina projects, noting that the draft permit application package for entrance channel dredging is ready for submittal to the agencies by Anchor QEA. Anchor QEA's planning and preliminary design efforts have expanded beyond their scope of work (SOW) to include additional dredging near docks A-D. Anchor has requested a $32K contract modification to add scope and budget for a new task 6 in response to BBVCC's request to develop recommendations for bank stabilization along the Guest Dock/Lighthouse Park, and gangway landings. Anchor may also need additional scope/budget for piling replacement planning/design/permitting. It was suggested that committee members review the Anchor SOW before the next meeting.

2. HARBORMASTER REPORT

The Harbor master reported on the marina vacancies: A dock- 10 total, 3 full, and 6 inside. B dock- 16 all inside. C dock- 6 total, 4 full, 2 inside. D dock- 9 total, 2 full, 6 inside, 1 outer. There are 41 total spots available with 7 people on a waiting list for monthly moorage.

The committee discussed creating a prorated moorage for owners who come in part way thru the year wanting to get moorage but not wanting to pay the full year. In the past this made sense as the rates were lower but at the current rate it deters people from using the marina part way through the year.

Motion to: have Scott Tobiason and Patrick Heaviside address the rules and create a prorated moorage with fair and equitable resolve.
Motion by: Wade Church **Seconded by:** Ted Wigert **Unanimously Approved**

4. MARINA GANGWAY REPLACMENT PROJECT
They reviewed plans for marina gangway replacement scheduled for 2027, which aims to address liability concerns, rotten piles, with the goal of using single-span aluminum ramps. The consulting services needed to proceed with the project include design, permitting, and resident engineer support.

5. BBVCC RESIDENT ENGINGEER/PROJECT ENGINEER
The need for an engineering expert to assess options was emphasized. The committee discussed whether to hire a project manager or engineer, with concerns about the position's scope and duration. The group agreed to request board approval to engage a human resource professional to determine the appropriate role and compensation, with an initial focus on capital improvement projects that could span over a period of years.

Motion to: recommend to the Board to engage in an HR firm to explore hiring a project engineer/manager.
Motion by: Wade Church **Seconded by:** Ted Wigert **Unanimously Approved**

6. BEAM VARIANCE REVIEW
The committee discussed the challenges with variance requests. It was decided to eliminate the variance language from the Marina R&R's and suspend the variance process until the Board approves the new Marina R&R's with the variance language removed.
Motion to: administratively suspend the variance procedure and revise the Marina Rules and Regulations to remove the variance rules from the March 19, 2026 document previously presented to the Board.
Motion by: Scott Tobiason **Seconded by:** Mike Moriarty
In Favor: 7 Opposed: 1 **Approved**

7. JULY AGENDA ITEMS
Marina R&R's
Budget
New Committee Member
Mission Statement

8. NEW COMMITTEE MEMBER APPLICATION REVIEW
This was removed from the agenda.

9. REVISED DELCLARATION DISCUSSION (64.90)
The committee was asked to review a 45-page revised declaration document draft and identify any potential issues related to new laws and the marina committee. Three key areas of concern identified by the committee chair: private dock ownership issues, marina reserve fee usage, and upland protection duties. The committee learned they need to complete document review and comment in time to provide input by fall 2026 for town hall meetings.

10. RECOGNITION OF COMMITTEE MEMBER- Kevin Anthony and Charlie Hall
This was discussed at the beginning of the meeting.

3. REVIEW OF 2026 MARINA FEE SCHEDULE
The committee discussed various approaches to fee restructuring, including inflationary increases versus larger adjustments, new fees, and considered of allowing non member tenants to increase revenue like other local HOA's with a marina. The committee decided to postpone major fee restructuring to next year in favor of modest adjustments.

The committee discussed the Harbormaster's proposed changes to marina fees, with the harbor master suggesting a 4.8% increase from $62 to $65 per foot for annual full slips and a reduction from $55 to $50 per foot for annual inside slips as an incentive. The committee also discussed reducing other monthly rates to regain former tenants and fill spaces. The discussion highlighted ongoing challenges with underutilized slips and the potential for allowing non-resident boats during the summer season, though no final decisions were made on this issue.
The committee approved three fee changes for 2027: increasing annual moorage rates from $62 to $64, reducing annual inside slip rates from $55 to $50, and implementing a new 6-month rate structure at $9 for outside slips and $7 for inside slips.

Motion to: approve 2 rate changes and 1 new rate structure as discussed.
Motion by: Ted Wiegert **Seconded by:** Bryan Vander Yacht **Unanimously Approved**

Motion to: adopt a 6 month moorage rate immediately.
Motion by: Scott Tobiason **Seconded by:** Mike Moriarty **Unanimously Approved**

Adjournment Time: 4:55 pm
Motion to adjourn
Motion by: Ted Wiegert **Seconded by:** Mike Moriarty **Unanimously Approved**

Next meeting: July 28, 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		

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 expressed frustration with the lack of progress on the website and communication with standing committees.

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 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. Concerns were raised 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 concerns about the ambitious schedule and unfulfilled tasks from the previous month. The conversation also touched on Llew's recent addition to the task force and his review of the draft, with a reminder to all 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, committees and potentially having 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 nominated Margreta Silverstone to be chair of the 64.90 Task Force. The Task Force discussed the duties of the Chairperson to include managing meetings, setting the agenda, keeping track of timelines and leading the group.

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, 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. Additional Items Discussed:

The team discussed plans for creating standardized 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

BBVCC 64.90 TASK FORCE
Meeting Minutes
June 12, 2026 at 10:00AM

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

I. Called to Order at 10:00 am.

II. Adoption of the Agenda

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

III. Open Forum: no discussion.

IV. Review of Meeting Minutes

Motion: **to approve February minutes.**

Motion by: Dan Nedved **Seconded by:** Llew Johnson **Approved**

Michael Stringam abstained.

V. OLD BUSINESS

a. Review Project Timeline

The task force discussed project timelines and coordination with Board meetings. After a discussion including scheduling conflicts, the Task Force determined that the Board presentation would occur at the Jan 28, 2027 monthly meeting. Ultimately, the Task Force proposed the election process start Jan 29th with a notice sent to homeowners that a voting period regarding the 64.90 mater would start March 5th. This schedule would allow time for town hall discussion, community input and Board review.

The group discussed voting thresholds and quorum requirements for amendments. The discussion centered on whether to combine consistency amendments with recommended amendments in the same election, with some members expressing preference to keep them separate to make the voting process more manageable.

The Task Force discussed setting a deadline for an election to allow time for a second election if needed. They debated involving the Election Committee and decided to notify them in January to ensure proper preparation. The group also discussed tracking vote results and determining when to stop accepting votes, aiming for an 80% turnout threshold, with plans to potentially push for more votes in March if needed.

b. Review Progress Draft Declaration Document Organization

The Task Force discussed the draft declaration document organization spreadsheet questioning if it was complete. The General Manager explained that some of the spreadsheet was complete but not all yet due to some sections in Article 8 that were missing. Questions arose around the most current draft document being circulated. It was confirmed that the link sent via email is the most current document, but Task Force members were not sure how to find that in their email. Discussion regarding a date of last revised added to the document was presented as something helpful moving forward to make sure the documents viewed are the most current.

There was also discussion about Article 12 and Article 15, presenting challenges with amending covenants, including the 67% threshold requirement and potential use of Article 12 to reduce this to 50%. They debated separating consistency amendments from recommended amendments into two separate documents for review, with the General Manager advocating for keeping them combined in one document for easier tracking of sources. The team agreed to form work groups to review specific articles, particularly focusing on Article 1, 11, and 13 first. The expectation was set to review the document prior to meeting with the subcommittee to be prepared to discuss it together.

C. Website

The Task Force identified a name change needed on the member list on the website and discussed the process for loading approved minutes to the website.

VI. NEW BUSINESS

A. Legal Review Discussion
B. Communication Materials/Communication Plan

New business was not discussed due to time restriction of a Task Force member.

VII. Additional Items Discussed:

None

VIII. Adjournment

Motion to Adjourn at 11:20am**.**
Motion by: Michael Stringam **Seconded by:** Llew Johnson **Approved**

Next meeting is scheduled for July 10, 2026

July 17, 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 to pay for the second half assessments, questions regarding assessments, questions about moorage, general marina questions, ACC project application questions and compliance issues. During this time the office has more foot traffic with it being boating, and fishing seasons. The parking lot gets busy and with the trenches open there are fewer places for the daily or weekend boater to park. Staff are working on tasks that are going to help us move forward with the software conversion and pulling together all the data that is required.
A new Bookkeeper has been hired to take on the day-to-day accounting activities which the GM and AGM are working on training.
Top priorities of the management team are HOA software conversion, governing document compliance with RCW 64.90, community plan, and preparing the 2027 budget.

HOA Software – Staff is working on pulling all data from Enumerate, the current HOA software and cleaning it up to provide to NorthStar implementation team. The process to get the data prepared is long and tedious, taking approximately 3 full days for each chunk of data that they need, sometimes longer. Staff is making sure that clean and proper data and information is provided so that we can have clean reports with the new software. The GM and AGM have had several meetings with the NorthStar team. The Finance Committee has been working on revising the Chart of Accounts and more work needs to be done to complete a updated COA. Staff will also needs to review and provide processes for everything that we do, this includes incident reports, marina issues, lot compliance, ACC applications, compliance issues and citations, etc.

ACC Activity

- ACC reviewed 17 applications and had discussions regarding lighting complaints and a cure notice. All 17 applications were approved with 4 approved with contingencies. The cure notice issue has not been fixed, and a stop notice has been issued to the members.
- Members have been coming in to discuss projects with the executive coordinator and currently have approximately 9 applications for ACC review.

Administration

- The Office has issued 65 bar codes for the last month (June 11th to July 17th).

  Issuing bar codes seems very easy, it is the preparation and follow-up that takes a bunch of time. When the office gets new bar codes (they come in packages of 100 and we order 300 at a time) they have to be added into a program called Feenics to become activated. Once they are activated we can provide them to members and they work right away. We then have to go into GateKey and add the vehicle information and bar code number, after we then have to go back into Feenics to assign the bar code to the person. Each property gets 8 bar codes before we start charging for them, which we charge $100 per bar code after 8. It costs the Village just under $8 per bar code that is ordered, each year we order approximately 1,200 bar codes.

- The Office has completed 8 home sales and 11 HOA requests in the last month.

Pro Shop

The Pro Shop has been very busy with junior golf camps, golf lessons, league play, tournaments and just normal everyday golfing. Junior golf camp had great attendance and volunteers that are extremely helpful. Putting Only has been a pretty good opportunity for all members to get involved on the golf course, there were 27 participants at the last event and they will continue for the rest of the summer. Walking group just had their first test run and it seemed to go well. They will be doing another trial on Tuesday, July 21st.

There are a couple of tournaments planned for during next month which include the Golf Club fundraiser, Golf Club Annual Championship (2 days), and Greenskeeper event.

