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**BIRCH BAY VILLAGE COMMUNITY CLUB
BOARD OF DIRECTORS MEETING
August 20, 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 July 23, 2026
 - b. ACC- Minutes of July 7, 2026
 - c. Lakes and Drainage – Minutes of July 6, 2026
 - d. Safety & Security – Minutes of July 13, 2026
 - e. Golf Committee – Minutes of July 14, 2026
 - f. Finance Committee – Minutes of July 22, 2026
 - g. Marina Committee – DRAFT Minutes of July 28, 2026
 - h. 64.90 Task Force – Minutes of July 10, 2026
 - i. Operations Report Review
 - j. Action Item List Review
 - k. Correspondence
7. **FINANCIAL REPORTS**
8. **OLD BUSINESS AND VOTING AS NECESSARY**
 - a. Committee Charters
 - b. Golf Practice Area
 - c. Mission Statement – Community Plan TF
9. **NEW BUSINESS AND VOTING AS NECESSARY**
 - a. Committee Recommendations
 - i. Marina Committee - 2027 Marina Fee Proposal
 - ii. ACC – 002-001 Project
 - iii. Golf Committee Recommendations
 - iv. Lakes & Drainage Committee Request
 - v. 64.90 Task Force Report & Request
 - b. Other –
10. **AUTHORIZATIONS AND RESOLUTIONS**
 - a. Reserve Transfers
 - b. Authorizations
 - c. Resolutions
 - d. Other
11. **DIRECTORS' COMMENTS**



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 DISCUSSION

- a. Matters Involving Possible Violations of the Governing Documents
- b. Discuss Likely or Possible Litigation Matters
- c. Personnel Matters

14. RATIFICATION OF EXECUTIVE SESSION ACTIONS

15. ADJOURNMENT



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

August 12, 2026

To: Birch Bay Village Board of Directors

From: Compliance Team

RE: Hearings

Dear Board of Directors,

The following people have requested hearing for their speeding citations:

Ken Shannon- 009-112, only these 2 citations

Marta Sawchyn- 001-066, 1st citation at 28 MPH

Preston Bouma- 003-113, Previous 4 citations \$400 reduced to \$200 with no 6 month/repeat reinstated fines rule applied at that time

Tamara Simpson- 10A-004, 1st time citation but have not heard back on 50% reduction offer

Other Hearing Requests:

Harold Goodwyn - 005-008- 1 current citation requested new date from last month's meeting as he was unable to attend.



BOARD OF DIRECTORS MEETING MINUTES

ASSOCIATION NAME: Birch Bay Village Community Club

DATE AND LOCATION: July 23, 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 21 people in person and 6 people via Zoom.

CONFIRM QUORUM: Randy Ambuehl and David Franklin announced a quorum achieved.

3. ADOPTION OF AGENDA

MOTION TO: Approved the agenda.

MOTION BY: Mathue Totten

SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

4. HOMEOWNER PRESENTATIONS

Ron Snyder- Lot 11-11: Ron thanked the Board and presented them with a hand made broom.

Karen Anthony- 11B-040: Karen presented information about the walking program at the golf course that will be discussed later in the meeting.

Llew Johnson Lot 009-005: Presented comments as himself an individual member of the committee not a member of any task force. He discussed concerns about 30 day rentals within Birch Bay Village and presented a written document to the Board with these concerns.

Scott Tobison Lot 14-21: Scott advocated for the golf course walking program. He lives on the golf course and believes it adds to everyone's property value and should be open to all.

Bob Edwardson Lot 004-012: Bob stated he was in support of Llew Johnsons statements regarding 30 day rentals and the need to restrict them.

Maureen Server Lot 11C-019: Maureen presented concerns about the golf area behind her home. She suggested flags be removed as targets and mats moved when classes are not

being offered. During the discussion other golf members confirmed flags and mats had been moved.

David Scheirman Lot 11A-002: David announced an upcoming meeting about stormwater management and drainage system updates scheduled for July 30th at 5pm.

Dori O'Dell Lot 002-013: Dori regarding a proposed walking activity program that was previously approved by the board with a user fee attached. She outlined two key issues that need resolution: implementing user fees for future walks beyond the initial two free sessions, and coordinating timing with existing league schedules for safety reasons.

5. HEARINGS

Kassandra George- 12M-012- Kassandra stated she as been sick and has not money for the citations. She states she has been very clear with her visitors not to speed. These citations were from delivery of medical supplies.

James Fritts- 001-032- declined hearing

Dori Binder- 15A-031- Dori stated she had a friend visiting and her friend received the citation. She is raising grandchildren and would appreciate a waiver.

Mark Drinkwine- 12D-034- Mark stated he has had several contractors without issue and this was contractor rushing to use the bathroom at the clubhouse. There are other citations that receive warnings on their first offense and questioned why those have warnings and speed citations do not.

Mary Jo Malquist- 015-008- Karen (Mary Jo's daughter) was present at the hearing and stated that a short while after receiving the citation her mother passed away. The citation was from an Instacart delivery brining medical supplies.

Wayne Diaz- 004-069- Wayne stated his wife's caregiver was the person speeding and he gave permission for her to speak. Melissa, the caregiver, stated she is responsible for her actions and did not realize she was speeding. She stated that since receiving her citation she goes under 20 mph and will continue to respect the speed limit.

Harold Goodwyn (House number violation) 005-008- requested to be moved to next month

Jim Pace- (water damage claim) 12C-20- Jim presented photos documents of his home and surrounding drainage. He was asking for reimbursement for \$23,000 of damages already paid to contractors to fix the black mold in his crawlspace. Jim believes Birch Bay Village is responsible for these costs.

Patricia Nunez (disorderly conduct) 12M-045- did not attend

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 5, 2026 and June 12, 2026
 - i. Operations Report Review
 - j. Action Item List Review
 - k. Correspondence

MOTION BY: Matthue Totten **SECONDED BY:** Bob Whale
APPROVED: x **NOT APPROVED:** **TABLED:** **DIED:**
IN FAVOR: 6 **OPPOSED:** 0 **ABSTAINED:**

7. FINANCIAL REPORTS

The General Manager presented financial reports through May. The ongoing challenges to balance the inter funded balances (reserves and operations) were discussed. The General Manager presented data showing the income and expenses were favorable to the budget. The Board discussed why the finance committee was reviewing changes to the Marina Rules and Regulations. The Finance committee has been discussing all areas and ways to increase revenue and opening the storage area to trailers and RV's was part of that discussion.

MOTION TO: approve the financials presented.
MOTION BY: Dave Owen **SECONDED BY:** Bob Whale
APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**
IN FAVOR: 6 **OPPOSED:** 0 **ABSTAINED:**

8. OLD BUSINESS AND VOTING AS NECESSARY

- a. Community Mission and Vision Statement Draft Review

The Board discussed approving the community mission statement and a motion began but was withdrawn after a decision to have the Community Plan Task Force work further on this document.

MOTION TO: send the Community Mission Statement Draft to the Community Plan Task Force for review and changes.
MOTION BY: Dave Owen **SECONDED BY:** Caprice Pine
APPROVED: X **NOT APPROVED:** **TABLED:** **DIED:**
IN FAVOR: 6 **OPPOSED:** 0 **ABSTAINED:**

b. Committee Charters

The Board was presented old committee charter documents by the General Manager. The Board stated they would review and provide feedback.

c. BBV Safety Manual

The idea of creating a safety manual subcommittee came from the Board Workshop. Dave Owen suggested bringing the manual back to the safety committee for review and the Board agreed.

9. NEW BUSINESS AND VOTING AS NECESSARY

a. Committee Recommendations

i. Elections Committee Member Recommendation

MOTION TO: Approved Karen Parry as a member of the Elections Committee.

MOTION BY: Dave Owen

SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

ii. Community Plan Task Force Member Recommendations

MOTION TO: Approve Lisa Guthrie as a member of the Community Plan Task Force.

MOTION BY: Caprice Pine

SECONDED BY: Dave Owen

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

iii. 64.90 Task Force Recommendation

MOTION TO: amend the 64.90 Task Force charter from 3-5 members to 5-7 members.

MOTION BY: Dave Owen

SECONDED BY: Mathue Totten

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

MOTION TO: Approve Bev Franklin and David Scheirman as members of the 64.90 Task Force.

MOTION BY: Caprice Pine

SECONDED BY: Mathue Totten

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

MOTION TO: amend the 64.90 Task Force Charter and change the word “committee” to “Task Force” and change the name of the Task Force to the “BBV Declarations, Covenants, and Bylaws Revision Task Force for RCW 64.90”.

MOTION BY: Dave Owen

SECONDED BY: Bob White

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

b. Other

i. Walking Program Proposal

Steve Franklin presented information about the golf course walking program. The golf committee wants this to be a positive experience. The discussion included participants starting and ending before the first league time, signing waivers and following the same rules as golfers. The proposal is for 2 months and without cost to the members. The Board asked about fees in the future and the golf committee idea was to charge similar to the pool fees- a seasonal cost, but nothing has been established yet.

MOTION TO: Approve walking program as proposed.

MOTION BY: Caprice Pine

SECONDED BY: Mathue Totten

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

ii. Golf Committee Member Recommendation

MOTION TO: Approve Mari Knutson Herbert as a member of the Golf Committee.

MOTION BY: Caprice Pine

SECONDED BY: Mathue Totten

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

iii. Golf Practice Area

A volunteer in the golf community presented information on altering the golf practice area to address the safety concerns of owners on the golf course. The plan is to relocate mats and targets to a different area away from homes, with proper signage and fines for violations. The direction in which the balls are hit from will be changed as well. There was discussion and conflict amongst the members in the community regarding the moving of mats becoming a permanent or temporary fix. Board ultimately decided to withdraw the motion and continue discussions at the next meeting.

iv. Marina Capital Project Manager

The chairperson from the Marine Committee presented the recommendation of hiring someone to handle infrastructure projects, estimating a \$125,000 plus benefits salary. The board modified the motion from the Mariana Committee recommendation to authorize the general manager to create a job description for a longer term capital project position and to begin searching for a short-term project manager or consultant to handle current projects. There was also discussion about this project manager assisting with some of the lakes and drainage projects coming up in the future.

MOTION TO: authorize the General Manager to put together a job description for an asset project manager with a 5 year (employment) time frame and authorize the search for a short term manager for current projects.

MOTION BY: Caprice Pine SECONDED BY: Dave Owen

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

v. Marina 6 month moorage

MOTION TO: approve the 6 month moorage rate at the Marina as follows: Outside Slip or Full Finger Moorage: \$9' mo and Inside Slip: \$7 ' mo.

