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