Golf Greenskeeper

- Sprayed majority of the weeds, clover has been horrible this year.
- 18 sprinkler heads have been replaced and waiting on the next batch to show up. Replacing the sprinkler heads has made it so there is no longer a need to do any hand watering on the golf course.
- Continuing to mow everything.
- The junior golf the kids were a little rough on the greens so there is more ware currently.
- Reminder to use the 90 degree rule when out using carts on the course. A reminder will be going out to golf members.
- Starting to punch spots on the greens where there is more traffic which flattens the greens.
- Still trying to find the correct type of sand for the bunkers which is proving to be more difficult than expected. The current sand holds more water than we would like and gets more compacted when wet. There are currently 26 bunkers and we are looing to re do the bunkers and add this plan to the 2027 budget.
- The maple tree off of the 1st tee is dying. The sprinkler that was there was not working so we are hopeful that replacing that sprinkler head will maybe bring that back or it will need to be removed.

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

June - July

- Mowing Common Areas
- Weed Whacking Ditches
- Flailing Common areas
- Weeding
- Janitorial Services
- Assisting with golf course work
- Equipment repairs
- Marina Workorders
- Pool Maintenance
- Pool filter cleaning & exchange
- Meeting setup
- Speed camera relocating and setup
- Gate replacements
- Log removal from marina
- Lower gate repair
- Golf fountain power issue
- Toilet repair
- Installation of new paper towel dispensers
- Right of way tree trimming started
- Sunset park deck repair
- Fuel dock/ pump out electrical repair
- TV replacement in maintenance conference room
- Started installing window film on office windows
- Applied for removal of Ecology lakes permit
- Lakes sampling/testing
- Coast Guard inspection of Marina day boards and lights

Marina

- Currently the marina has 31 vacant spots for moorage with 28 being inside slips, 3 full and 9 fewer vacancies than last month. There are currently 5 people on the waiting list for monthly moorage starting in August.

Compliance

CCR Letters Sent	
Speeding	75
Disorderly Conduct	1
Failure to Stop	1

The issue with incident reports being delivered to the compliance team has been resolved. There have been 15 general and 16 golf incident reports issued. The compliance team has investigated the incident and discussed golf incidents with the Pro Shop staff.

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

Speed Data						
MPH	**8228 Comox**	**8113 Chehalis**	**8260 Cowichan**	**5694 Salish**	**TOTALS**	**%**
0-20	3839	6109	4346	8374	22668	87.04
21-25	465	1256	460	999	3180	12.21
26-30	20	74	19	61	174	.6681
31-35	3	3	1	8	15	.057
36+	2	3	0	1	6	.023
	4329	7445	4826	9443	26043	100%

The compliance team has used the lidar gun for approximately 12 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 remainder of this project will be started after the completion of the lighting project.
- **Community Plan** – The community plan task force has had their first official meeting and a few working meetings. They are working on putting together a draft survey that the consultants had started and are trying to trim out the questions that don't apply and add more direct questions.
- **Lighting Project** – The final stage of the lighting project will proceed starting on July 30th and will be completed within 2 weeks of that date.

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** – The army core of engineers has reviewed the permit and sent it back to Anchor QEA with no comments and to proceed with a soil analysis. We are now looking for an engineering firm to complete the soil analysis. The project is on track for dredging the entrance channel plus an addition 4,000 yards in 2027.
- **Boat Launch Ramp Replacement** – Currently we have the design at 100% and waiting on the bid package to be delivered to us, which should be soon. As soon as we get the bid package we will send it out to bid by the end of July or beginning of August. Replacement plan is scheduled for November or December with low tides.
- **Marina Restrooms** – we have received the Commercial project pre-screen report from the county and need to work on gathering the required documentation for submittal.
- **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 received the survey back for the critical area. The lake ponds and drainage committee are revisiting the schedule and budget. We are currently waiting for a meeting with WDFW to see what is allowed.
- **Salish Culvert Replacement Requirements –** WDFW will be meeting with BBVCC Staff and the engineering firm on August 10th to discuss design options.

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

July 16, 2026

To: Birch Bay Village Boad of Directors

RE: Hearings

Dear Board of Directors,

The following messages came from the BBVBoard@bbvcc.com inbox between the dates of June 26, 2026 - July 16, 2026 and are provided to you here for your review.

Outlook

Someone using real balls

From Maureen Server <maureen.server@gmail.com>
Date Sat 6/20/2026 8:31 AM
To BBVCC Board <BBVBoard@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

8:00am. Saturday morning

Gentleman walked over, pulled a mat off the under construction driving range & is hitting real golf balls at the flags.

As you can see standing next to the out of bounds white marker pole which means he's hitting into out of bounds.

The flags & mats create the attractive nuisance

No marshals on the course.
You can see him using a device to pick up the balls he hit, so definitely not low flight balls

Sent from my iPhone

Outlook

Fwd: Golf Committee Driving Range email

From Maureen Server <maureen.server@gmail.com>
Date Mon 6/22/2026 9:00 AM
To BBVCC Board <BBVBoard@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

Dear Board,

This is the email from Golf Club, that went out to all members. It is how I was made aware of their decision to build a driving range. The subject was Driving Range, and it refers to the area under construction as a driving range.

Laura kept saying it was never meant to be a driving range, however this email shows that's not the case. I've asked other golf members what they think it will be, and they've all said a driving range. This is most likely why the gentleman hitting golf balls was there (my previous email).

I'm also attached a paragraph from their April minutes that shows they were concerned with its proximity to both homes & maintenance, but no mention of not proceeding forward with it or what they could do to mitigate the danger.

They saw this as a danger and yet didn't survey neighbors or ask the Board for permission. At their recent meeting they said since I'd complained to the GM & my committee it would now need Board permission. Their meeting was recorded if you would like to check.

One more check of what was said at the meeting- we have had balls land in our backyards, we just hadn't seen a point to filing a complaint.

I'm also concerned about my insurance coverage as I don't live ON the golf course, but now live next to an unprotected driving range.
Maureen.

> On May 28, 2026, at 12:52 PM, Dave Pimblett <noreply@golfgenius.com> wrote:

At our Spring golf club meeting we passed a budget that had the driving range as one of the items.

We are ready to build it and need some help:

- Rototilling the area
- Removing six inches of soil
- Placing the 6x6 treated beams

We are llooking to start this ASAP please let me or Ernie know if you would be willing to help and we will arrange a day/ time

Thanks

Dave Pimblett

Outlook

Fireworks in the Village

From Susan Jeffrey <smjmail@mac.com>
Date Sun 6/28/2026 10:52 AM
To BBVCC Board <BBVBoard@bbvcc.com>
Cc David Franklin <David@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

Subject: Request for Clarification on Fireworks Enforcement Communication

Dear Board of Directors,

I am writing to request clarification regarding the recent message distributed by the General Manager concerning fireworks on July 4th.

The message begins by stating that fireworks are *strictly prohibited* and that compliance officers will be on patrol. However, it then goes on to say that because the holiday falls on a Saturday AND marks the 250th anniversary of our country, if large numbers of residents and their guests choose to set off fireworks, the HOA "does not have the resources" to enforce the rule.

This second statement effectively signals to residents that violations will be tolerated. Regardless of the intent, it reads as permission to ignore established rules. I find the message to be troubling and inconsistent with the standards of communication expected from HOA leadership. Rules either apply or they do not; suggesting selective enforcement creates confusion, liability risk, and potential safety hazards.

I believe it is important for the Board to address this matter promptly. Consistent enforcement and communication help keep everyone safe and maintain trust in the HOA's leadership. A follow-up message clarifying expectations will prevent confusion and ensure a safer holiday for all. Residents rely on the HOA for leadership, and mixed messages erode confidence in that leadership.

Thank you for your consideration. I look forward to the Board's response.

Respectfully,

Susan Jeffrey

Outlook

Weekly bulletin re: fireworks

From Chris <chrismc530@aol.com>
Date Sun 6/28/2026 2:36 PM
To BBVCC Board <BBVBoard@bbvcc.com>
Cc David Franklin <David@bbvcc.com>

Dear Board of Directors,

I am writing regarding Dave Franklin's messaging over the last several weeks in the weekly bulletin regarding the use of fireworks in the village. I find it both upsetting and disturbing that we have a GM who is giving permission for residents to congregate in large groups WITH guests from outside the Village and engage in setting off fireworks within the Village! He begins by saying that fireworks are "strictly prohibited", but then goes on to say that we do not have the "recourses"? (whatever that means...we have no recourse if you do? we do not have resources to enforce?) to enforce that rule, and so basically invites everyone to ignore it, especially since it is a Saturday night and it's the 250th anniversary of the country. So because it's a weekend, and a milestone of our country's founding, that is enough to give permission to residents to not only endanger other residents, their homes and property, but also invite others into the village to do the same? There is also a burn ban in effect. I wonder how the Fire Department would feel knowing that the General Manager of a community of 1200 homes just gave permission for it's residents to invite guests in and set off fireworks in a community where they are supposed to be strictly banned?

This is way out of line and completely inappropriate for a General Manager who has a duty to the residents of this community to do whatever he can to make sure that they follow the established rules and regulations. It also raises the question of him putting the BBVCC in a libelous position. And what about the public safety officers and compliance officers who you're sending out on patrol? He just made their jobs very difficult, if not dangerous.

I would encourage you to have Mr. Franklin put out an immediate statement retracting his permission for residents and their guests to violate the rule of setting off fireworks, and instead have residents know and understand that one of the reasons for the rule is because it's simply not safe for them, their neighbors, etc., remind them there is a burn ban in effect due to the extremely dry conditions, and the Village will be doing whatever they can to make sure that residents stay safe during this weekend.

Please let me know how you intend to address this matter.

Thank you,
Christine McCullough
8042 NIska Rd

Like the past two years, we plan to have public safety officers and compliance officers out on patrol the evening of the 4th. Considering it is the 250th anniversary of the United States of America AND a Saturday night.... expectations should be commensurate with the occasion. This does not mean that BBVCC condones the failure of members to follow the rules, but rather it is a recognition that we do not have the recourses to enforce the rules if large numbers of members and their guests simultaneously chose to ignore them.

Outlook

Amenities abuse

From masha mobbley <mmob@gmx.com>
Date Mon 7/6/2026 4:50 PM
To David Franklin <David@bbvcc.com>; BBVCC Board <BBVBoard@bbvcc.com>
Cc Contact Us <ContactUs@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

To the Board of Directors,

I am writing to express my and many other residents growing concern regarding the increasing use of our community amenities by non-residents, particularly the pickleball courts, but also potentially the pool and other facilities intended primarily for Village residents.

As you know, we have only four pickleball courts. During peak hours, all courts are often occupied, with residents waiting for the opportunity to play. On numerous occasions, I have observed that many of the players are not Village residents. In some cases, individual residents have invited groups of 20 or more guests at one time, effectively allowing large numbers of non-dues-paying individuals to use amenities that are funded and maintained by our homeowners. I have evidence I can provide.

This situation raises an important issue of fairness. Village residents pay HOA dues to maintain these facilities, including ongoing repairs, resurfacing, and future improvements. When non-residents use these amenities extensively without contributing to those costs, it diminishes the value of the benefits residents are paying for and increases wear and tear on facilities that have limited capacity.