MOTION BY: Caprice Pine SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

10. AUTHORIZATIONS AND RESOLUTIONS

a. Reserve Transfers

The General Manager presented a reserve transfer document with details.

MOTION: 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 General to Operating Reserves to balance interfund transfers through the month of June 2026.

MOTION BY: Caprice Pine SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

b. Authorization

i. Drayton Archaeology

The General Manager presented information regarding the costs of archeology expenses related to the BBVCC lighting project.

MOTION TO: 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.

MOTION BY: Mathue Totten SECONDED BY: Bob Whale

APPROVED: x NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

c. Resolutions

None

d. Other-

None

11. DIRECTORS COMMENTS

None

12. PARKING LOT

- a. North Fence Clean up
- b. HR Documents
- c. Board Policies and Procedures
- d. Golf Course Irrigation from Kwann Lake

13. EXECUTIVE SESSION

MOTION TO: move into executive session at 7:59 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: 6 OPPOSED: 0 ABSTAINED:

The Board moved out of executive session at 9:21pm.

MOTION TO: waive citations for lot 12M-012 with the understanding that new citations within 6 months would reinstate the fines of original citations

MOTION BY: Dave Owen SECONDED BY: Mathue Totten

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

MOTION TO: hold first citation and waive additional citations for lot 15A-031 with the understanding that new citations within 6 months would reinstate the fines of original citations.

MOTION BY: Caprice Pine SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

MOTION TO: hold first citation and waive additional citations for lot 12D-034 with the understanding that new citations within 6 months would reinstate the fines of original citations.

MOTION BY: Mathue Totten SECONDED BY: Bob Whale

APPROVED: x NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

MOTION TO: waive the citation for lot 015-008.

MOTION BY: Caprice Pine SECONDED BY: Bob Whale

APPROVED: x NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

MOTION TO: deny request of lot 12C-20

MOTION BY: Mathue Totten

SECONDED BY: Bob Whale

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

MOTION TO: hold first citation and waive additional citations for lot 004-0069 with the understanding that new citations within 6 months would reinstate the fines of original citations.

MOTION BY: Bob Whale

SECONDED BY: Mathue Totten

APPROVED: NOT APPROVED: TABLED: DIED:

IN FAVOR: OPPOSED: 0 ABSTAINED:

MOTION TO: approve \$1,103.24 in reimbursement for a member injured on community property contingent on signing a release of liability.

MOTION BY: Dave Owen

SECONDED BY: Caprice Pine

APPROVED: X NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

MOTION TO: place a lien on lot 015-008 and 015-009 for the full amount of \$10,500 each lot.

MOTION BY: Dave Owen

SECONDED BY: Mathue Totten

APPROVED: x NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

14. **ADJOURNMENT**

a. The meeting was adjourned at 9:25 pm.

MOTION TO: adjourn

MOTION BY: Caprice Pine SECONDED BY: Mathue Totten

APPROVED: x NOT APPROVED: TABLED: DIED:

IN FAVOR: 6 OPPOSED: 0 ABSTAINED:

Minutes Approved By: _____
Board Secretary

BBVCC
ARCHITECTURAL CONTROL COMMITTEE
Meeting Minutes
July 7, 2026 at 10:00AM

Committee Members Present		
Michael Stringam, Chair	Lyle Sieg	Lisa Guthrie
Rich Santi	Kevin Ryan	Scotty Diamond, Board Liaison
Committee Members Absent		
	Bob Whale	
Staff Present		
	Justine Brooks, AGM	Amy Ashby, Executive Coordinator
Members Present		
	Randy Ambuhel	Larry and Jennette Benner
Mark Serif	Layne Boyle	

1. CALL TO ORDER: at 10:00 am by Michael Stringam
2. ADOPTION OF AGENDA
Motion to approve agenda.
Motion by: Lyle Sieg **Seconded by:** Rich Santi **Approved**
3. OPEN FORUM:
None.
4. RATIFY MINUTES: June 2, 2026
Motion to approve with edits discussed.
Motion by: Rich Santi **Seconded by:** Kevin Ryan **Approved**
5. CONSENT AGENDA – Admin Approved
5496 Tsawwassen Loop- Tree Removal
Motion to approve consent agenda.
Motion by: Lyle Sieg **Seconded by:** Kevin Ryan **Approved**
6. OLD BUSINESS:
5661 Nakat Way- Shed- change of original plans
Motion to approve with contingencies that gravel be clear with no fines and follow new plan with smaller shed and permeable base of gravel.
Motion by: Lyle Sieg **Seconded by:** Kevin Ryan **Approved**
7. NEW BUSINESS:
 - A. 5622 Salish Rd- Fence
Motion to: Approve as planned.
Motion by: Lisa Guthrie **Seconded by:** Rich Santi **Approved**
Homeowner was present to answer questions.

BBVCC
ARCHITECTURAL CONTROL COMMITTEE
Meeting Minutes
July 7, 2026 at 10:00AM

B. 5646 Salish Rd- Deck Repair

Motion to: approve.

Motion by: Kevin Ryan

Seconded by: Lyle Sieg

Approved

Homeowner was present to answer questions.

C. 8249 Quinault Rd- Additon Remodel

Motion to: Approve with contingencies to provide an impervious calculations worksheet on an updated form.

Motion by: Lyle Sieg

Seconded by: Lisa Guthrie

Approved

Homeowner was present to answer questions.

D. 5781 Nakat Way- Cure Notice- ROW/Retaining Wall

Homeowners present on zoom. Discussion regarding cure notice and stop work order with Whatcom County. Homeowners were instructed to stop work on the property and to contact Whatcom County Planning and Development to sort out next steps to become compliant with the County. No decisions were made as the ACC will wait to hear back from the homeowner after discussion with the county.

E. 5460 Tsawwassen- Tree Removal

Motion to: approve as planned.

Motion by: Lisa Guthrie

Seconded by: Lyle Sieg

Approved

F. 5475 Tsawwassen- Fence

Motion to: approve.

Motion by: Lisa Guthrie

Seconded by: Lyle Sieg

Approved

G. 5509 Haida Way- Deck Replacement

Motion to: approve

Motion by: Lisa Guthrie

Seconded by: Lyle Sieg

Approved

There were questions if a shoreline permit was necessary. The home was built prior to any shoreline permits being required and this project only replaces the top slats. Lisa was able to meet with the homeowner prior to the meeting as homeowner was unable to attend.

H. 5658 Salish Rd- Fence and Concrete Slab

Motion to: approve with the contingency homeowner is aware of easement concerns specifically AR&R 4.2.3 letter e and that information is to be documented in approval letter.

Motion by: Lyle Sieg

Seconded by: Lisa Guthrie

Approved

I. 5746 Salish Rd- Tree Removal

Motion to: approve.

Motion by: Lyle Sieg

Seconded by: Scotty Diamond

Approved

BBVCC
ARCHITECTURAL CONTROL COMMITTEE
Meeting Minutes
July 7, 2026 at 10:00AM

J. 5782 Skagit Pl- Tree Removal

Motion to: approve with contingency to provide the tree company's (Rawls) report to the ACC.

Motion by: Kevin Ryan **Seconded by:** Lisa Guthrie **Approved**

K. 8065 Makah Rd- Fence

Motion to: approve.

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

L. 8087 Kitamat Way- Pergola

Motion to: approve.

Motion by: Lisa Guthrie **Seconded by:** Kevin Ryan **Approved**

M. 8111 Kispiox Rd- Fence

Motion to: approve with the contingency that fence stays out of Right of Way.

Motion by: Scotty Diamond **Seconded by:** Lisa Guthrie **Approved**

N. 8118 Comox Rd- Tree Removal

Motion to: approve.

Motion by: Lyle Sieg **Seconded by:** Scotty Diamond **Approved**

O. 8192 Skagit Way- Flag Pole

Motion to: approve.

Motion by: Scotty Diamond **Seconded by:** Lyle Sieg **Approved**

P. 8230 Skeena Way- Tree Removal

Motion to: approve.

Motion by: Lyle Sieg **Seconded by:** Kevin Ryan **Approved**

8. ADDITIONAL ITEMS DISCUSSION:

9.

- Exterior Lighting Complaint 5416 Salish Rd

The committee was unsure of the need to address this issue in this meeting however the rule for exterior lighting was presented from the AR&R's. The ACC asked that this goes back to compliance to have a discussion between neighbors and see if there's a solution. It was clear to the committee that the lights were causing concern for the neighbor based on photos presented. If the neighbors cannot resolve the issue the ACC will review at a later date.

- 2027 Budget

The committee discussed the 2027 budget in regards to their committee and found no need to have a budget as they don't have any expenses.

- ACC Workshop discussion

BBVCC
ARCHITECTURAL CONTROL COMMITTEE
Meeting Minutes
July 7, 2026 at 10:00AM

The committee chair led a discussion about updating the ACC language in the covenants to become consistent with RCW 64.90. He proposed rewriting these sections to better reflect the current process. It was suggested to remove the "God clause" that gives ACC absolute power and should instead reflect how the ACC works through the Board of directors. It was also suggested that the ACC should be described as being appointed by the Board and operating within approved architectural rules and regulations, with variances going to the Board for appeal.

Articles 11.1- land use, Article 11.2- Business, Article 11.3- ACC, 11.4- Building Limitations, 11.5- Leasing of Units, Article 11.6- General Use Restrictions, article 11.7- Rules and Regulations were discussed in detail. The ACC chair will provide the revisions to the committee for review after the meeting. After the committee agrees they are appropriate they will be passed along to the 64.90 Task Force.

A summary of the articles in above discussion:

- 11.1- Land use- ACC prefers the short version using the word "lot" rather than "unit" eg. "Each lot shall be used only for single family residential purposes, unless otherwise stated on the plat map. No lot shall be divided and sold or resold or ownership changed or transferred, whereby any such portion of the plat shall be less than the area shown on the face of the plat."
- 11.2- suggest moving into bylaws as there will be a need to change frequently
- 11.3- will need re written to remove the "God clause"
- 11.4- will need rewrite to be more generalized
- 11.5- suggest moving to bylaws
- 11.6- Suggest moving to bylaws or AR&R's but remove 11.6.4 in full
- 11.7- fine as is

The group also discussed 1 2 and 3 from the original declaration need to be moved into the new documents, but no discussion was had on how that will look.

ADJOURNMENT:

Motion to adjourn at 12:47 am

Motion by: Lisa Guthrie

Seconded by: Kevin Ryan

Approved

BBVCC
Lakes and Drainage Committee Minutes
July 6, 2026 at 5:00PM

Committee Members Present		
Bill Reilly	Betsy Just (Advisory)	Dave Carpenter
David Scheirman	Jack Dyrland	Eddie Wood
Gwynne Briggs		Jon Hall, Chair
Mathue Totten, Board Liaison		
Committee Members Absent	none	
Staff Present	Justine Brooks, AGM	David Franklin, GM
	Amy Ashby	Bobby Hoffer
Residents Present	Jim Pace	

- I. **CALL TO ORDER:** at 5:00 pm by Jon Hall.
- II. **Ratify Minutes:** June 1, 2026
Motion to approve minutes.
Motion by: David Scheirman **Seconded by:** Gwynne Briggs **Approved**
- III. **Adoption of Agenda**
Motion to approve agenda with additions of Crab and Car Wash Water disposal.
Motion by: Bill Reilly **Seconded by:** Dave Carpenter **Approved**
- IV. **Visitor Comments and Suggestions**

Jim Pace presented concerns about stormwater drainage and damage on his lot. He was requesting reimbursement from damages but the committee explained they had no authority to handle legal matters and could not address his request.

Committee of the Whole

A. Update on applying for water rights in relation to using Kwan Lake water to irrigate the golf course (e.g., Bill R. helping estimate water usage and David F. follow-up regarding paperwork/application. (Jon H., et al.)

Regarding water rights for lake irrigation of the golf course, Bill Reilly received documents from staff and after reviewing what was provided he believes they are an accurate representation of water usage. David Franklin confirmed he has the paperwork and will handle the process.

B. Develop plan to provide comments on the BBV "Covenants" document.

For the covenant review, it was explained that committees need to provide consolidated comments particularly focusing on drainage provisions and other areas within their expertise with input required periodically as the 64.90 committee meets.

David Franklin clarified that while consistency amendments can be made without a full vote, other changes still require full vote approval. David Scheirman announced he would join the 64.90 Task Force meeting on

BBVCC
Lakes and Drainage Committee Minutes
July 6, 2026 at 5:00PM

Friday and serve as a liaison to provide guidance based on decisions made at that meeting, which will help shape the committee's contributions over the next several months. The Lakes, Ponds, and Drainage Committee will review and discuss these comments at the next meeting, with David Scheirman promising to provide a written report by the following week.

Subcommittee Reports

Biological Management Subcommittee

A. Testing Results

The meeting included a discussion on future turbidity samples to be taken for testing at water-entry points on the community's north boundary line. Also, recent phosphorus sampling/testing results showed relatively low levels in the lakes. Some were just slightly above 50 and some 68,62,65. These numbers are below or barely above minimum detectable levels. These numbers have not been this low for this time of year in a while so this is a good report.

The meeting focused on several key topics related to pond management and environmental issues. The committee shared visual inspection of the lakes look good as well as ponds 2 and 4. Pond 3 appears to have green material that looks like a plush carpet. The committee discussed the presence of Azola, a water fern, in Pond 3.

B. Status of discussions with Dept. of Ecology regarding the EutroSORB application issues (e.g., recent communications with Shawn Ultican, Dept. of Ecology)

The group reviewed the status of EutroSORB applications, which are pending with the Department of Ecology. Until Birch Bay Village receives word from the department, or 30 days pass the date the application was received, the permits must be followed. The village can get out of the permit for pesticide use with the Department of Ecology because they have agreed the ponds are part of the water quality system.

Hydrologic Control Subcommittee

A. BBV Lower Gate Projects updates

Bill reported that the Lower Gate projects are ready to apply, despite some uncertainty about pre-application requirements. The application will move forward.

B. Skeena Way culvert replacement: update on discussions with WA Dept. of Fish & Wildlife following 6/2/2026

The team also discussed the Skeena Way culvert replacement, which must include a fish passage culvert according to Washington Department of Fish and Wildlife requirements. Questions were asked to the DFW with no clear answer regarding some of their standards. Moving forward the committee will be meeting with an engineer to determine next steps.

C. Western Boundary Ditch

It was discussed that no action to be taken until we need to. It is rumored that the land is proposed to be 16- 5 acre tracks.

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D. Status of updating PowerPoint presentation covering BBV Stormwater Management Issues; and an update on scheduling a community meeting -Bill R., David S.

This meeting will occur on July 30, 2026 at 5pm at the BBV Clubhouse. Bill Reilly and David Scheirman will review documents for the presentation.

Flood Monitoring, Preparation, and Response Subcommittee

No topics to discuss

Education Subcommittee

A. Update on fishing program

David Scheirman shared information about a large carp found dead on Thunderbird near the boat launch area, noting the cause of death was unknown (whether by a predator, aging, or left on the shoreline by someone fishing). The committee discussed and agreed to pull this topic from future agendas as the program seems to be going smoothly and residents are enjoying it.

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

The group planned to include information about Azola in the upcoming newsletter and discussed stormwater management plans for a development project. The committee plans to include some photos and information about the upcoming town hall meeting regarding stormwater management. Gwynne agreed to do an educational “only rain down the drain” piece for the newsletter.

Development Oversight Subcommittee

A. Avista or other proposed development updates

No update.

County / Lakes Subcommittee

A. Update on MOU (e.g., proposed meeting with Loni Patterson in late June)

The stormwater site plan is still under review.

New Business

Subcommittee 2027 Budget- The committee discussed a subcommittee to meet and work on the 2027 budget.

Motion to Adjourn at 6:11 pm

Motion by: Jon Hall **Seconded by:** David Scheirman **Approved**



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee

Date/Time of Meeting: July 13, 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	☒ 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:

Alan Scott	Don Hubert	

1 - Call Meeting to Order: 3:00 pm

Roll Call, Quorum Present: ☒ Yes ☐ No

Approval of Agenda: Approve agenda

☒ Approved ☐ NOT Approved

Moved by: Mike Lubow

Seconded by: Ron Bendschneider

Approved

Approval of Minutes: June 8, 2026

☒ Approved ☐ NOT Approved

Moved by: Billy Brown

Seconded by: Ron Bendschneider

Approved

2 – Member Presentations (3-minute max):

Don Hubert – presented information on SkyMed, a medical transportation service that covers emergency flights, ground ambulances, and helicopter transport, emphasizing its potential benefits for Birch Bay Village residents given the distance to medical facilities. The committee discussed next steps, with Don requesting members to review SkyMed's website and suggest methods for presenting the information to residents through group presentations or one-on-one meetings.

OLD BUSINESS

3 - Speed Enforcement Program



The compliance team reported on the speed enforcement program, noting that moving the radar trailer to Chehalis resulted in a significant slowdown in traffic and 75 speeding citations being issued last month. The committee had a recommendation from Compliance Officer Brad Stolzenburg for potentially purchasing additional radar trailers, with three radar units total suggested as being ideal.

There was a brief discussion regarding hearings and the process that the Board is following and that the Board maintains a strong support for the compliance team. The committee discussed the current citation and fine system, noting that revenue from fines reached about \$26K in 2025, and for 2026 had already reached \$24,600 so far (halfway through this year). The board liaison announced the formation of a subcommittee to review and update the outdated fine schedule across all categories, including when fines should double or trigger loss of membership privileges. The committee members were asked to review the current fine schedule and provide recommendations within the next week, focusing on deterrence rather than revenue generation.

The committee discussed the enforcement of fines and citations within the community, emphasizing that the primary goal is safety rather than generating revenue. They highlighted the need to review the current fine schedule, which hasn't been updated in about 25 years, and expressed concerns about the burden of tracking citations over extended periods without additional staff.

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

The Assistant General Manager reported that the common area lighting project is scheduled to resume on July 30th and will include dimmable lights to hopefully address previous complaints, with security camera installation to follow completion of the lighting work. The status of the security manual review by the insurance agent and legal counselor remains unclear, as Dave Frankel was expected to provide updates but no status was reported.

5 – BBV Security Manual

The status of the security manual review by the insurance agent and legal counsel remains unclear, as the General Manager was unable to attend the meeting. The committee discussed the Birch Bay Village Security Manual, which has been unanimously approved by the committee and reviewed by the board of directors with only minor wording changes needed regarding patrol language.

6 – Emergency Action Info/ Evacuation Plan

Maureen reported scheduling a meeting with Matt from the County emergency planning on Wednesday at 2pm at the Clubhouse. This meeting will be to review and provide feedback for the Village emergency plan.

7 – Youth Golf Cart Driving Program

The Board has tabled all new initiatives and that includes the youth golf cart driving program and safety manual rollout. This is so staff can focus on catching up and staying on top of the current priorities including software conversion, community plan, 2027 budget, etc.

8- North Whatcom Fire & Rescue Levy Lift

The committee discussed progress on North Whatcom County Fire and Rescue levy communication efforts, with Maureen reporting positive engagement at a recent fire captain's town hall with 15 members present and ongoing efforts to distribute informational signs around the community. The communication effort will continue with the General Managers weekly updates.

9 – Village Stop & Yield signs preliminary investigation results

The Committee discussed the results from a village stop and yield sign inspection trip conducted by Maureen and Michelle, which identified several intersections lacking appropriate signage, particularly at Chehalis Place and Chehalis Road. The committee agreed to review the locations map over the next 30 days and create a shortlist of recommended trouble spots for additional signs before their August meeting.

David Scheirman noted that the current number of stop signs is lower than 20-25 years ago when some board members had asked for the removal of existing stop signs for aesthetic reasons. Maureen and Michelle agreed to conduct additional



field trips with photography to document intersection safety issues, particularly focusing on areas without current stop signs.

Alan Scott, a member of the Village, noted that if BBV ever considered an idea to strictly follow Washington State code standards and requirements for intersection locations and types of stop signs, care should be taken as that could require replacing all existing stop signs in BBV, especially those installed at heights below the recommended 7 feet.

NEW BUSINESS

10 – Review, July 4th fireworks activities

The committee reviewed the July 4th fireworks activity and discussed enforcement challenges. David reported that compliance and GAP personnel did good work patrolling areas despite taking verbal abuse, and the board agreed to increase fines for repeat offenders. The group identified the need to better define what constitutes fireworks and establish clearer rules, particularly regarding small items like "poppers" that are currently not classified as fireworks under RCW. Maureen shared concerns about elderly residents being disturbed by fireworks, and David noted that while enforcement cannot completely stop illegal fireworks, there was a demonstrable reduction compared to the previous year.

11 – Incident Reports / Review of any significant submittals

The committee briefly discussed an incident report of members in regards to fireworks. The compliance team reported that majority of the incident reports coming in are from the golf course and that they did not get many if any fireworks incident reports from the 4th of July. The only incident reports for fireworks were after of kids using poppers. There were fewer incident reports filed this year compared to last year.