I respectfully ask the Board to consider adopting policies that better protect residents' access to these amenities. Possible solutions could include:

- Limiting the number of guests each resident may bring at one time (its HOA but unfortunately no enforced and being abused by some residents).
- Restricting guest access during peak hours.
- Requiring guest registration and establishing a reasonable guest fee or annual pass to help offset maintenance and improvement costs.
- Reviewing similar policies implemented successfully by other gated communities.

I believe these measures would help ensure that our amenities remain accessible to the residents who fund them while still allowing reasonable guest use.

I also encourage the Board to work with Krista to develop a balanced policy that protects the interests of our community without eliminating the opportunity for residents to occasionally enjoy these facilities with friends and family.

Thank you for your time and consideration of this important issue. I appreciate the Board's service to our community and hope this matter will be discussed at an upcoming meeting.

Sincerely,

Masha and Brent Mobbley

Outlook

Fw: lighting project

From james jenkins <jamesajenkins@yahoo.com>
Date Thu 7/9/2026 8:25 AM
To BBVCC Board <BBVBoard@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

PER Justine

----- Forwarded Message -----
From: Justine Brooks <justine@bbvcc.com>
To: james jenkins <jamesajenkins@yahoo.com>
Sent: Wednesday, July 8, 2026 at 08:19:20 AM PDT
Subject: RE: lighting project

Jim,

I would recommend sending these comments to the Board of Directors as they will have the say as to what happens. We have and will continue to supply the Board with all correspondence that members send to them with Board meeting materials. That email address is BBVBoard@bbvcc.com.

Thanks,

Justine Brooks, CMCA
Assistant General Manager
Birch Bay Village Community Club
justine@bbvcc.com
360-371-7744, ex. 114

From: james jenkins <jamesajenkins@yahoo.com>
Sent: Tuesday, July 7, 2026 4:49 PM
To: Justine Brooks <Justine@bbvcc.com>
Subject: Re: lighting project

EXTERNAL Email: The sender is not a BBVCC staff member.

Thanks for response. Semia should have known what was needed, anybody that is a reliable , full ybonded and licensed contractor and has done any work in BBV knows all about the studies needed, even most homeowners. BBV should not pay a dime extra and should levy a penalty against Semnia for project delay.

this is from the own website

At Semia Renovations, relationships, supporting our community and open communication are at the heart of everything we do. From Remodeling to New Construction, we ensure every project is a truly collaborative journey, focusing on delivering excellence, meeting and exceeding industry standards, while keeping our clients up to speed and educated every step of the way. Trust us to transform your space with precision and care, where your voice is heard and your vision realized. Proudly serving Birch Bay, Blaine and surrounding areas!

On Monday, July 6, 2026 at 12:49:45 PM PDT, Justine Brooks <justine@bbvcc.com> wrote:

Jim,

Sorry for such a delayed response.
As of right now we are waiting for the County and the State to review and discuss the report from Drayton Archaeology. Once they are done, we should get the okay to resume the lighting work.
Once we know what the full additional costs to the lighting project are, the Board will discuss how they would like us to proceed regarding the potential fines.

Thank you for your patience.

Justine Brooks, CMCA
Assistant General Manager
Birch Bay Village Community Club
justine@bbvcc.com
360-371-7744, ex. 114

From: james jenkins <jamesajenkins@yahoo.com>
Sent: Thursday, July 2, 2026 7:45 AM
To: Justine Brooks <Justine@bbvcc.com>
Subject: lighting project

EXTERNAL Email: The sender is not a BBVCC staff member.

good morning,
can you please send out the timeline and what progress has been made for the lighting project. Also will Semia start paying fines for days past required completion date. ?
Thanks
JIM

Outlook

Concerns Regarding Non-Homeowner Use of Amenities

From Shelli Sharp <shelli_sharp@hotmail.com>
Date Fri 7/10/2026 3:32 PM
To BBVCC Board <BBVBoard@bbvcc.com>

EXTERNAL Email: The sender is not a BBVCC staff member.

To the Board of Directors,

We are writing to express our concerns regarding the use of Birch Bay Village amenities by non-homeowners.

Recently, we have noticed that the pickleball courts are frequently fully booked and overcrowded. This week, for example, 22 players arrived at the courts, making it difficult for everyone to enjoy meaningful playing time.

We would appreciate clarification regarding the current policy for guest use of community amenities. It appears that many participants may not be family members or paying guests. We are curious whether similar policies apply to other amenities such as the pool and golf course, and whether guests are charged any fees for their use. Because of proximity, the courts could also be regulated through the Pro Shop.

At many recreational facilities, including the Birch Bay Blaine Recreation Center and other golf courses, pools, and gyms, all users are required to pay fees to help support maintenance and operations.

As homeowners, we already contribute significantly through our annual HOA dues, and additional fees for moorage, marina launching, boat parking, gate key, pool and golf. The HOA costs have increased substantially over the past several years. We understand and appreciate that our dues support the ongoing maintenance and operation of our community. However, when guests are able to use these amenities at little or no cost, it raises concerns about fairness, availability, and the long-term sustainability of these facilities.

We respectfully ask the Board to consider adopting policies that prioritize homeowner access while establishing fair guest-use guidelines. Such policies could help ensure that the amenities funded by homeowners remain accessible to residents, while additional guest fees could contribute toward the maintenance and improvement of these valuable community assets.

Thank you for your time, consideration, and continued service to our community. We appreciate the Board's efforts and hope you will consider these concerns as you evaluate future policies.

Sincerely,

Shelli & Darryl Sharp

8070 Makah Rd

Outlook

Paint n Sip to go with BBQ's, B'days, Sailboating and more

From Joy L Spoerndli <joy@purejoymobilespa.com>
Date Tue 7/14/2026 2:22 PM
To BBVCC Board <BBVBoard@bbvcc.com>

1 attachment (5 MB)
BROCHURE.pdf;

EXTERNAL Email: The sender is not a BBVCC staff member.

Hi BBV personnel,
I am Semiahmoo's local paint and sip event artist. I am usually there once a month throughout the year. Since I have friends and sailor buddies who live in your village, I was wondering if your activities center might want to post that I am available to host Paint n Sip Event parties.
I guide people in having fun while painting on canvas with acrylics. I bring in all materials and great music. These events are great for BBQs, birthdays, sailboating parties, and more...
See my brochure attached down below.
Thanks,
Joy Spoerndli
Paint For Joy

--
Essence of JOY Skincare @ Studio K, Lynden
"Beauty from the Inside Out."
"Hope" is the thing with feathers -
That perches in the soul -
And sings the tune without the words -
And never stops - at all - Emilie Dickinson

July 23, 2026

To: BBVCC Board of Directors

From: David Franklin, General Manager

Re: Draft BBVCC Financial Reports for the Period Ending May 31, 2026

The following is a summary of the financial reports for the period ending May 31, 2026. These statements were reviewed and approved by the BBVCC Finance Committee on May 22, 2026 and are unaudited.

Balance Sheet

The Finance Committee could not approve the entire balance sheet due to interfund reconciliations that have not been corrected. The overall balance sheet is in balance, but correcting entries must be made to balance reserve and operating funds. The Finance Committee has requested that BBVCC have our accounting firm provide adjustments to reconcile funds before the 2025 audit is completed. Management will contact the auditor to have this work expedited. Despite not being able to approve the entire balance sheet the Finance Committee can report the following:

Assets

- Cash & Equivalents – All cash and Investment accounts have been reconciled and reviewed
- Accounts Receivable – AR detail and balance sheet are closely matched

Liabilities

- Accounts Payable – Reviewed and balanced

Income Statement – Operations

Executive Summary:

1. **Income Favorable to Budget** – Assessment billing, speed enforcement, and golf revenues are trending ahead of budget, while the Marina and interest revenue are. Marina moorage, usage fees, fuel sales and trailer storage are all notably under budget for 2026.
2. **Expenses well under budget** ($120K less), with savings across personnel, repairs, and contracts. Some projects not yet started.
3. **Overall Net Income is very strong**: $908K vs. $770 budgeted, resulting in a $138K favorable variance.
4. **Watch areas**: Inflation factors due to energy price increases and new tax on security services will increase contract security service by $27K. Also, $36K software conversion expense.

Income

- **Dues**: $1.73M, over budget by $24K. Most due to home sales. Balance of dues paid off when sold.
- **Admin Income**: At budget.
- **Architectural Fees**: At budget
- **Compliance**: $14K over budget. Speed trailer down for 1st Quarter. Returned to service and went from under budget to over in two months.
- **Marina**: $33K, under budget. Moorage, Fuel Sales, Marina Usage Fees and Trailer Storage all under budget.
- **Golf**: $8K favorable to budget. Strong membership annual passes and greens fees.
- **Pro Shop**: At budget.
- **Pool**: At budget
- **Clubhouse**: At budget
- **Miscellaneous**: At budget
- **Interest**: Lagging by $6K. Will check posting of interest.
- **Gain on Sale of Assets**: $5K, unbudgeted, from sale of old Prius patrol car.

Total Income: **$2.34M, $18.5K favorable to budget**.

Expenses

- **Personnel**: $595K, significantly under budget by $81K due mostly to maintenance department and Admin loss of personnel rehiring and lower health care benefit expense.
- **Admin**: $14K, over budget. $17K in unbudgeted new software conversion cost.
- **Maintenance**: $13K under budget. Janitorial contractor has not been hired yet.
- **Clubhouse**: At budget.
- **Pool**: At budget.
- **Golf**: $6K, under budget. Mostly improvements.
- **Parks**: $37K, under budget. Mostly improvements (ADA door openers) and landscaping. Projects not yet started.
- **Marina**: At budget.
- **Roads**: $4K under budget.
- **Security**: $11K over budget because of new tax applied to contract security. Forecast $27K over budget by YE.
- **Lakes**: $6K over budget. Chemicals purchased for the year.
- **Pro Shop**: At budget.
- **Other**: $10K under budget. Community plan invoices outstanding and advertising money not yet spent.

Total Expenses: **$1.45M**. **$119K favorable to budget** driven mainly by personnel, unspent improvement budget, and unspent advertising money.

Net Income: Actual $908,220 - Budget: 770,160 - Variance: 138,059 favorable to budget.

AR Aging Analysis
Key insights:

- **Total AR up 24% year-over-year**.
- **Largest growth is in 90+ days past due (+$35K, +31%)**. Indicates **slower collections** or a concentration of long-term delinquencies.
- **Over 60 days, actually decreased (–82%)**, suggesting some success in mid-range collections.

Risk Point: Nearly **78% of receivables ($151K of $192K)** are over 90 days delinquent.

- **Dues & Assessments remain the largest share at 53% of total.**

Bright Spot:

- **Marina AR Lower by 38%**

Member Base Context

- **Number of Homes Delinquent - 2026: 201 homes vs 2025: 143 homes (+58 homes, +41%).**
- Receivables per home:
    - **2026: $957/home**
    - **2025: $1,088/home**
    - **Decrease in delinquency burden per household** despite growth in total homes.