12- Recent online/public comments about BBV Gate issues, guest entry concerns etc.

The committee discussed issues with the current guest entry system, with staff reporting that recent reviews with gate access personnel management addressed problems where guests were being incorrectly allowed entry and notifications were being sent to wrong residents. The assistant general manager confirmed that North Star's platform includes a native guest entry module and that they are responsible for North Star implementation. The committee also addressed delivery driver access issues, with the compliance team reporting that 10 Amazon Flex drivers had been banned for speeding violations, though concerns remain about non-English speaking delivery personnel. It noted that the current gate key guest entry platform will be retired within the next year, questioning whether significant time should be spent addressing system problems that will soon be resolved.

13- Covenants & Bylaw Revisions, request for input from 64.90 Task Force

The committee discussed the 6490 Task Force, which has been expanded to include additional members including Bev Franklin, Michael Stringham, and others.

14- 2027 Budget, preliminary planning for upcoming review & recommendations

David S. provided an update on the 2026 security budget, showing current variances and expenses, with plans to make this a fundamental agenda item for the August meeting.

The committee asked to be provided with costs by compliance for a new speed camera system and trailer, noting that the previous trailer required donated fabrication work that would not be repeated. The committee discussed adding a radar camera system to improve speed enforcement capabilities, with David S. noting that the trailer option from Traffic Logix is costly. It was recommended that staff contact Ryan Rinke from Rinke Fabrications for potential cost savings on fabrication work on a new trailer as an option. They will discuss this in more detail at the next meeting.

15- Discuss additional items for next month's agenda for upcoming review & recommendations



The committee briefly discussed that the Board of Directors will be asking each of the committees to develop a standard operating procedure and that the Assistant General Manager will be sending those out to committees after the Board approves the template.

16 – Future topics, info for member & communications issues for upcoming Bulletin insertions

The committee considered providing a report on the 4th of July fireworks using the preliminary info from BBV Compliance, including metrics/statistics on complaints and citations comparing 2024 and 2025 to this year (if available) so that info could be included in the bulletin for August. It was noted that fines for prior-year offenders would be discussed at the July 23rd board meeting.

Motion to Adjourn at 4:33 pm

Motion by: Mike Lubow

Seconded by: Ron Bendschneider

Approved

Next meeting is scheduled for August 10, 2026 at 3:00pm

BBVCC
GOLF COMMITTEE
Meeting Minutes
July 14, 2026 at 1:00PM

Committee Members Present		
✓ Steve Franklin		✓ Darrell Cowan
✓ Patricia Nitta	✓ Don Shank	✓ Laura Bailey, Chair
✓ Caprice Pine, Board Liaison	✓ Craig McCallum	
Guest Members	Bill Duncan	
Dori O.	Mari Herbert	Tracey Nichols
Staff Present	Krista Templeton	Steve Brand
Justine Brooks		

I. CALL TO ORDER: at 1:02 pm by Laura Bailey

ADOPTION OF AGENDA

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

Motioned by: Steve Franklin **Seconded by:** Don Shank **Approved.**

RATIFY MINUTES:

Motion to: Accept June 9, 2026.

Motion by: Steve Franklin **Seconded by:** Don Shank **Approved.**

2. MEMBERS OPEN FORUM

None

3. GREENS KEEPER REPORT

The greenskeeper presented an update about the maintenance on the golf course. Majority of the weeds have been sprayed, and pruning is to start on spots around the green where carts go off the path. A 90-degree rule implementation was discussed because many golf carts are going off the path. It was requested to include this information in the golf bulletin and member communications. The greenskeeper discussed the future need to address bunker sand issues, explaining the need to switch to bunker sand for better drainage at a cost of \$80 per yard, though this would require budget approval. The discussion included concerns about a dying maple tree on the first fairway due to poor water retention in the gravel area and difficulty maintaining large and planted trees.

4. GOLF AND PROSHOP REVIEW

The ProShop report was presented highlighting various golf events and activities including a putting-only event, junior golf camp, and several tournaments. The committee approved a request from Judy Hawks to transfer her unused membership to her husband Al for the following year.

Motion to: move Judy Hawks to Al for next year

Motion by: Craig McCallum **Seconded by:** Steve Franklin **Approved.**

BBVCC
GOLF COMMITTEE
Meeting Minutes
July 14, 2026 at 1:00PM

5. PRACTICE AREA RESOLUTION

The group discussed homeowner complaints regarding the golf practice area. While a new location near the maintenance shed was proposed as a safer option, it couldn't be implemented without final approval. The discussion explored potential solutions including camera surveillance above the maintenance shed, which General Manager estimating would cost \$4,000 to \$5,000, and implementing proper enforcement with fines for rule violations. The group acknowledged that without a resolution, people would continue using real golf balls in the practice area. The committee agreed to move forward with a proposal to reposition the practice area, requiring almost golf ball use and potentially add cameras to enforce the use of non-golf balls.

6. WALKING PROGRAM

The committee discussed a new plan for golf course walking routes. The walking program committee, led by Karen Armstrong, is developing guidelines for Tuesday, Wednesday, and Thursday morning walks starting at 7:45 AM until 8:45 AM with full and shorter route options available. The committee felt that the two month trial requested by Karen Armstrong on behalf of the walking group should not be free, but rather there should be a charge to walkers that helps to offset lost tee time revenue at peak season. The committee will present a proposal to the Board at the next meeting, including safety protocols and sign-in procedures.

7. CITATIONS FOR MARSHALL PROGRAM

The committee expressed concerns about compliance and enforcement issues at the golf course, particularly regarding unauthorized night-time activities and violations. The discussion revealed challenges in enforcing rules after hours when staff are not present, while noting that incidents occur intermittently and it's difficult to identify and confront violators without proper identification.

8. Blank

9. VOLUNTEER NEEDS IN THE FUTURE

The committee discussed the work volunteers do and how much money this has saved the at the golf course. The group discussed possibly adjusting rates based on the amount of time volunteers have provided. This topic will be revisited at a later time with Don, Laura and Bill to work on the details.

10. NEW MEETING TIMES AND FREQUENCY

The chairperson announced new meeting times starting next month, moving to 2 PM and dropping three winter meetings in October, November, and February. The Chairperson, presented Mari Herbert's name and would recommend to the Board she join the golf committee to replace the position vacated by Dave Schwab.

11. 2027 BUDGET

The committee discussed maintenance issues, including a cracked fountain impeller housing that was repaired under warranty. Budget information was requested regarding future fountain maintenance, estimated at \$400-500, which needs approval from both the golf club and village Ponds and Lakes Committee.

15. ADJOURNMENT

BBVCC
GOLF COMMITTEE
Meeting Minutes
July 14, 2026 at 1:00PM

Motion to adjourn at 2:03pm

Motion by: Don Shank **Seconded by:** Craig McCallum

Approved

The next meeting is scheduled for August 11th at 2:00pm

DRAFT

BBVCC
FINANCE COMMITTEE Notes
REGULAR MEETING
July 22, 2026 at 1:00PM via Zoom

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

1. **CALL TO ORDER:**
The Finance Committee was called to order at 1:02pm by Bev Franklin and a quorum was present.
2. **ADOPTION OF AGENDA**
Motion to approve with addition of 6.6 Storage Revenue
Motion by: Sue Garrigan **Seconded by:** Bonnie White
3. **OPEN FORUM**
None
4. **RATIFY MINUTES:**
Motion to approve minutes from June.
Motion by: Sue Garrigan **Seconded by:** Bonnie White
5. **REVIEW OF FINANCIALS**

The finance committee reviewed financial statements and discussed adjustments, discrepancies and how to move forward. They discussed a \$9,000 adjustment made to balance the 2024 general ledger with audited financials. The committee agreed to leave the 2024 adjustment unchanged but decided to instruct the auditor to properly categorize special assessment fees in general funds rather than reserves going forward. Bev expressed concerns about approving balance sheets for 2025 and 2026 due to unbalanced fund accounts and recommended addressing these discrepancies before supporting any approvals.

BBVCC
FINANCE COMMITTEE Notes
REGULAR MEETING
July 22, 2026 at 1:00PM via Zoom

Sue confirmed that cash and investment accounts are reconciled through June, while she has resolved issues with accounts payable reconciliation but noted ongoing challenges with accounts receivable, which show some discrepancies.

The committee discussed making adjustments to January financials and agreed to make necessary corrections while rerunning all monthly reports to ensure accuracy. They decided not to make adjustments to 2025 financials since they had already been submitted to auditors. A review of monthly 2025 balances is to be made after auditor comments.

Due to the out of balance situation the committee would address specific account reviews in 2026, while waiting for the balance sheet out of balance to be corrected, those would include cash/investments, AR, AP. The group also discussed implementing better process controls for future postings, including setting up default coding accounts and reviewing that no postings go to header accounts during monthly reviews.

An ongoing issue with a \$43,000 reimbursable expense that needed to be properly recorded in the financial statements was identified. The team discussed how to handle this expense, questioning whether to set up a receivable against the homeowner or a separate entity. The committee agreed to create an account receivable (AR Other) for the amount due, confirming they would collect the full amount from either the person who owes it or the homeowner. The discussion also touched on reclassifying revenue from retained earnings to reserve accounts, though specific details were left for further discussion.

The committee discussed resolving growing receivables with dedicating time for collection calls, estimating approximately 6 hours per week between staff. Focusing on accounts under \$1,000 as those over \$3,000 already have liens and are already in the legal process. Bev expressed concern about the \$50,000 increase in over-90-day accounts from March to April, emphasizing the need for proactive collection efforts to prevent further deterioration.

6. MARINA AND GOLF INCREASE REVENUE

The committee discussed revenue issues related to pickleball courts, marina usage, and trailer storage. The General Manager presented data showing current marina occupancy and revenue projections, highlighting a potential increase of over \$100,000 in revenue if the marina were fully utilized.

The committee discussed implementing a reservation system for pickleball and tennis courts that would give homeowners priority booking before opening to the public. Bev shared an example from their Arizona community where golf bookings work on a 30-day advance system, with homeowners getting first choice before opening to the general public. The general manager presented a successful external membership program at local community pool in Bellingham that includes a initiation fee and annual membership fee. The General Manager addressed concerns about pickleball court usage, explaining that a reservation system similar to golf would be

BBVCC
FINANCE COMMITTEE Notes
REGULAR MEETING
July 22, 2026 at 1:00PM via Zoom

implemented this fall to manage increased popularity and address issues with members being rude to invited guests, with the goal of having a system in place for 2027.

The Finance Committee discussed revenue-generating opportunities, with Bev explaining that they review items to identify open spots that could be utilized for additional revenue, including potentially opening marina storage to RVs and trailers.

The committee reviewed a comparison study of surrounding golf clubs and marinas, which Bev agreed to update.

7. SOFTWARE CONVERSION UPDATE

The team discussed budget timeline updates and software conversion progress. The Assistant General Manager reported that the software conversion is progressing well, with member data being finalized and website app work nearly complete. The goal is to provide Northstar with information by early August and final data between September and October. Positive feedback was received from the software vendor about the quality of data provided from their current system.

8. 2027 BUDGET AND RESERVE STUDY

Bev requested that the Finance Committee step back from detailed budgeting and reserve processes, proposing instead that staff handle the detailed work and present financials to the committee for review 10 days in advance. The General Manager confirmed they are working on compiling data and creating the 2027 budget spreadsheet, with support from various staff members on reserve studies for different departments. Bev indicated additional meetings would be needed to review the budget beyond their regular monthly finance committee meetings.

Motion to accept income statements with revisions.

Motion by: Sandy Zeitel **Seconded:** Bonnie White

9. MEMBER'S COMMENTS

none

10. ADJOURNMENT:

Next Meeting set for August 26, 2026

Adjourned Meeting at 2:45

Motion to adjourn

Motion by: Sandy Zeitel **Seconded:** Sue Garrigan

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

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

1. **Called to Order** at 10:00 am.

2. **Adoption of the Agenda**

Motion by: Dan Nedved **Seconded by:** Scotty Diamond **Approved**

3. **Open Forum: no discussion.**

4. **Review of Meeting Minutes**

Motion: to approve May minutes with edits discussed.

Motion by: Michael Stringam **Seconded by:** Scotty Diamond **Approved**

Motion: to approve June minutes.

Motion by: Dan Nedved **Seconded by:** Scotty Diamond **Approved**

5. **OLD BUSINESS**

A. Review Project Timeline

David presented a project timeline showing delays, particularly in regards to the restructured declaration which was originally due June 10 but is now moved out to July 10 and could be longer depending on further delays. The Task Force discussed scheduling the next work session meeting and providing specific assignments of articles relevant to each person's area of expertise. They discussed the importance of completing the declarations document before working on bylaws, as the bylaws depend on the declarations. The Chairperson requested a timeline be provided along with the minutes.

B. Review Progress Draft Declaration Document Organization

David Franklin presented a structured document for reviewing amendments to the declaration and bylaws. This spreadsheet identifies where the change originated (covenant or bylaw), provides RCW links to current laws, identifies the controversy level, and any relevant documents

BBVCC 64.90 TASK FORCE

Meeting Minutes

July 10, 2026 at 10:00AM

that support the change. The Task Force discussed this document and its potential to continue tracking the changes as well as something that, with edits, could be presented to the community at a later time.

C. Website

Task Force reviewed the current website. Noted that additional work would be needed to add the newly approved Minutes from May and June and possibly the addition of new Task Force members.

6. NEW BUSINESS

A. BBVCC Governing Documents Change Management System- Action items: Task Force, Board, Attorney

David Franklin presented a spreadsheet which he hoped would support the challenge of tracking comments, decisions and actions on the work in progress for both the declarations and eventually the bylaws. The spreadsheet was not requested by the Task Force; it was initiated by the General Manager. His aim with the spreadsheet was to streamline change management system for governing documents, explaining it was developed to track comments, decisions, and actions more effectively. The system aims to streamline the process by allowing a small group to review articles and comments before bringing recommendations to the full committee and board. The importance of keeping the process concise and decision-making at the appropriate level, whether it be the subcommittee, committee, legal, or Board.

The group discussed the need for clear processes to handle comments and decisions, with some raising concerns about placing excessive burden on staff. David Franklin initiated the document management system to address confusion from comments being placed on wrong documents and provide clear action items that help the Task Force stay productive and timeline moving appropriately.

The group discussed whether to continue with the current staff-assisted process or implement a different approach, with David Franklin indicating he would support whatever process the task force preferred. This document's finalization depends on upcoming discussions about the declaration and Task Force's input.

Motion: to keep using the Change Management System presented with the Task Force able to alter it at any time and continually assess the workload of staff.

Motion by: Scotty Diamond

Seconded by: Dan Nedved

Approved

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

The Task Force reviewed a document of questions and answers from the attorney. Time was running short and the Chairperson ask that the group move on to the next topic. The Task Force discussed the need to review questions prior to being sent to the attorney and agreed in the future all questions would be reviewed by the Task Force prior to being sent to the attorney.

B. Requests by Community Members to Join Task Force- need to expand task force feedback from others

The Task Force reviewed new member applications and discussed the need for expanding the group size and changing the name.

Motion: David Scheirman as a member of the 64.90 Task Force.

Motion by: Dan Nedved

Seconded by: Scotty Diamond

Approved

Motion: approve Bev Franklin as a member of the 64.90 Task Force.

Motion by: Scotty Diamond

Seconded by: Dan Nedved

Approved

Motion: to recommend to the Board of Directors that the 64.90 Task Force be expanded from 3-5 members to include 5-7 with the limit of 7 members.

Motion by: Scotty Diamond

Seconded by: Dan Nedved

Approved

Motion: to recommend to the Board of Directors that the 64.90 Task Force name be changed to BBV Declarations, Covenants, and Bylaws Revision Task Force for RCW 64.90.

Motion by: Margreta Silverstone

Seconded by: Dan Nedved

Approved

C. Review Language Changes to articles 1 and 2

Motion: adopt the use of the term “lot” instead of “unit” in the revision of the declaration document.

Motion by: Michael Stringam

Seconded by: Dan Nedved

Approved

7. Additional Items Discussed:
None

8. Adjournment

Motion to Adjourn at 11:45am.

Motion by: Dan Nedved

Seconded by: Scotty Diamond

Approved

Next meeting is scheduled for August 14, 2026

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

DRAFT

BBVCC 64.90 TASK FORCE
Meeting Minutes
July 31, 2026 at 10:00AM
Approved August 14, 2026

64.90 Task Force Members Present		
Llew Johnson	David Sheirman, Temp Chair	
Bev Franklin	Michael Stringam	Scotty Diamond
Members Absent	Dan Nedved	Margreta Silverstone
Staff Present	David Franklin, GM	
Guests Present	Randy Ambuehl	Susan Scheirman
David Wilbrecht		

1. **Called to Order** at 10:02 am.

2. **Adoption of the Agenda**

Motion: to approve agenda with revisions.

Motion by: Michael Stringam

Seconded by: Scotty Diamond

Approved

3. **Open Forum:**

none

4. **Review of Meeting Minutes**

Motion: to approve July 10 meeting minutes.

Motion by: Scotty Diamond **Seconded by:** Michael Stringam

Approved

5. **Administrative Matters**

a. Recording Secretary vacancy

Amy Ashby (staff) will draft meeting minutes for review and correction by the task force, consistent with other committee practices (Finance Committee model). The task force chair, or a designated backup, is responsible for drafting the agenda — not staff. Members to submit individual email comments to the Chair. Draft agenda provided by the Chair to Amy Ashby in PDF format. .

b. Sharepoint site access issues

SharePoint links forwarded from outside the BBVCC domain do not work due to firewall restrictions. Links must originate from a bbvcc.com email address. David Franklin committed to resolving individual access issues with IT, including code-based authentication for members with personal Microsoft accounts. A dedicated folder will be built within the 64.90 SharePoint directory containing governing documents and plats.

6. **Old Business**

a. Review of Task Force Charter

BBVCC 64.90 TASK FORCE

Meeting Minutes

July 31, 2026 at 10:00AM

Approved August 14, 2026

The task force charter was reviewed section by section, with discussion on purpose, authority, objectives, and legal counsel engagement. The Task Force discussed collecting questions and coordinating communication with legal counsel with Task Force control. The General Manager explained the color-coding system (white = consistency with 6490, yellow = from original declaration, green = from bylaws) and filtering capability by amendment type in the draft document. Some Task Force members expressed concern that the restated declaration may be beyond the charter's scope, and questioned the origin and instructions given to legal counsel for drafting the ARCWD; noted the document was provided before the task force's first meeting. The General Manager clarified that attorney recommended starting with a new declaration template rather than redlining the existing one; this was communicated to and approved. The Task Force discussed that some governing document amendments depend on community input about what members want, and recommended coordination between the Community Plan Task force and the 64.90 Task Force. The Task Force also recommended a board-approved liaison process for legal counsel communication.

b. Board Action in Response to Task Force Request

The stand in chairperson confirmed the Board unanimously approved the task force's name change and the addition of Bev Franklin and David Shierman as new members.

c. Review Standing Committees Input

The stand in chairperson noted that on July 15, 2026, Amy Ashby sent a request to all standing committees to review the ARCWD and submit comments. Responses received were from ACC, Elections Committee, Golf Committee (Kevin Ryan and Lisa Guthrie individually), and Marina Committee. Lakes, Ponds, and Drainage would discuss at their upcoming Monday meeting, and Safety and Security would do so at their August 10 meeting. Bev noted that the Finance Committee had not yet reviewed the document. The Task Force discussed the Chairperson's proposal to assign two task force reviewers per committee submission, with the restriction that members cannot review their own committee's submission. It was suggested that self-selection based on personal knowledge and interest would be more productive than random assignment. This topic was deferred to the next meeting when the chairperson will be present.

d. Review 64.90 Website- Governing Documents

There was discussion amongst the Task Force regarding difficulty locating meeting minutes. It was determined that using the "for residents" link on the website was easiest and a reminder about minutes posted only after Board approval was presented.

Michael Stringam Recommended the page be renamed to reflect the board-approved task force name (BBV Covenants (64.90) Task Force) and that current covenants, amendments (including removal of Article 7 and the quit claim deed transfer), and plats be added to the 6490 page under the new name.

7. NEW BUSINESS

BBVCC 64.90 TASK FORCE

Meeting Minutes

July 31, 2026 at 10:00AM

Approved August 14, 2026

a. Use of the term “ARC-WD” for Declaration provided by CSD

The Task Force discussed and agreed to use the simple acronym instead of referring to the “lawyer’s draft” or file name “Amended and Restated Covenants with Comments.” The Task force recommended the heading of actual document (not just the file name) include the latest date and updated/revision identifier.

b. Adoption of “ARC-WD” for Task Force primary recommendations document

Yes or No vote occurred as suggested by the Task Force Chair in the Agenda however the Task Force Chair was absent. The ARCWD remains a working reference document but is not the designated primary recommendation to the Board

Motion to: Adopt “ARC-WD” as the primary recommendation document to the Board.