Summary for the Board

1. **Overall Receivables Up**: **$36K** from prior period last year **(↑24%)**, driven mostly by **90+ day delinquencies**.
2. **Category Shifts**: Growth in **dues and fines**.
3. **Collections Risk**: High concentration **(78%)** in 90+ day balances limits likelihood of recovery.
4. **Per Household Impact**: Delinquency burden per member increased 19% year-over-year.

Recommendation:

- Strengthen **collection processes** (payment plans, small claims, collection agencies, lien enforcement for chronic delinquencies).
- Consider **early intervention triggers** (e.g., outreach at 30+ days rather than waiting for 90+).

Respectfully,

David Franklin, GM
BBVCC

Birch Bay Village Community Club
Income Statement Operating
05/01/2026 - 05/31/2026

Income	Current Period Actual	Current Period Budget	Current Period Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Yearly Budget	Notes
Dues	59,514	48,624	10,890	1,737,854	1,713,598	24,256	2,441,474	Budget allocation & home sale assessment payoff
Admin	6,529	5,708	821	27,211	28,542	(1,331)	68,500	
Architectural	800	1,667	(867)	7,400	8,333	(933)	20,000	
Compliance	7,325	833	6,492	18,463	4,167	14,296	10,000	Speed Enforcement
Marina	16,109	23,870	(7,761)	425,165	458,345	(33,180)	647,034	
Golf	20,142	13,100	7,042	101,522	87,530	13,992	152,500	Golf Rev > Budget
Pro Shop	5,784	5,675	109	14,732	13,700	1,032	43,100	
Pool	6,420	5,015	1,405	6,660	5,375	1,285	19,760	
Clubhouse	500	250	250	2,250	1,250	1,000	3,000	
Maintenance	0	0	0	190	0	190	0	
Misc	198	525	(327)	1,869	2,625	(756)	6,300	
Interest	1,711	3,333	(1,622)	10,364	16,667	(6,302)	40,000	
Gain on Sale of Assets	0	0	0	5,000	0	5,000	0	
Total Income	125,033	108,601	16,432	2,358,680	2,340,131	18,549	3,451,668	$18K Favorable to budget

Expense	Actual	Budget	Variance	Actual	Budget	Variance	Yearly Budget	
Personnel	108,440	126,018	17,578	595,352	676,209	80,857	1,636,939	Lower Med/Dent expense. Delayed hires
Admin	57,810	30,790	(27,020)	178,458	164,225	(14,233)	412,040	New Software down payment $17.2K
Maintenance	5,662	10,127	4,465	37,354	50,633	13,279	121,520	
Clubhouse	651	338	(313)	4,238	3,572	(666)	8,600	
Pool	5,235	5,223	(12)	7,576	7,313	(263)	19,250	
Golf	5,339	6,669	1,329	30,295	36,519	6,224	145,150	
Parks	1,478	8,278	6,800	4,600	41,388	36,788	99,330	Slow project starts
Marina	9,884	12,543	2,660	367,384	366,805	(580)	469,940	
Roads	828	2,167	1,338	6,308	10,833	4,525	26,000	
Security	33,253	29,587	(3,666)	158,826	147,937	(10,889)	355,049	
Lakes	2,777	4,750	1,973	29,671	23,750	(5,921)	57,000	Front loaded chemicals
Pro Shop	3,368	2,588	(780)	9,706	9,538	(168)	25,850	Act=Budget
Other	0	6,250	6,250	20,693	31,250	10,558	75,000	
Total Expense	234,725	245,326	10,601	1,450,461	1,569,971	119,511	3,451,668	$76K favorable to Budget
Net Income	(109,692)	(136,726)	27,034	908,220	770,160	138,059	0	$138K favorable to Budget

Birch Bay Village Community Club
Income Statement

05/01/2026 - 05/31/2026

	Year to Date			
Income Reserves	**Actual**	**Budget**	**Variance**	**Yearly Budget**
General	310,413	310,413		310,413
Road	357,415	357,415		357,415
Marina	643,855	643,855		643,855
Admin	11,305		11,305	
Interest gen	8,749		8,749	
Interest marina	4,454		4,454	
Interest road	19,536		19,536	
Total	**1,355,727**	**1,311,683**	**44,044**	**1,311,683**

	Year to Date			
Expense	**Actual**	**Budget**	**Variance**	**Yearly Budget**
General	129,465	71,313	(58,152)	171,150
Marina	111,123	133,854	22,731	321,250
Road	48,518	362,292	313,773	869,500
Total Reserve Expenses	**289,106**	**567,458**	**278,352**	**1,361,900**
Net Income	**1,066,621**	**744,225**	**322,396**	**(50,217)**

BBVCC AR Comparision Report

5/31/2026

		Current	Over 30	Over 60	Over 90	Total
5/31/2026		**23,906**	**15,113**	**2,228**	**151,098**	**192,345**
4/30/2026		**36,629**	**8,246**	**6,113**	**147,482**	**198,470**
		(12,723)	6,866	(3,885)	3,616	(6,125)
		-35%	83%	-64%	2%	-3%
5/31/2026		**23,906**	**15,113**	**2,228**	**151,098**	**192,345**
5/31/2025		**17,103**	**10,926**	**12,277**	**115,387**	**155,694**
		6,803	4,186	(10,049)	35,711	36,651
		40%	38%	-82%	31%	24%
			2026	**2025**		
Cost Center	**Account**		**Amount**	**Amount**	**Variance**	
1185 - 000	Dues		103,280	67,380	35,900	53%
1186 - 000	Interest		5,445	6,189	(744)	-12%
1187 - 000	Legal		2,699	1,080	1,620	
1188 - 000	Marina		8,398	13,540	(5,142)	-38%
1189 - 000	Fines		29,550	23,066	6,484	28%
1190 - 000	Misc		12,243	14,117	(1,874)	-13%
1191 - 000	Late fees		11,251	11,105	147	1%
1192-000	Golf		251	0	251	
1196 - 000	Special Assessment		19,227	19,218	10	0%
Total:			**192,345**	**155,694**	**36,651**	24%
Total Number of Homes:			201	143	58	41%
		1129	18%	13%		

MISSION STATEMENT CURRENT DRAFT

To promote the community welfare of the owners and to maintain the roads, ways, walkways, easements, and common areas therein and to make said property a better place in which to live and enjoy life, and to operate and maintain non-profit social, recreational, and athletic facilities and a club therefore which will benefit the members and their families mindful of our decisions and their benefit to the Village and for the environment.

Birch Bay Village Community Club
8055 Cowichan Road
Blaine, WA 98230
Phone: (360) 371-7744
Email: contactus@bbvcc.com

Mission Statement and Guidelines

Development Form

Committee's Title: ____ Board Created Date: ____

Prepared by: ______________________________________ Date & Phone No: ____

The purpose of this form is to assist a new or existing Committee with the development/revision of its Mission Statement and Guidelines. These documents must be reviewed by the Rules Committee and approved by the Board soon after the creation of a new Committee. Existing committees should routinely review their guidelines to ensure they are up-to-date and compliant with this section.

Committee's Mission Statement:

Prepare a Mission Statement describing the Committee's purpose and its scope of work. For Ad Hoc Committees, the Mission Statement will also contain the Committee's term/sunset date.

Authority for Each Function:

List the Authority (section or paragraph of the Protective Covenants, By-Laws, or Rules and Regulations) that will govern this function of the Committee. If the Committee is responsible for multiple authority issues, (i.e. signs, driveways, trailers in yard, and the like) list each authority with its operating guideline.

Operating Guidelines:

In developing its Operating Guidelines, the Committee will:

1. Describe how the Committee operates, including the day, time and location of the regularly scheduled meetings.

2. Describe how the Committee plans to make the Community Members aware of its meetings:
   ________________ Calendar its meetings 24 hours in advance on the office calendar or bulletin

Birch Bay Village Community Club
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Blaine, WA 98230
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board, or

_______________ Hold regularly scheduled meetings at a pre-determined time/date/location.

3. Identify the Committee's Officer positions (chair, vice chair, secretary, treasurer, as applicable).

Mission Statement and Guidelines Development Form

4. Identify who is responsible for preparing the summary of the business conducted and filing that summary in the Committee Minute Book in the office within 5 days of each meeting.

5. Describe how the Committee will function and perform its duties.

6. As applicable, for each Authority, write the process and/or procedure for different applications, permits, variances, and/or complaints the Community Members are to use. [See example]

7. The final draft of the Committee's Guidelines should be provided in the format included with this section.

Helpful hints for developing Committee Guidelines

1) The "Authority" is the legal basis for the Guidelines.
2) Draft the Guidelines for each Authority separately.
3) A Table of Contents is helpful if there are numerous Authorities and numerous Guidelines.
4) Guidelines should be brief and easy to understand.
5) State Guidelines in positive terms.
6) Clearly provide the information needed to guide committee members in the performance of their duties.
7) A good Rule is enforceable.

Mission Statement and Guidelines Development Form

Preferred format for the Authority Section and the Committee Guidelines pertaining to that Authority:

AUTHORITY

Declaration of Protective Covenants, Article IV, Covenants and Restrictions:

17. **Off-Street Parking**. At least two off-street parking spaces for each single family residence shall be provided. Such spaces shall be used only for vehicles which are operational and in regular use. Such spaces shall not become a storage area for unused vehicles and other items which may detract from the natural beauty of surrounding areas. Driveways serving a single family residence must be no less than 25 feet in length from street edge to structure.

GUIDELINES

The intent of this Covenant is to prevent long term parking of unused or commercial vehicles and the storage of miscellaneous items visible from the street (i.e. camper shells, boats, trailers, PODs, dumpsters, etc.).

Birch Bay Village is designated as a single-family residential community. Members are to ensure that they have appropriate and adequate parking space for all vehicles associated with the lot.

An inoperable vehicle is defined as one where the physical condition of the vehicle indicates that it may not be operable, is unsightly, or in need of repair (i.e. broken windows, flat tires, major body damage, expired registration, etc.). Storing vehicles for repair is not allowed.

PROCEDURE FOR IMPLEMENTATION

1. The Lot Committee will monitor off-street parking.
2. Upon becoming aware of a possible violation or the receipt of an Incident-Concern-Complaint, the Lot Committee will assess the situation and notify the member of any resulting violation, setting a date for correction. A copy will be placed in the Lot File at the Birch Bay Village office. If it is a non-compliance issue and the member does not comply by the specific date, the violation may be referred to the Rules Committee with a fine recommendation.

Operating Guidelines, continued

Committee: ________________

Final Draft of Mission Statement:

Final Draft of Committee Guidelines:

SECTION I – APPLICABLE TO ALL COMMITTEES AND TASK FORCES

Establishment of Committees or Task Forces

1. All Committees are established by the Board unless otherwise specified in the BBV governing documents.
2. The role of the Committee or Task Force is defined by the Board.
3. Committees are generally established when there is an ongoing need to involve a group of volunteers in the Associations' business. Once established, Committees do not typically sunset; however in the event their role is no longer necessary, the Board may disband the Committee.
4. Task Forces are generally established when there is a specific project (or task) needing involvement by a group of volunteers. Task Forces typically have a stated period of time they will exist.