Motion by: Bev Franklin **Seconded by:** Michael-Stringam

1 yes 3 opposed 1 abstained

Motion failed

c. Review progress of Articles 1,2,11,13, 5 and 20

Status update: Article 13 and 20 (small group B) are ready for full group review and #1 and #11 are still in process (small group A). Article 5 has not yet started.

d. Assignment of other Articles

The Task Force discussed the order of priority and if the assignments are following a particular order or chosen at random. The stand in Chairperson will pass along to Task Force Chairperson. After the group discussion, the stand-in Chair asked Michael Stringam to prepare a written summary of his recommended path forward for the August meeting with a Multi-column comparison approach (original text / attorney draft / task force recommendation) to be considered as the working framework. No new article assignments were made pending task force chair's return and clearer direction. David Wilbrecht recommended that a separate column of Frequently Asked Questions (FAQ's) would help Village members understand the rationale for task force recommendations.

e. Review Task Force Action List

This document was not available for viewing.

f. Community Plan Task Force- liaison and interface between two task forces

Motion to: specific individuals to represent each task force to the other TBD

Motion by: Michael Stringam

Seconded by: Scotty Diamond

Motion passed unanimously.

g. Questions for Legal Counsel

The Task Force discussed compiling a list of legal questions before submission to counsel. A face-to-face meeting with legal counsel to be scheduled when sufficient questions are ready.

BBVCC 64.90 TASK FORCE

Meeting Minutes

July 31, 2026 at 10:00AM

Approved August 14, 2026

h. Meeting Schedule and advance notice concerns

The Task Force discussed complications with specific days of meetings and suggested changing dates. Michael Stringam suggested moving Task Force meetings from Fridays to every second Thursday alternating with the Small Group Thursday meetings. The stand in Chairperson agreed to relay all scheduling comments to the Task Force Chairperson.

8. Additional Items Discussion:

a. Parking Lot Items

Time did not allow for further discussion and stand in Chairperson recommended moving to the next agenda.

b. Other items

No other items discussed.

9. Adjournment

Motion to Adjourn at 12:35pm

Motion by: Scotty Diamond

Seconded by: Michael Stringam

Approved

Next meeting is scheduled for August 14, 2026



August 14, 2026

To: Birch Bay Village Community Club Board of Directors

From: Justine Brooks, Assistant General Manager

Re: Operations Report

Administration

Staff –

It has been another very busy month for the BBVCC Staff.... Has it been a month since this report last went out? Over the last month staff have helped support 8 regular committee and task force meetings, along with additional working meetings and projects taking place behind the scenes. There have been staff members out during the month where we have brought in a temporary assistant to help maintain coverage to allow the rest of the team to keep up with the daily workload.

The office has been especially busy, with phones ringing consistently and an increase in members coming into the office with questions, requests, and concerns. Staff have continued working to respond to members while keeping up with the many administrative, operational, and compliance responsibilities that occur each day.

Staff safety has remained a priority. The team participated in a staff safety meeting that included an AED and CPR refresher.

The maintenance staff and members of the office staff had a training course with Drayton Harbor Archaeology (DHA). This training course was just to provide our staff with a better understanding of what they are looking for, when work needs to be stopped and what we can communicate with the membership. We will continue to work with DHA on getting our employees educated on the matter in the Village.

Top priorities of the management team are HOA software conversion, preparing the 2027 budget, governing document compliance with RCW 64.90, and the community plan.

HOA Software –

We are still working on pulling data from Enumerate and cleaning it up to a point where we can provide it to the North Star implementation team. The member data including new member numbers, renter information, addresses, alternate addresses, email addresses, etc. have been cleaned up and provided. We have been working on putting together a single fee and fine schedule that our rules adhere to as well as what codes we have in the current software. Sifting through the code data was a complete nightmare, as there are duplicate codes for the exact same thing or codes for things that don't exist or have been removed. There are still some items to clean up there, but we will be able to provide them with what we have as a starting point for them. We are still working on work order codes, architectural codes, workflow processes, and getting the financial information. The new chart of accounts should be going out shortly, if not already by the board meeting.

Providing data will be an ongoing process until the software is up and running.

ACC Activity

- ACC reviewed 19 applications and had discussions regarding lighting complaints and a cure notice. All 18 applications were approved with 5 approved with contingencies. The cure/stop work notice property was discussed, and more information is required for BBV to move forward.
- The Executive Coordinator has been doing an excellent job providing members with assistance in completing the applications that have come in or supplying answers to members. There are



questions that are asked that do not have a straightforward answer from the AR&Rs and causes confusion with the members and staff.

Administration

- The Office has issued 46 bar codes for the last month (July 18th to August 13th).
- The Office has completed 5 home sales and 8 HOA requests in the last month.

Pro Shop

The golf operation continues to perform well, with business tracking ahead of last year in several key areas, including resident passes, punch cards, and golf cart rentals. Food service at the Pro Shop has also been performing fairly well. Weekend specials and the addition of food trucks have provided members and guests with additional food options. To date, there does not appear to be a significant negative impact on Pro Shop food sales from having food trucks on the property. The additional options have provided a nice amenity for golfers and the community.

We are also getting closer to the end of the tournament season, with three tournaments remaining and the potential for one additional tournament in October.

Golf Course Incident Reports

In July, the Pro Shop documented a number of incidents involving activity on the golf course. The reports included:

- 9 incidents involving bikes, scooters, or walkers
- 11 incidents involving individuals without a scheduled tee time
- 1 fishing incident
- 2 incidents involving damage to private property
- 2 private-property trespassing incidents
- 1 incident involving a child driving on the golf course
- Several additional miscellaneous incidents

Pro Shop staff continue to work closely with the Compliance Department regarding incident reports.

Depending on the nature and circumstances of an incident, Compliance may follow up directly with the member involved and determine whether additional action is necessary.

Golf Greenskeeper

- Aerating the tee areas.
- Working on replacing all of the sprinkler heads.
- Working on getting rid of the moss before fall/winter in the hopes that it will keep things a little dryer.
- Currently can't seem to get enough water on the course but haven't watered for 3 days, just trying to test how far we can push it.
- Reminded the golf committee and club to use the 90-degree rule.

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

July - August

- | | |
|-----------------------------------|--|
| – Mowing Common Areas | – Equipment repairs |
| – Weed Whacking ditches | – Marina Workorders |
| – Flailing Common areas | – Pool Maintenance |
| – Weeding | – Pool filter cleaning & exchange |
| – Janitorial Services | – Meeting setup |
| – Assisting with golf course work | – Speed Camera relocating and setup x2 |



- Gate replacements
 - Lower gate repair/replacement of lock mechanism
 - Right of way tree trimming continued
 - Sunset park stair railing replacement planning
 - installing window film on office windows
 - Lakes Sampling/testing
 - Dye addition to lakes
 - Eutrosorb addition to lakes
 - Av system troubleshooting
 - Backflow testing
 - Replacement/ relocation of backflow at gate
 - Archeological training
 - Multiple stop sign post replacements (from knockdowns)
 - Monthly inspections
 - Removal and haul off of azolla from pond #3
 - Road striping
- Along with much, much, more!

Marina

- Currently the marina has vacant slips for moorage with all being inside slips. The number of vacant slips will go back up in October when the Monthly moorage folks move out. There are currently 8 people on the waiting list for alternate slip assignments.
- Trailer storage is a mess right now and will be until the lighting project has been completed. As of now we believe that there are 9 or 10 open spaces for trailers. We will get an accurate count once trailers are returned.

Compliance

CCR Letters Sent			
Speeding	44	Lawn	3
Noise	1	General	1
Cure Notice	2	Unightly	1

The compliance team has banned 8 Amazon Flex drivers. There are other delivery companies that we have tried to ban but we do not have a contact number or person with them, but we have banned specific drivers.

There have been 16 general and 14 golf incident reports issued. The compliance team has investigated the incident and discussed golf incidents with the Pro Shop staff and escalated as needed.

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	3881	6287	4752	8323	23243	88.60
21-25	468	931	416	1003	2818	10.75
26-30	17	56	18	56	150	.571
31-35	2	10	1	5	18	.068
36+	0	1	0	1	2	.0076
	4368	7285	5187	9388	26231	100%

The compliance team has used the lidar gun for approximately 5 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. The compliance team has also had to investigate who some drivers are as they have blown through the stop signs by the main gate and have almost caused accidents.

- **Cameras** – This project will recommence after the completion of the lighting project. The remainder of the cameras in the marina parking lot and office area are going to be placed on the light poles. Staff are still working with NW Technology to find the best solution for placing power and a camera at the lower gate.
- **Community Plan** – The community plan task force is working on drafting a survey for the Board to review and approve to go out to the community. This will be the first of multiple surveys that they are planning to put out.
- **Lighting Project** – The final part of the lighting project is wrapping up and should be completed next week.

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 Corp of engineers has reviewed the permit and sent it back to Anchor QEA with no comments and to proceed with a dredge soil analysis. We are now looking for an engineering firm to complete that task. 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 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 have met with WDFW to see what is allowed and will be providing more information to continue that conversation.



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

August 13, 2026

To: Birch Bay Village Board of Directors

Re: Correspondence

Dear Board of Directors,

The following messages came from the BBVBoard@bbvcc.com inbox between the dates of July 17- August 13, 2026. Some of the topics were addressed at the last Board meeting as some homeowners decided to attend and speak during homeowner presentations. These emails from the Board inbox are provided here for your review.

Abuse of pickleball courts

From Andy and Jodie MacArthur <aj4mac@msn.com>

Date Sun 7/19/2026 7:06 PM

To BBVCC Board <BBVBoard@bbvcc.com>

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

To the BBV Board,

I am writing this complaint in hopes that there will be a shut down of one person signing in over a 115 guests from all over Whatcom county to play on our courts. As you can imagine this abuse creates a problem for the home owners to access our amenities. Guests have been quoted as saying "it's so nice and it's FREE".

The general public have been disappointed in the fact that Semiahmoo has raised their rates to \$15 a day to play. The Rec center raised their rates as well to \$5 for two hours. Everyone is pretty excited about FREE. And on a side note , different topic, is the one person who has created this mess receiving the speeding tickets from her guests?

I sincerely hope you are able to crack down on this huge problem.

Sincerely,
Jodie MacArthur

Get [Outlook for iOS](#)

Golf Course Walking Program

From Maureen Server <maureen.server@gmail.com>

Date Sun 7/19/2026 8:05 AM

To BBVCC Board <BBVBoard@bbvcc.com>

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

Dear Board,

Thank you for considering & hopefully allowing the Golf Course Walking Program trial.

I feel this is a wonderful new opportunity for the golf course to bring in Villagers and enhance its worth within the community with as little disruption to the golfing experience as possible.

Maureen

Sent from my iPhone

Driving range incidents 7/15 & 7/16

From Maureen Server <maureen.server@gmail.com>

Date Mon 7/20/2026 10:00 AM

To David Franklin <David@bbvcc.com>; Randy Ambuehl <RAmbuehl@bbvcc.com>; BBVCC Board <BBVBoard@bbvcc.com>

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

Good afternoon,

On Wednesday, 7/15, I was in my backyard with my granddaughter. We noticed people walking all around the common area hitting golf balls from the grass, not where the mats were set up. The lady in pink is 30 yards from my backyard





Since, We could see a pop up tent over the fence erected next to the dog park fence I assumed it was a planned event. (Photo attached). Balls were being hit towards the flags, but were also being hit towards my neighbors homes.



After lots of balls were hit , two women walked across the common area to my neighbors yard and one entered their yard searching for balls (photo attached). Since this is a fineable offense I have submitted an incident report and notified the rec center.



* A friend who was on the 9th hole golfing noticed at least one young man hitting balls towards our homes and called me later that day concerned about what she had observed.

* On Thursday, 7/16 the pop- up was still there and we saw it fly into the air & start to roll towards homes. (Picture attached). I ran out to stop it as maintenance also came running. They were able to stop & remove it.



* At this time I found several actual, not low flight, golf balls in the grass which had been hit from the driving range area.

* Later that day a gentleman came out and hit all the balls he found along the cart path some towards the lake & others towards the flags.

He was there for at least 20 minutes it was raining by now, so no photo

I am sending you this along with the pictures because this is not what we have been told

* Driving range is on hold until BOD approval. The flags are still up, mats as well and the crumpled pop up is next to them.

* Only low flight balls hit from area adjacent to maintenance fence (see photos)

* No one can hit balls onto our property (see photo)

* since this is a common area & NOT the golf course the whole area is out of bounds & not marked like other areas directly on the course.

* I have just learned these golfers were part of a Wed parks program and most likely are non-residents Hopefully they signed a form stating they were subject to fines.

Maureen Server

Sent from my iPhone

Golf Course Walker Program

From Dori O'Dell <doriodel@comcast.net>
Date Mon 7/20/2026 11:20 AM
To BBVCC Board <BBVBoard@bbvcc.com>
Cc David Franklin <David@bbvcc.com>

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

Good morning,

I am concerned about the proposal that will be presented to the Board this week.

I have been part of the golf committee who initially introduced the idea of a "Fitness Walking Program" using the golf course cart path and brought this to the Board for approval previously along with two other ideas regarding expanding the use of the golf course. Those other two programs were the Putting Only and the Adult classes through the Parks & Rec department. Both of those programs have been adopted and are underway. They are both bringing new revenue to the golf course. The golf committee did not have the bandwidth of personnel to fully coordinate the "Fitness Walking Program" and asked for volunteers interested in this program to help get it organized. We arranged an initial organizational meeting and then a free trial walking day on the course for those interested.

Since then, a second free day of walking has been arranged for Tuesday 7/21. We feel strongly that two free sessions are quite enough to establish a routine, answer the questions about sign in and sign out, communicate the rules and involve those who are truly interested.

There should be a user fee for future use of the golf course, trial period or ongoing.

Everyone and every program is paying a user fee for the golf course. These fees range from annual passes at \$650 per person to hourly tee times to special pricing for events such as Friday Night Fun and Putting Only events but none are less than \$6 per time and most are between \$10-\$26 per time. We ALL pay dues so it is important to support a user fee schedule for this walking program as well. If you allow a free walking program it is highly likely it will become chaotic and impossible to administer. Also, they should be subject to all the same published golf course rules.

I am aware that none of the Board members are golfers so you may not be in the know about the intricacies of how tee times work, what leagues we have, how the course is blocked for different activities or what burden usage is on the BBV staff, not only the Pro Shop staff but the golf course maintenance staff who must be out mowing and using large equipment all hours of the day.

The proposal you will be presented with at the meeting (in your packet) has not come through the golf committee and has not been vetted by the full golf committee.

This may be a program that needs more structure to kick off in the Fall but it certainly is a program that needs more process before implementation.

Thank you for your attention.

Dori O'Dell

Div 2 Lot 13

Golf Course Walker Program

From Dori O'Dell <doriodel@comcast.net>
Date Mon 7/20/2026 11:20 AM
To BBVCC Board <BBVBoard@bbvcc.com>
Cc David Franklin <David@bbvcc.com>

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This may be a program that needs more structure to kick off in the Fall but it certainly is a program that needs more process before implementation.

Thank you for your attention.

Dori O'Dell

Div 2 Lot 13

RE: Billing Attached

From David Franklin <David@bbvcc.com>
Date Sun 7/26/2026 9:08 AM
To Richard Foley <qzinana@gmail.com>
Cc Contact Us <ContactUs@bbvcc.com>; Justine Brooks <Justine@bbvcc.com>; BBVCC Board <BBVBoard@bbvcc.com>

Good morning Richard,
The Board reviewed your correspondence and proposal at their meeting this past Thursday. Because many of your concerns are similar in nature to those expressed previously and responded to by our legal counsel dated July 18th, 2025, I have been instructed to forward your email to our attorney for his review and comments.

We will be in touch as soon as that review process is completed and decisions on how to proceed are made.

David Franklin, GM
Birch Bay Village Community Club
Blaine, WA. 98230
360-371-7744
david@bbvcc.com

From: Richard Foley <qzinana@gmail.com>
Sent: Wednesday, July 22, 2026 11:02 AM
To: David Franklin <David@bbvcc.com>
Cc: Contact Us <ContactUs@bbvcc.com>; Justine Brooks <Justine@bbvcc.com>; BBVCC Board <BBVBoard@bbvcc.com>
Subject: Re: Billing Attached

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

WITHOUT PREJUDICE

David,

We continue to go in circles.

The issue with my dock power has nothing to do with any alleged pre-existing condition when I purchased the property. You and your counsel continue to redirect the discussion, but the facts are straightforward.

My dock currently has no usable power because the Association's failed outfall infrastructure has damaged my property. The outfall has broken apart, the discharge is producing excessive foam and turbulence, and that condition has shorted out the electrical connections serving my dock. This is not a condition that existed when I purchased the lot.

Whether the outfall happened to be located nearby before I acquired the property is irrelevant. The damage occurred after I became the owner and was caused by BBVCC's infrastructure. You do not have the right to damage private property simply because the infrastructure existed first.

Your suggestion that I submit an Architectural Control Committee application to relocate the pedestal is simply another attempt to avoid the real issue. The pedestal only needs to be moved because of damage caused by the Association's failed infrastructure. That is BBVCC's responsibility to remedy, not mine.

By your logic, if an Association-owned water or sewer line failed beneath my home and damaged my foundation, you could argue it was somehow my responsibility because the pipe existed before I bought the property. That is not how liability works.

This matter needs to be addressed by BBVCC. When Association infrastructure damages an owner's property and creates a safety hazard, the Association is responsible for correcting the problem. I am not going away on this issue, and I expect BBVCC to take responsibility for the damage its infrastructure has caused.

Now, with respect to the outstanding lot deposit and construction fee issues, I would like to understand exactly what your proposal is to bring all of these matters to a final conclusion.

From my perspective, a practical resolution would look something like this:

- Without admitting liability, and solely as part of an overall settlement, I am prepared to pay the two disputed \$3,000 construction fees.
- BBVCC agrees, at its sole cost, to repair the damage to my dock electrical infrastructure by relocating and replacing the power pedestal and restoring electrical service.
- BBVCC continues moving forward with the engineering, permitting and reconstruction of the outfall basin and related infrastructure to permanently resolve the ongoing damage caused by the failed outfall.
- BBVCC prepares, at its sole cost, the necessary survey, legal description, easement documents and registration package to reflect the actual location of the pipeline, which is not located within the existing registered easement.
- I am prepared to permit the pipeline to remain in its current location, provided BBVCC completes all documentation, registration and associated costs necessary to properly establish the easement.
- BBVCC presents the completed easement documents for my review and execution.
- Upon completion of all of the above, both parties execute a full and final mutual release of all claims, known or unknown, arising out of or relating to the construction fees, deposits, easement issues, the pipeline, the dock and outfall matters, and any other matters existing between the parties up to the date of settlement.

That strikes me as the cleanest and most efficient way to conclude these longstanding issues.

If BBVCC is not prepared to resolve **all** of these issues as part of one comprehensive settlement, then unfortunately we do not have a settlement. In that event, I see little alternative but for both parties to pursue litigation. My claims would include, among other things:

- The costs associated with constructing the subterranean retaining wall and other work resulting from the pipeline not being located within its registered easement.
- An order requiring BBVCC to relocate the pipeline into the existing registered easement, or alternatively damages arising from its current location.
- Damages relating to my dock and electrical infrastructure, including the cost of repairs, replacement of the power pedestal, and compensation for the loss of use resulting from

the failure of the Association's outfall system.

- Recovery of my legal costs and any other damages and remedies available at law.

I would much prefer to resolve these matters cooperatively than spend years and substantial legal fees litigating issues that can be settled now. If BBVCC is prepared to bring this to a fair and final conclusion, I am willing to do the same.

Please let me know whether this framework is acceptable. If not, please provide your proposal for resolving all outstanding matters.

I am here for next two weeks if you would like to meet in person to better understand my position.

Richard Foley

Good morning Richard,

I have attached emails going back as far as 2023 which were prompted by your request for a deposit to be returned for the construction of your home that we have no record of you having ever paid. I also brought up the \$3,000 per lot construction fees that had not been paid and requested copies of canceled checks or any other proof of payment and have yet received a reply. I have requested the same on subsequent occasions through emails, which you replied and so has Justine Brooks. Your replies to those emails have only addressed your complaints about your power pedestal and dock. It is my understanding there was a delay initially in billing those fees because of the difficult nature of the project and whether it was doable or not. So, no we have not abandoned our claim on the \$6,000 you have owed the association.

I too would like to resolve the issue of outstanding fees and not to conflate that resolutions with other issues you may have with the association. I do not want to file a lien, which we have had the right to do for some time. It just seems like a waste of time and money for both sides.

In order to make improvements to your dock, you should provide the Architectural Control Committee with your plans to do so. It is my understanding that any changes to the docks, other than routine maintenance should go to the committee for approval. Considering the location of the outfall and the pedestal and it is easier to move latter than the former, this is a good solution to the condition that was preexisting when you purchased the property.