Role

1. The specific role of the Committee and/or Task Force will be outlined in Section II.
2. In general, all committees are advisory to the Board of Directors. All actions taken by the Committee are technically recommendations to the Board through the Board Liaison.
3. Represent the Community in considering the specific tasks or role of the Community and not the individual member's special interest.
4. Actively recruit involvement from others in the Community as appropriate.

Appointment, Resignation & Removal of Members

1. All Committee members are appointed by the Board. Unless otherwise specified, the Board will base their decision based on recommendations from the Committees.
2. Committees shall use the Committee Appointment Process (**Exhibit A**), attached hereto, when making recommendations to the Board for appointment.
3. Annually, typically at the November Board meeting of a year, the Board will consider reappointment of renewing Committee members as well as any new interested members. Therefore, Committees will need to prepare their recommendation at the October meeting.
4. Task Force appointments will generally be made when the Task Force is established and continues until the Task Force is disbanded. Because the work of a Task Force is specific and typically short in duration, no interim appointments will be made.
5. A member resigning from the Committee shall provide the Committee Chair and/or BBV Staff Liaison notice at their earliest convenience.

6. A Committee member may be removed from the Committee by the Board for cause upon thirty (30) days written notice. "Cause" is outlined in the Code of Conduct for Committee members per Policy Resolution 3-09-21-00

Composition, Qualifications and Membership

1. Membership on the Committee is restricted to members of the Associations. Such members must be members in good standing with the Associations. "Member in good standing" is defined as follows: not in arrears on assessments or other charges, costs or fees due to BBV; must not be delinquent on payments made pursuant to a payment plan for assessments; has not failed to pay any fine levied against the member; must be in compliance with all recorded dedicatory instruments; has not failed to comply with all terms of a judgment obtained

against the member by BBV, including the payment of all sums due by virtue of such judgment; and may not be involved in litigation with BBV.
2. Tenants are not permitted to serve on Committees or Task Forces, unless specifically approved by the Board.
3. BBV will provide a Staff Liaison to the Committee, but staff of BBV does not serve as a voting member on any Committee position.
4. The number of members on a Committee or Task Force (size) will be dependent on the role and defined further in Section II.
5. Spouses or adults living in the same residence will not have more than one vote on the same Committee and can not be appointed to Chair and Vice Chair concurrently.
6. The term of each Committee member shall be three years. Members may serve up to two terms with recommendation of the Committee and approval of the Board.
7. Board members may not serve on Committees but may serve on Special Committees as outlined in the By-Laws.
8. The Committees or Task Forces may appoint sub-Committees and Task Forces to complete specific projects, as needed.
9. Committee Members need not be experts in the Committee they are requesting appointment to but shall take an active interest in representing the user or community groups affected.

Meetings

1. The Chair (or Vice Chair in the Chair's absence) shall conduct the meeting and work with the Staff Liaison to establish the agenda and determine any required action in between meetings.
2. In the absence of both the Chair and Vice Chair, the Staff Liaison shall conduct the meeting.
3. Frequency of meetings will be dependent upon the role of the Committee or Task Force.
4. If needed or agreed upon between the Board Liaison and Chair, meetings may be held electronically.
5. Agendas shall be prepared for all meetings to make the best use of all volunteer's & staff time. It is recommended that meetings be conducted efficiently with a goal of being able to complete essential meeting business within a 60-minute time frame, never to exceed two hours. Committees with excessive amounts of business should consider meeting more frequently or create subcommittees. Staff liaisons' will typically be excused after one hour.
6. Committee members shall be respectful of others; speak one at a time (if necessary, the Chair will call on Committee members); keep their remarks concise and directed to the item being discussed and not an unrelated topic.
7. Meetings of the Committee shall be open to members of the Associations.
8. Subject to any exceptions set forth in Section II, members of the Associations who are in attendance and are not Committee members ("Guests") may be invited to speak at the discretion of the Chair. The Chair may establish a time for member input (using the same policy as adopted by the Board) or may define a specific time during the meeting for the Guest to speak.
9. The Chair or BBV Representative (Staff Liaison, General Manager or Board member) may remove from a committee meeting any attendee, including a committee member who unreasonably disrupts the business of the Committee.
10. In the event a quorum is not present, the Chair will not be able to convene the meeting, nor will any recommendation be made. Depending on the circumstance and order of business, the Chair may consider rescheduling the meeting at least 7 days later (to provide ample posting time).

Selection & Role of Committee Chair & Vice Chair

1. Committee Chair and when appropriate, Vice Chair, will be appointed by the Committee (typically at the November meeting of the year).

2. The Committee Chair shall serve a maximum of two (2) years as chair of the same Committee, unless otherwise specifically approved by the Board.
3. Prepare the agenda and distribute it no less than 48 hours prior to the meeting.
4. Facilitate and lead the meeting. This includes encouraging input from all committee members on all topics and as Chair, bringing the group to consensus whenever possible.
5. Welcome guests and define when and if, non-Committee member resident input time will be permitted.
6. Determine whether discussion of non-agenda items will be allowed at the meeting or placed on a future agenda.
7. Present periodic reports to the Board and membership.
8. Ensure that a member of the committee is taking proper minutes.

Selection & Role of Committee Secretary

1. Committee Secretary will be appointed by the Committee (typically at the November meeting of the year).
2. The Secretary shall be responsible for: maintaining the committee roster, appointment dates (and term expirations), contact information of members, and for taking the meeting minutes.
3. The Secretary shall also distribute draft minutes as soon after the meeting as possible to expedite reporting to the Board.

Role of Staff Liaison

1. BBV will provide a Staff Liaison for all Committees and Task Forces. This Staff Liaison will be determined by the General Manager.
2. Facilitate the posting of the meeting to the general membership.
3. Initiate the meeting via zoom and/or ensure meeting setup if in person.
4. Coordinate any visitors assisting with the business of the Committee.
5. Provide a channel of communication between committee and staff as needed.
6. Serve as a resource for any operational related questions.
7. When appropriate & with approval, assist the committee with projects that require staff input or resources.
8. Assist committee with agenda requests for Board recommendations in the absence of the Board Liaison.
9. Provide operational reports when appropriate.
10. Collect approved committee minutes and forward them to Board of Directors for acceptance and ultimate posting to the Owner Portal.

Role of Board Liaison

1. According to the By-Laws, the Board shall appoint a Board Member to serve as Liaison to each Standing Committee. Task Forces & ad-hoc Committees may not be assigned a Board Member. In the absence of a Board Member, the Committee shall appoint a Board Liaison.
2. The Board Liaison shall serve as a conduit between Board initiatives & projects and the Committee. Similarly, the Board Liaison will bring forth recommendations made by the Committee to the Board of Directors.
3. The goal of the liaison is to help guide the committee to develop recommendations that ultimately can be supported and approved by the Board of Directors. The Liaison will also help facilitate the sharing of decisions back to the Committee.
4. The Board Liaison is not obligated to agree with the Committee recommendations but does agree to present recommendations in an impartial manner for Board discussion and vote.
5. The Board Liaison will hold a meeting annually with the Committee with the purpose of gathering goals and initiative ideas from the Committee to present to the Board for recommended inclusion in the Annual Update to the Board Goals and Objectives.

Voting

1. Committee members must disclose any relationship with any entity/person *prior* to the vote on the recommendation to the Board to use that entity's/person's services.
2. Committee members must be present to vote unless the meeting is held electronically.
3. Proxies will not be accepted.
4. There are no restrictions on Chairperson voting.

SECTION II – INFORMATION SPECIFIC TO INDIVIDUAL COMMITTEES

Architectural Control Committee

Role

1. The Committee shall have the duties and functions as provided in Paragraph 8 of the Declarations in oversight of exterior homeowner improvements and shall operate in compliance with the Architectural Rules and Regulations.
2. The Committee shall adopt written rules and regulations governing its procedures, which shall be subject to approval of the Board.
3. All approvals of the committee must be within strict compliance of the approved Rules and Regulations. Any projects not in compliance with the Rules and Regulations shall be considered a recommendation to the Board and not an action of the Committee or Board.
4. Owners who have submitted completed applications (per the Rules & Regulations) to the Architectural Control Committee have the right to approval or denial within 60 days.

Size & Quorum

1. The Committee shall consist of seven (7) members
2. Quorum requirement for this Committee shall be (4) total committee members.

Frequency of meetings

The Committee shall meet no less than monthly or as needed when matters arise that need Committee involvement.

Other

The Staff Liaison assigned to the Architectural Control Committee will have the added responsibilities to:

1. Compile all application information received from the homeowners and make available no less than 1 week prior to the Committee Meeting date
2. Facilitate the creation of the Meeting Agenda as dictated by the applications received
3. Post the meeting agendas no less than 48 hours prior to the meeting for homeowner purview.
4. Follow up with each applicant the outcome of the Committee Meetings.

Authority

The Architectural Control Committee has authority to make decisions provided they are strictly within scope of the enforcement of the approved Rules and Regulations. All decision, however, can be appealed to the Board of Directors. In that event, the Committee is expected to provide either a representative or explanation regarding their decision for the Board to consider. The Board's decision will be final in that event.

Marina Committee

Role

1. The Committee is advisory to the Board of Directors in general operation & usage of the marina. Specifically, the Committee will a make recommendation to the Board on any of the following:
    a. Projects and improvements as needed
    b. Updates to Marina Rules & Regulations
    c. Updates to respective policies impacting the boating community
2. The Committee shall work with Dock Captains and other volunteers to assist fellow boaters and to help identify usage issues throughout the marina.
3. The Committee may also make recommendations to the Harbormaster that involve day-to-day operations but is not responsible for oversight of staff. In the event the committee does not feel the marina is sufficiently being managed or maintained, they shall address this with the Board of Directors and not staff directly.

Size & Quorum & Qualifications
1. The Committee shall consist of seven (7) members
2. Quorum requirement for this Committee shall be (4) total committee members.
3. This committee is open to all boat owners, regardless of moorage status.

Frequency of meetings
The Committee shall meet no less than monthly or as needed when matters arise that need Committee involvement.

Authority
The Marina Committee operates only as a recommending body to the Board. The Marina Committee cannot authorize any transactions or activities on behalf of the Associations. The Committee and Task Force members is not involved in the routine management and operations of the management duties of the Associations. Concerns regarding management are to be addressed with the Board Liaison and the Board of Directors.

Golf Committee

Role
1. The Committee is advisory to the Board of Directors in general operation & usage of the golf course. Specifically, the Committee will a make recommendation to the Board on any of the following:
    a. Projects and improvements as needed
    b. Updates to Golf Rules & Regulations
    c. Updates to respective policies impacting the golf community
2. The Committee shall work with Golf Club and other volunteers to improve the overall golf experience within the golf community.
3. The Committee is encouraged make recommendations in effort to improve playability and overall usage of the amenity.
4. The Committee may also make recommendations to the management that involve day-to-day operations but is not responsible for oversight of staff. In the event the committee does not feel the golf course is sufficiently being managed or maintained, they shall address this with the Board of Directors and not staff directly.

Size & Quorum & Qualifications
1. The Committee shall consist of seven (7) members
2. Quorum requirement for this Committee shall be (4) total committee members.
3. This committee is open to all golfers' homeowners.

Frequency of meetings
The Committee shall meet no less than monthly or as needed when matters arise that need Committee involvement.

Authority
The Golf Committee operates only as a recommending body to the Board. The Golf Committee cannot authorize any transactions or activities on behalf of the Associations. The Committee are not involved in the routine management and operations of the management duties of the Associations. Concerns regarding management are to be addressed with the Board Liaison and the Board of Directors.

Security Committee

Role
1. The Committee is advisory to the Board of Directors matters that affect Public Safety and Security within the community. Specifically, the Committee will a make recommendation to the Board on any of the following:
    a. Projects and improvements as needed
    b. Updates to Rules & Regulations involving Safety & Security
    c. Updates to respective policies involving Safety & Security, including post orders used by 3rd party contractors
2. The Committee is encouraged make recommendations in effort to improve sense of safety and to participate in safety related initiatives.
3. The Committee may also make recommendations to the management that involve day-to-day operations but is not responsible for oversight of staff. In the event the committee does not feel the community is sufficiently being managed or maintained, they shall address this with the Board of Directors and not staff directly.

Size & Quorum & Qualifications
1. The Committee shall consist of seven (7) members
2. Quorum requirement for this Committee shall be (4) total committee members.
3. This committee is open to all interested homeowners.

Frequency of meetings
The Committee shall meet no less than bi-monthly or as needed when matters arise that need Committee involvement.

Authority
The Security Committee operates only as a recommending body to the Board. The Security Committee cannot authorize any transactions or activities on behalf of the Associations. The Committee are not involved in the routine management and operations of the management duties of the Associations. Concerns regarding management are to be addressed with the Board Liaison and the Board of Directors.

Lakes, Ponds & Drainage Committee
Approved 12/16/2021 by Resolution

Role

1. The Committee is advisory to the Board of Directors matters that affect the Lakes & Drainage within the community. Specifically, the Committee will a make recommendation to the Board on any of the following:
    a. Projects and improvements as needed
    b. Updates to Architectural Rules & Regulations involving drainage and lakes
    c. Updates to respective policies involving Lake Management & Drainage
2. The Committee is also expected to observe and report issues related to lakes & ponds, drainage issues, bank erosion, fish population, and any other issues affecting the lakes, ponds, and drainage.
3. The Committee is responsible for developing educational materials for homeowners.
4. The Committee may also make recommendations to the management that involve day-to-day operations but is not responsible for oversight of staff. In the event the committee does not feel the community is sufficiently being managed or maintained, they shall address this with the Board of Directors and not staff directly.

Size & Quorum & Qualifications

4. The Committee shall consist of seven (7) members
5. Quorum requirement for this Committee shall be (4) total committee members.
6. This committee is open to all interested homeowners.

Frequency of meetings

The Committee shall meet no less than monthly or as needed when matters arise that need Committee involvement.

Authority

The Lakes, Ponds, and Drainage Committee operates only as a recommending body to the Board. The Lakes, Ponds, and Drainage Security Committee cannot authorize any transactions or activities on behalf of the Associations. The Committee are not involved in the routine management and operations of the management duties of the Associations. Concerns regarding management are to be addressed with the Board Liaison and the Board of Directors.

Capital Planning Ad-Hoc Committee (Marina)

Approved 1/17/2019

Role

1. The Committee is advisory to the Board of Directors with respect to major infrastructure replacements. Initially, this committee is focused on Marina. Specifically, the Committee will a make recommendation to the Board on the following:
    a. Ideal layout for the marina (and future replacement)
    b. Marina design – ramps, electrical needs, fairway widths, finger lengths, materials
    c. Evaluate short term repairs versus replacement
    d. Evaluate vendors/contractor proposals for recommendation for replacement project.

Size & Quorum & Qualifications

1. The Committee shall consist of seven (7) members
2. Quorum requirement for this Committee shall be (4) total committee members.
3. This committee is open to highly experienced boaters that represent the different types of boaters, boat types, age groups, financial status, & backgrounds. In addition, members are to be open-minded and can focus on the big picture and betterment of the Village long term.

Frequency of meetings

The Committee shall meet monthly until final recommendation is made to the Board of Directors. Committee can be re-engaged at any point in the project or in the future.

Authority
The Capital Planning Ad-Hoc Committee operates only as a recommending body to the Board. The Committee cannot authorize any transactions or activities on behalf of the Associations.

BIRCH BAY VILLAGE

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

July 10, 2026

To: Birch Bay Village Board of Directors

From: Elections Committee

RE: Member Recommendation

Dear Board of Directors:

The Election Committee, at a previous meeting, reviewed an application for membership from Karen Parry. The Committee voted to unanimously approved Karen Parry to join the committee and recommend that the Board of Directors approve her seat as part of the Election Committee

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

Regards,

The Election Committee

BIRCH BAY VILLAGE

FOR OFFICE USE ONLY
Applicant is a member in good standing
KW 6·1·26
Initials Date

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)

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: Election

Name: Karen Parry Phone: [redacted]

Address: 8205 Chehalis Rd Email Address: [redacted]

Years of residency in Birch Bay Village: 2½ yr Hours per month you are employed: 0

Employment background and education: MSW was licensed - when retired I let them lapse. Clinical supervisor of at that time the largest inpatient residential facility. I oversaw 15+ counselors + support staff

Other career related activities: Made sure the counselors kept their credentials updated. Made sure we were always in compliance with state RCWS

Other outside interests: We always passed our numerous state audits. Going to grandkids activities - reading - coffee club - BBVCSC wine club - boating

Committee participation within Birch Bay Village: I do the welcoming packets for new members of the village

What is your interest in serving on this Committee and what can you offer? I would like to continue the needed work this committee does and help out in any way possible.

What are your goals as a member of this Committee? Make sure we continue to adhere to the bylaws & rules of the HOA & the committee

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: Karen Parry Date: 5/31/2026

COMMITTEE RECOMMENDATION: Recommend appointment? ☐ Yes ☐ No

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

BOARD ACTION: ____________ **DATE:** ____________

BIRCH BAY VILLAGE

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

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 with in 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 or 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.

Karen Parry	Election Committee
Signature of Board/Committee Member Or Management/Staff Member	Title of Position
KAREN PARRY	5/31/2024
Printed Name of Board/Committee Member Or Management/Staff Member	Date

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

July 10, 2026

To: Birch Bay Village Board of Directors

From: Community Plan Task Force

RE: Member Recommendation

The Community Plan Task Force, at the June 29, 2026 meeting, reviewed an application for membership from Lisa Guthrie. The Task Force voted to unanimously approved Lisa Guthrie to join the Task Force and recommend that the Board of Directors approve her membership on the Task Force.

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

BIRCH BAY VILLAGE

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: Lisa Guthrie Phone: [redacted]

Address: 5419 Nootka Loop Email Address: [redacted]

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

Years of residency in Birch Bay Village: 2.5 Hours per month you are employed: retired (too many volur

Employment background and education: University of Washington Busines & Math, over 40 years in construction, construction management and building development. Development Director for a large builder for 10 years conduction feasibility studies and planning projects from residential to c

Other career related activities: Member of a small BOD running a successful non-profit dog rescue for 4 saving over 1,000 dogs in that time, 100% volunteer rescue. Active in Birch Bay on many community groups and efforts including past President of the Birch Bay Chamber of Commerce,

Other outside interests: and member of the BB Steering Commitee that drafted the 2004 Community Sub Area Plan (part of the Comprehensive Plan).

Committee participation within Birch Bay Village: Member of the ACC for 2.5 years.

What is your interest in serving on this Committee and what can you offer? Background in land use and development, feasibility studies.

What are your goals as a member of this Committee? To be a part of the future of BB VIllage for the benefit of the community and to preserve the assets of the Village.

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

Signature: Lisa Guthrie Date: 06-20-2026

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 r from the Board of Directors.

Signature: Lisa Guthrie   Date: 06-20-2026

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

July 11, 2026

To: Birch Bay Village Board of Directors

From: 64.90 Task Force

RE: 64.90 Task Force Recommendations

There are 3 recommendations that the 64.90 Task Force would like to recommend to the Board of Directors within this memo.

1. Since the Task Force was established, the scope and complexity of its work have demonstrated the value of broader representation and additional expertise. Expanding the membership will strengthen the Task Force's ability to evaluate issues comprehensively, provide diverse perspectives, and effectively manage the increasing workload associated with its responsibilities.

   The 64.90 Task Force respectfully recommends that the Board of Directors amend the original Task Force Charter. The Task Force recommends expanding the authorized membership from the current 3-5 members to 5-7 members. The Task Force also recommends that the Board of Directors amend the Charter to change the word "committee" to "Task Force".

2. At the July 10,2026 Task Force meeting the applications for Bev Franklin and David Scheirman were reviewed. The Task Force would like to recommend that the Board of Directors approve Bev Franklin and David Scheirman as members of the 64.90 Task Force.

3. The 64.90 Task Force recommends to the Board of Directors a change of name for the Task Force. The current name, "64.90 Task Force," accurately references the Charter but does not clearly communicate the scope or purpose of the Task Force to homeowners, future members, or other participants. In order to better represent this Task Force's purpose to the community, the 64.90 Task Force recommends that the Board of Directors rename the 64.90 Task Force to the "BBV Declarations, Covenants, and Bylaws Revision Task Force for RCW 64.90".

Recommended motion: The Board of Directors accepts the recommendations of the 64.90 Task Force to amend the original charter to reflect "Task Force" instead of "committee" and membership to include 5-7 members, with the approval of Bev Franklin and David Scheirman as new members, and accepts the recommendation of the name change to be BBV Declarations, Covenants, and Bylaws Revision Task Force for RCW 64.90.

BIRCH BAY
VILLAGE

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: Declarations, Convenants & Bylaws Revision Task Force for 64.90 Compliance

Name: David Scheirman Phone: [redacted]

Address: 5304 Nootka Loop (Div. 11A Lot 2) 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: 0

Employment background and education: Retired audio engineer. Exec. Edu. programs at Stanford Univ., Mass. Institute of Technology, CalTech and Univ. of Washington. (project management, finance, product development , technology marketing)

Other career related activities: Technical author & editor (authored > 300 pro trade journal features and columns). Former President, Audio Engineering Society. Member, Acoustical Society of America, Natl. System Contractors Assn., USITT (United States Institute of Theater Technology)

Other outside interests: Boating, RV camping, photography, music

Committee participation within Birch Bay Village: Chair, Safety & Security Committee. Member, Lakes Ponds & Drainage Committee. Former Chair, Security Policy Workgroup.

What is your interest in serving on this Committee and what can you offer? The revision of BBVCC foundation documents for compliance with RCW 64.90 is a momentous change for our community. I am able to collaboratively work with the Task Force to make recommendations to the board.

What are your goals as a member of this Committee? To help achieve the team's stated goals as specified in its charter, and help to help expedite consensus-based recommendations to the board on potential revisions to BBVCC Declarations, Convenants & Bylaws

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

Signature: David W. Scheirman Date: 6/30/26

COMMITTEE RECOMMENDATION: Recommend appointment? ☐ Yes ☐ No

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

BOARD ACTION: ____________ **DATE:** ____________

(https://bbvcc.com/)

Committee Member Application Form

There was a problem with your submission. Errors are marked below. - See signature below

Name of Committee for which you are applying: *

64.90 Task Force

Name: *

Beverly A Franklin

Phone *

[redacted]

Address: *

5560 Coquitlam Dr Blaine, WA 98230,

Email Address: *

[redacted]

Years of residency in Birch Bay Village: *

7

Hours per month you are employed: *

Retired

Employment background and education: *

CPA, Accountant, Business executive. Masters in Business, Undergrad Accounting

Other career related activities: *

Served on numerous boards for 3 HOA's, negotiated contracts and legal filings

Other outside interest: *

Boating, hiking, golf, biking...most outside activities

Committee participation within Birch Bay Village: *

ACC committee and chair, BOD for one full term and fill in for 3 month term, started and am still a me

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

By BBV volunteer work and background in business, including legal and preparation of legal docs

Book a Tee Time (HTTPS://CHRONOGOLF.COM/CLUB/16680)

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

Contribute to the implementation of 64.90 in as seamless way possible for the 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.

Please Note: For your application to be considered a Good Faith Conduct Statement (see next page) must be completed and submitted with application.

Signature *

Signature cannot be blank.

Date

07/02/2026

Next

Beverly Franklin

Search...

Birch Bay Village Community Club, Inc.

8055 Cowichan Road

Blaine, WA 98230

Open: Monday-Friday 9am-4pm

Office: (360)371-7744

Security Gate: (360)371-7644

email: contactus@bbvcc.com (mailto:contactus@bbvcc.com)

(https://www.facebook.com/birchbayvillage/)

(https://www.youtube.com/channel/UCyc0Pvn094ocS7jGAb_Kv6w)

Book a Tee-Time (HTTPS://CHRONOGOLF.COM/CLUB/14650)

Proposal for two-month trial period Walking Activity on the BBVCC Golf Course

This document provides a brief proposal for a two-month trial period to gage interest in allowing walking activity on the golf course during set time periods while assessing compatibility with golfing uses. We are requesting board approval to start the trial period on Tuesday July 28, 2026.

Birch Bay village provides wonderful amenities and community-building opportunities and events. This proposal builds on these benefits by expanding uses of the Golf Course (GC), adding enjoyment of this amenity for more Members. Walking is a great way to build community and doing so on the GC can be more enjoyable and safer than walking along our roads. During the trial period, information will be collected to evaluate usage patterns and compliance with the guidelines outlined below. A survey will also be conducted to gain additional input from the community. Trial period results, survey input, and recommendations will be provided for adding walking as an "authorized use" under the Golf Rules and Regulations. Input from the Board and Golf Committee is encouraged.

Background: The 2026 outreach and feedback from the Community Plan survey and a GC committee survey indicated non-golfing Members are interested in gaining access to the GC for walking. As a result, the BBVCC Board asked the GC committee to explore initiatives to increase participation on the GC and increase revenue, e.g. opening the GC to non-golfing members for walking uses.

Goals:

1. Open the GC to non-golfing Members for appropriate uses and timeframes that prevent conflicts and hazards
2. Create a potential new source of GC revenue
3. Maintain or improve public safety (safer walking on GC than on roads)
4. Increase enjoyment for community members

Proposal:

- Two-month free trial period of at least three one-hour morning sessions a week for walkers, e.g. 7:30-8:45AM adjusted as needed for existing golf schedule; if possible include evening time slots to reach broader membership, and provide a greater opportunity to gage interest
- Widely advertise the trial period
- Conduct brief survey, report on overall trial program results
- Develop potential fee(s) and guidance for walking access based on the trial period

Limitations/Guidelines:

- Open to BBV Members and renters; adult Members shall accompany guests and children under age 15
- Strollers, walkers, wheel chairs permitted, but no other wheels, no pets
- Individual or group walking or jogging, starting any time in slot; must sign out by closing time

Rules for trial period:

1. Enter only at pro shop, no other locations allowed, e.g. bordering lots or parks
2. Sign in/out at pro shop on clipboard maintained by pro shop staff
3. Sign waiver/release form
4. Volunteer monitors sign in/out, and sweeps the course

Message to the Board of Directors Re: Walking on the Golf Course

I would like to begin by acknowledging that the golf course is a beautiful amenity enjoyed daily by members of the golf community. To support its continued viability, many volunteers have worked hard to increase membership and develop other sources of revenue. These efforts include fundraising tournaments, golf camps, and adult golf lessons. Each Friday, 12 to 15 volunteers supplement the greenskeepers' work by trimming, weeding, planting, and helping with general course cleanup.

We recognize that the course is a quiet, safe place for walkers, and we want to explore reasonable times and guidelines that would allow non-golfers to spend time on the course while still protecting golf access and course operations.

- The first initiative was the Putters Only program, which allows non-golfers to putt as they walk the course. It has been well received, and the plan is to expand it as participants help run the program, possibly twice monthly. Putters pay a small fee to participate.
- The second initiative was a walking program. Its goals are similar to the Putters Only program: to increase access while ensuring that any fees at least offset the revenue lost when the course is closed to golfers.

Our concern with the proposed two-month free trial period is that it would close the course to annual pass holders and daily-fee golfers without replacing the lost revenue. We are open to discussing a trial period if it includes clear guidelines, scheduling limits, and a way to offset the financial impact on course operations.

A second concern is that free access may not always be valued or used consistently. We saw a similar issue during our most recent Junior Golf Camp. For village residents and their families, including children, grandchildren, nieces, and nephews, we offer a free one-week camp, and the golf club pays the camp expenses to the golf course. At our most recent camp, nine families signed up children who did not attend. Those no-shows prevented other interested children from participating and prevented us from offering available spots to junior golfers from Parks and Recreation who were on a wait list and willing to pay for the camp. This example raises practical questions about how a free walking trial would be managed: If tee times are blocked off for walkers, what assurance do we have that they will use the time? Would guests also be included? Would all participants be required to sign a waiver?

Karen has done a good job capturing many of the guidelines and limitations that could help make this a successful program. My concern is that some walkers may expect broad free access to the course without fully recognizing the financial and operational challenges involved.

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

July 17, 2026

To: Birch Bay Village Board of Directors

From: Golf Committee

RE: Member Recommendation

Dear Board of Directors:

At the July 17, 2026 meeting, The Golf Committee reviewed an application for membership from Mari Knutson Herbert. The Committee voted to unanimously approved Mari Knutson Herbert to join the committee in hopes to replace the absence of Dave Schwab who stepped down as a committee member at the May 2026 meeting. The Golf Committee would recommend that the Board of Directors approve Mari Knutson Herbert as part of the Golf Committee.

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

Regards,

The Golf Committee

BIRCH BAY VILLAGE

FOR OFFICE USE ONLY
Applicant is a member in good standing

Initials ______ Date ______

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)

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: Golf

Name: Mari Knutson Herbert Phone:

Address: 8184 Comox Rd Email Address:

Years of residency in Birch Bay Village: 16 Hours per month you are employed: 0

Employment background and education: Science teacher (Lynden Schools)
B.S. Biology (WSU)
M. sciEd (WWU) M.S. (WSU)

Other career related activities: Coach (girls basketball, volleyball, swim; boys swim Knowledge Bowl) Bench science (research); curriculum writer

Other outside interests: golf, reading, SCUBA, travel

Committee participation within Birch Bay Village: none

What is your interest in serving on this Committee and what can you offer? I am safety conscious and have 40 years experience in education which translates to working on committees and managing groups. I would like to see more BBV folks excited to golf

What are your goals as a member of this Committee? Support the golfing community and course

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: Mari Knutson Herbert Date: July 14, 2026

COMMITTEE RECOMMENDATION: Recommend appointment? ☐ Yes ☐ No

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

BOARD ACTION: ______ **DATE:** ______

BIRCH BAY VILLAGE

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

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 with in 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 or 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.

Signature of Board/Committee Member Or Management/Staff Member	Title of Position
Printed Name of Board/Committee Member Or Management/Staff Member	Date

Rules for use of Practice Area

- ☐ **For everyone's safety, please use irons only. Woods are not permitted.**
- ☐ **Please use limited-flight practice balls only, such as Almost Golf balls or foam golf balls (see guide for approved options).**
- ☐ **Aim toward the designated flags when practicing.**
- ☐ **If you use rental balls, please collect them when finished and return them to the Pro Shop.**
- ☐ **Failure to follow these guidelines may result in a $100 fine.**

Marina Committee Memo

To: Board of Directors

From: Marina Committee

cc:

Date: June 23,2026

Re: Resident Engineer/Project Engineer Recruitment

The marina project workload is exceeding the capabilities of staff and volunteers to effectively manage it. This workload will likely persist for at least 5 years and will increase during construction events.

The Committee recommends the Board consider employing a resident engineer/ project engineer to compliment staff. The position should be able to be financed with reserve account funds and have minimal to no impact on the operating budget. This recommendation was arrived after discussions with the Manager and some of you, along with the principal of a local firm that specializes in capital project management.

As a 1st step, the Village should consider using a human resource professional to establish a position description that meets our needs and advise us on compensation and recruitment.

Marina Committee Memo

To: Board of Directors

From: Marina Committee

cc:

Date: June 23,2026

Re: 6 Month Moorage

The Marina Committee respectfully recommends that the Board approve and implement a six-month moorage rate effective immediately.

The Committee believes that offering a six-month moorage option will provide greater flexibility for members who may not require annual moorage but would benefit from a longer-term commitment than monthly options. The proposed six-month moorage rates are as follows: Outside Slip or Full Finger Moorage: $9' mo Inside Slip: $7 ' mo. By introducing this six-month rate structure, the marina can better accommodate member needs, improve slip occupancy, and create an additional revenue opportunity without impacting existing annual moorage arrangements.

The Marina Committee recommends that the Board approve these rates and authorize immediate implementation.

Respectfully submitted,
Marina Committee

Date: July 23, 2026

From: David Franklin, GM

To: BBVCC Board of Directors

Subject: Reserve Transfer Requests

The following transfer requests cover interfund activities from April 1st through June 30th. Management requests the Board approve the following reserve transfers:

1. Authorization to transfer **$75,377.83** from General Reserves to Operating Reserves to reimburse for the following:

Item	Vendor	Amount
Office Painting	**Carlitos Painting**	**$8,044.20**
Parking Lot Permitting & Cover	**Semia Renovations**	**$ 4,474.79**
$62,858.84	**Bickford Ford**	**$62,858.84**
Total		**$75,377.83**

2. Authorization to transfer **$9,907.79** from Operating to Marina Reserves to reimburse for the following:

Item	Amount
Special Assessments collected April-June	**$20,449.27**
Marina Expenses Boat Ramp Permitting	**(2,396.35)**
Fuel Dock Hose Replacement	**($6,885.13)**
Dredge Permit (Whatcom County)	**($1,260.00)**
Total	**$9,907.79**

3. Authorization to transfer **$13,700.00** from Roads & Drainage to Operating Reserves to reimburse for the following:

Item	Vendor	Amount
Stormwater Surveying	**NW Surveying**	**$13,700.00**
Total		**$13,700.00**

Motion: I move that the BBVCC board authorizes the General Manager to transfer **$75,377.83** from Roads & Drainage to Operating Reserves, **$9,907.79** from Operating Reserves to Marina Reserves and **$13,700.00** from Roads & Drainage to Operating Reserves to balance interfund transfers through the month of June 2026.

REQUEST FOR AUTHORIZATION FOR EXPENDITURE
July 23, 2026

Archeological Report for BBVCC Lighting Improvement Project
Drayton Archeology
Blaine, WA. $36,263

FY 2026 – General Reserves	
Available General Cash Reserves 07/23/2026	**$1,119,729**
Archeological Report	**36,263**
Ending Cash Balance	**$1,083,466**

The Birch Bay Village Safety and Security Committee and management were made aware of complaints from members regarding inadequate lighting in the common areas, especially during the dark winter months. The committee recommended that a professional lighting contractor evaluate the photometrics of the current conditions and provide recommendations for improvements based on the findings. The report found that almost all of the common areas with a few exceptions were deficient in Illuminating the common areas to Engineering Society (IES) lighting standards or Minimum Life Safety Requirements as per W.A.C.

The Board and Management selected a contractor to perform the work with the first phase consisting of upgrading lighting to existing fixtures and circuits on buildings and structures and once completed, moving to phase two, consisting of new fixtures and circuits mostly associated with the parking lots. Phase I was completed in 2025 and Phase II started in 2026.

Phase II was always going to be a more expensive and complicated process because of the new circuits that needed to be run to cover outside areas that were inadequately illuminated, which would require excavation, which in turn requires studies, and permits.

Initially, BBVCC was doing the permitting. We were in contact with Drayton Archaeology and Whatcom County, but our efforts were slow because of so many competing priorities and Whatcom County's inadequate response to our requests. We agreed with the contractor to have a professional planner help us with the permitting to finish what we had started.

Management provided both the planner and the contractor with everything that we had worked on to that point, including an archaeological study done specifically for the Marina projects, where the scope overlapped with, but did not exactly match the area of work for the lighting project in that area. We had no archaeological report for the Clubhouse/Pool /Shop area.

The planner provided a response by email that because the Clubhouse area was outside the 200ft shoreline sensitive area, that no archaeological report was actually necessary, just monitoring per the Whatcom County permit. I asked for the planner to confirm that because other projects in close proximity did require archaeological reporting and once again, he insisted that the requirement did not apply.

The work began on the Clubhouse area trenching on Tuesday May 26th and was shut down on Friday May 29th by the Department of Historical and Archaeological Preservation (DAHP). The DAHP found shell midden through out the excavated trenches and light pole foundation holes and issued a stop work order and requested a meeting that following Monday.

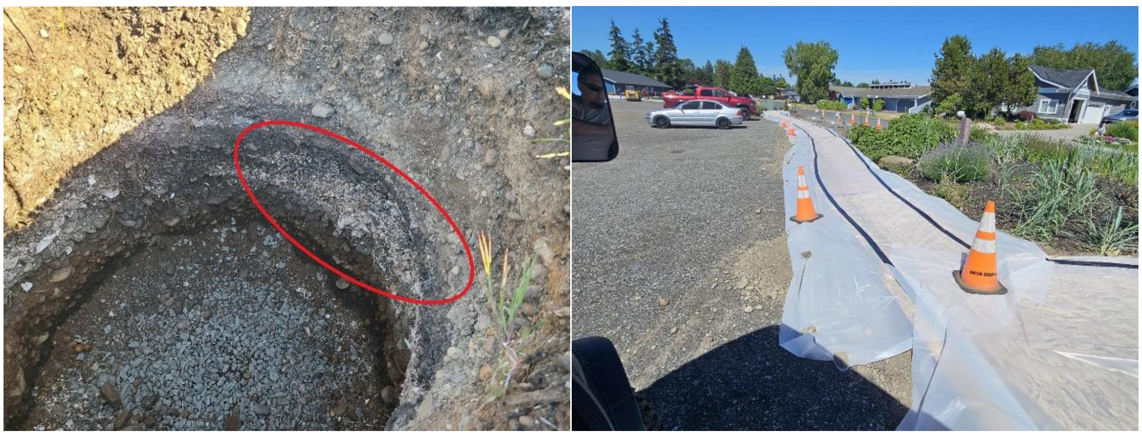

Figure 1 Shell Midden

DAHP requested archaeological testing of the materials which included screening, stratification cataloging, and radio carbon dating of some samples at a rate of 15% of excavated material where shell midden was found and a report of the findings.

Drayton Archaeology could not begin this work immediately and the trenches needed to be covered to protect them from upcoming rains.

Drayton provided the proposal below and began the work June 8th and finished June 12th.

Cost Estimate: Emergency Archaeological Permitting and Monitoring at 8169 Cowichan Road, Birch Bay, Whatcom County, Washington										
LABOR	**Principal**	**Deputy PI**	**Proj Mgr**	**Field Director**	**Tech III CC**	**Tech II**	**Tech I**	**Admin**	**Hours**	**Totals**
Pre-Field Prep	2	1	1	1	0	0	0	1	6	$ 930.60
Permit Prep	2	2	4	8	0	0	0	0	16	$ 2,362.80
All Travel to/from Site	0	0	0	10	0	0	10	0	20	$ 2,134.00
Fieldwork	10	1	0	40	40	0	80	0	171	$ 18,348.00
Reporting & Editing	3	4	2	16	12	0	16	0	53	$ 6,276.60
Total Hours	**17**	**8**	**7**	**75**	**52**	**0**	**106**	**1**	**266**	**$ 30,052.00**
Hourly Price	$ 198.00	$ 176.00	$ 148.50	$ 127.60	$ 105.60	$ 96.80	$ 85.80	$ 82.50		
Labor Price Total	**$3,366.00**	**$ 1,408.00**	**$ 1,039.50**	**$ 9,570.00**	**$ 5,491.20**	**$ -**	**$ 9,094.80**	**$ 82.50**		**$ 30,052.00**
EXPENSES	**Unit**	**Unit Cost**	**Cost**	**Price**						
Lodging	5	$ 150.00	$ 750.00	$ 862.50						$ 862.50
Mileage (Federal Rate)	500	$ 0.725	$ 362.50	$ 416.88						$ 416.88
Incidentals	5	$ 68.00	$ 340.00	$ 391.00						$ 391.00
									Expense Total	**$ 1,670.38**
									***Cost Estimate**	**$ 31,722.38**
									Retainer	**$ 4,758.36**

There were additional hours required and the final cost was $4,541 higher or 14% than originally estimated, but this also included reporting for the Marina/Office excavation area not considered in the first proposal.

Understanding that the Board and membership would be concerned about the additional costs to the project, management requested that Drayton perform a hindsight analysis to determine the difference between the cost of having done the permitting the correct way in advance or doing it in an emergency fashion as we were forced to do. The following is an estimate of the archaeological cost if we had done the project “by the book”:

Cost Estimate for Archaeological Permitting and Monitoring of 8169 Cowichan Rd, Blaine, Whatcom County, Washington										
LABOR	**Principal**	**Deputy PI**	**Proj Mgr**	**Field Director**	**Tech III CC**	**Tech II**	**Tech I**	**Admin**	**Hours**	**Totals**
Pre-Field Prep	1	0	1	2	0	0	0	1	5	$ 684.20
Permit Prep	2	1	8	0	6	2	2	0	21	$ 2,758.80
Consultation	3	2	6	0	0	0	0	0	11	$ 1,837.00
Phase I Fieldwork	3	0	0	40	0	0	120	0	163	$ 15,994.00
Phase II Fieldwork	1	0	0	440	0	0	1320	0	1761	$ 169,598.00
Monitoring	3	0	0	40	0	0	40	0	83	$ 9,130.00
Analysis	3	0	0	40	0	0	120	0	163	$ 15,994.00
Reporting & Editing	5	4	4	80	40	4	4	1	142	$ 17,532.90
Total Hours	**21**	**7**	**19**	**642**	**46**	**6**	**1606**	**2**	**2349**	**$ 233,528.90**
Hourly Price	$ 198.00	$ 176.00	$ 148.50	$ 127.60	$ 105.60	$ 96.80	$ 85.80	$ 82.50		
Labor Price Total	**$ 4,158.00**	**$ 1,232.00**	**$ 2,821.50**	**$ 81,919.20**	**$ 4,857.60**	**$ 580.80**	**$ 137,794.80**	**$ 165.00**		**$ 233,528.90**
EXPENSES	**Unit**	**Unit Cost**	**Cost**	**Price**						
									Expense Total	**$ -**
									***Cost Estimate**	**$ 233,528.90**
									Retainer	**$ 35,029.34**

Asking permission would have had an estimated cost of $233,529. Asking forgiveness for an emergency permit $36,263 or almost $200,000 less.

There will still be some archaeological monitoring costs associated with finishing the project, but the majority of the expense is captured in this authorization.

As regrettable as the situation was, the outcome was economically favorable to the Village and the membership.

Motion: I move that the BBVCC Board of Director authorize the general manager to pay Drayton Archeology **$36,262.74** for archeological services related to the DAHP emergency permit for the BBVCC Lighting Project to be funded for from General Reserves.

David Franklin, General Manger
Birch Bay Village Community Club

Drayton Archaeology
PO Box 782
Blaine, WA 98231-0782
admin@draytonarchaeology.com

Invoice

DRAYTON ARCHAEOLOGY
www.DraytonArchaeology.com

BILL TO
David Franklin, General Manager Birch Bay Village Community Club 8055 Cowichan Road Blaine, Washington 98230

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
0626A-1	07/07/2026	$36,262.74	08/06/2026	Net 30	

INVOICE #
0626A-1

SALES REP
Kelsey Baldwin

	QTY	RATE	AMOUNT
Principal Archaeologist	15.25	198.00	3,019.50
Deputy PI	8	176.00	1,408.00
Project Manager	21.25	148.50	3,155.63
Field Director	91.50	127.60	11,675.40
Arch Tech 2	52.50	96.80	5,082.00
Arch Tech 1	119.25	85.80	10,231.65
Accounting/Admin	1	82.50	82.50
Lodging	1	675.12	675.12
Mileage	1	541.94	541.94
Per Diem	1	391.00	391.00

PAYMENT:
We accept check and online bank transfer
FOR:
Work completed between June 1st and July 6th, 2026 on Emergency Archaeological Permit and Recovery at 8169 Cowichan Road, Birch Bay, Whatcom County, Washington and additional work during the same time period on 1125B Marina Boat Ramp Project.

SUBTOTAL	36,262.74
TAX	0.00
TOTAL	36,262.74
BALANCE DUE	**$36,262.74**

Ways to pay

BANK

View and pay