As to the outfall, we will be meeting with Washington Fish and Wildlife this week to discuss acceptable designs for replacing the current splash pad to get some idea what the engineers can design that will pass an ever-increasing regulatory requirements.

David Franklin, GM
Birch Bay Village Community Club
Blaine, WA. 98230
360-371-7744
david@bbvcc.com

From: Richard Foley <gzinana@gmail.com>

Sent: Wednesday, May 20, 2026 1:34 PM

To: David Franklin <David@bbvcc.com>; Contact Us <ContactUs@bbvcc.com>

Subject: EXTERNALBilling Attached

EXTERNAL Email.

David,

I would appreciate clarification regarding the two X approximately \$3,000 in charges BBVCC claims remain outstanding on my accounts. (See attached)

Please provide a detailed accounting showing exactly what these charges relate to, including the original fee schedule applicable at the time of the application, the amounts billed, the dates billed, and any portions that were refundable versus non-refundable.

My understanding at one point was that the Association had failed to properly bill certain construction-related fees. However, I was also under the impression that, given the construction was long ago completed, and accepted by BBVCC, much of any unbilled amount either became irrelevant or would have been refundable in nature.

To avoid further confusion, please provide the applicable construction fee schedule (at the time) and identify specifically which portions BBVCC believes remain payable and why.

Separately, I need to relocate my dock power pedestal due to the continuing damage and instability caused by the village's outfall pipe and turbulent foam issue. The condition has now reached the point where there is a legitimate concern about energizing the surrounding water, which presents a potentially serious safety issue.

I have a contractor prepared to complete the relocation work immediately. In my view, this cost properly falls to the Association given the underlying infrastructure failure and resulting damage. If preferred, I can have the contractor communicate directly with BBVCC regarding scope and scheduling.

Despite our long-running disputes, many of which I believe involved unfair and overreaching conduct by the Association, I am attempting to resolve matters practically and professionally. Consider this an olive branch. I am willing to address any legitimate outstanding fees, provided there is transparency and accuracy, and I simply ask that BBVCC likewise do the right thing regarding the power pedestal relocation.

Regards,

Richard Foley

RE: Safety and Security Meeting Question

From David Franklin <David@bbvcc.com>
Date Sun 7/26/2026 9:20 AM
To Russell Krofta <rakrofta@yahoo.com>
Cc BBVCC Board <BBVBoard@bbvcc.com>

Russell,
What we have been striving for is life safety requirements. Some are Washington Administrative Code and some are lighting design standards.

For facilities such as the Birch Bay Village clubhouse, marina building, golf clubhouse, community center, or recreation building, there are recommended illumination levels. These are based on commonly accepted IES design practices and Washington code minimums for life safety. The code establishes minimum egress illumination, while the IES recommendations establish lighting levels that provide good visibility, safety, comfort, and reduced liability.

Minimum Washington Code Requirements

Area	Minimum Required by Code
Egress pathways	1 fc
Exit stairs and landings	10 fc
Emergency egress lighting	Average 1 fc, minimum 0.1 fc
Employee exit routes (WISHA)	5 fc

These are life-safety minimums only and generally are not adequate for comfortable public use.

Exterior Areas

Area	Recommended Maintained Foot-Candles
Main Building Entrance	5–10 fc
Side Entrances	3–5 fc
Sidewalks	1–3 fc
Pedestrian Paths	1–3 fc
Parking Lots	1–2 fc average
Visitor Parking Areas	2–3 fc average
Marina Walkways	2–5 fc
Boat Launch Areas	5–10 fc
Security Gates	5–10 fc

Industry guidance generally recommends approximately 1 fc average for general parking lots, increasing to 2 fc or more where security concerns are higher.

David Franklin, GM
Birch Bay Village Community Club
Blaine, WA. 98230

360-371-7744
david@bbvcc.com

From: Russell Krofta <rakrofta@yahoo.com>
Sent: Tuesday, June 9, 2026 10:36 PM
To: David Franklin <David@bbvcc.com>
Cc: BBVCC Board <BBVBoard@bbvcc.com>
Subject: Safety and Security Meeting Question

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

Mr. Franklin,

During the meeting yesterday, you reference "the code" numerous times for the lighting project. Please inform me as to what code you are referencing.

Sincerely,
Russell Krofta

Follow up to some issue with Birch Bay Village Assistant General Manager

From Julia Olson <Julia@optimus-ps.com>

Date Wed 7/29/2026 3:04 PM

To BBVCC Board <BBVBoard@bbvcc.com>

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

Dear Board of Directors,

I wanted to bring to your attention in a positive manner that I may get some clarification on an issue which happened at a property we manage. Again I am wanting to do this professionally and without frustration or accusation but clarification on how to better serve the community and our tenant.

A man in a vest showed up at a property we manage stating the property sold and he was there to do an inspection. The property has not sold and is in a potential sale, but was not listed for sale at the time the offer came in. The tenants were surprised that the property had sold, which it in fact has not. So the tenants called our office and were upset at two things:

1. That we did not tell them it had sold, which it has not sold
2. That they were not give proper notice by us or by Birch Bay Village about the person coming from Birch Bay Village to inspect the property.

So, I thought I would reach out to someone at Birch Bay Village to have a nice conversation on how to make this better for all, so this doesn't happen again. I called Birch Bay Village and the lady at the front office, sounded very nice and indicated she would put the call through to the head of the compliance department person, he was out doing work but would get back to me. I thanked her, left a message waited a week and nothing happened. I called again; same exact thing happened. A very nice lady at the front said the same thing and put me through to his voicemail (compliance person). I left a nice message. I waited for about a week and called for a third time. I got voicemail, I left a message that it was my third call to BBV and would like a call back. That is when things changed. The assistant general manager called me back about 10 minutes later. I asked for her name as I was expecting the compliance man, I kept leaving a message for. The lady had an edge to her. I told her I was trying to get to the bottom of an issue as to who said the house has sold as it has not in fact sold. She said she doesn't have anything to do with me, only the owner, if I want info contact the owner. That the owner is BBV client not me. I understand that. However, I had spoken to the owner about it and he had not received any call, any information from anyone at BBV about an inspection so we could let the tenants know what was happening. Again, I was trying to just see how we could make this better, which is what I had originally stated to the lady at the front desk.

Side note here: the house was not up for sale, but someone asked if the owner would sell. They agreed to sell but it is contingent on the sale of the home of the buyer. So, this may or may not sell.

Back to my story: The tenants thought when the guy from BBV showed up and said the house sold, why we hadn't told them and got angry for us not telling them the house had sold. They knew there was an offer and that it was subject to the sale of the buyers' own home, which hasn't even been put on the market yet! So, I explained I would see how this went so wrong with BBV and get back to them. My call to BBV was to find out who told them it had sold and what BBV policy was and how to work together making things run a bit smoother. The assistant general manager had an attitude. I explained to her that I was trying to understand the process. She kept saying I wasn't her client, I understood that, but couldn't she just communicate as a business professional to another

business professional so that I could understand what went wrong and try and make things a bit smoother once it sells, if it ends up selling. She just kept on with an attitude to speak with the owner of the property and have him call. I had spoken to the owner of the property; he also had not told them the property had sold or been notified that the property would be inspected as it had allegedly been sold. I finally said to the general assistant manager, thank you so much you have been so kind and hung the phone up.

Bottomline: I am not sure why the general assistant manager could not just politely give me some information so I could help everyone out by making an informed plan for the future.

Regards,

Julia

Optimus Property Solutions

<i>phone</i>	360.384.4663 x1002
<i>email</i>	Julia@optimus-ps.com
<i>website</i>	www.optimus-ps.com
<i>address</i>	5711 Vista Drive #101 Ferndale, WA 98248

BBV Stormwater Management & Drainage System Town Hall

From Brady Green <bgreen5645@aol.com>

Date Sat 8/1/2026 10:21 AM

To Lakes <lakes@bbvcc.com>

Cc kjgreen51@aol.com <kjgreen51@aol.com>; BBVCC Board <BBVBoard@bbvcc.com>; David Franklin <David@bbvcc.com>; Justine Brooks <Justine@bbvcc.com>; Bob Hoffer <Bob@bbvcc.com>

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

Hello Lakes and Drainage Committee Members:

Thank you for all the hard work and preparation that you folks on the Lakes and Drainage Committee put in for the Town Hall meeting. It was very well organized, professional, and the slide presentation and graphics were very helpful. You did a great job sharing the various drainage surveys and inventories showing many of the critical maintenance needs (culvert replacements, pumps, etc.) that we need to find ways to fund.

I also appreciated your whole watershed approach outside of BBV, including information about new and ongoing developments (Horizon Tract 6, Avista, Haniel LLC) and their potential drainage and flooding impacts on BBV.

BBV is lucky to have such skilled and dedicated committee members.

Sincerely, Brady & Kathy Green

8194 Skagit Way

Blaine, WA 98230-9554

Ph. 360-738-6496

Cell 360-201-5528

E-Mail: bgreen5645@aol.com

Fwd: Neighbors

From Jennifer Johnson <foreverjen62@gmail.com>

Date Thu 8/6/2026 12:30 PM

To Brad Stolzenburg <Brad@bbvcc.com>; David Franklin <David@bbvcc.com>; BBVCC Board <BBVBoard@bbvcc.com>; Dale Sprague <dalesprague777@gmail.com>

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

----- Forwarded message -----

From: **Jennifer Johnson** <foreverjen62@gmail.com>

Date: Tue, May 26, 2026 at 11:51 AM

Subject: Re: Neighbors

To: <david@bbvcc.com>, Brad Stolzenburg <brad@bbvcc.com>, <Ron@bbvcc.com>, <bbvboard@bbvcc.com>, Dale Sprague <dalesprague777@gmail.com>

Good morning.

I will loop back to this conversation I had with you 2 years ago.

I want to know what is being done about my neighbors house.

I am disgusted with the home and with you- the way that it is not being handled.

I feel I have a justified complaint. In the past you stated that you did not have the right to enter another property and bring it to compliance.

We have lived here 6.5 years and it never has been taken care of.

We keep our home nice and have recently added landscape to our front yard. We may be trying to sell in the next few years and this eye sore will surely bring our property value down. It will surely reflect badly on the HOA.

I have attaced images. I am sure you know right were this home is.

On Tue, May 12, 2026 at 9:55 AM Jennifer Johnson <foreverjen62@gmail.com> wrote:

Good morning.

I will loop back to this conversation I had with you 2 years ago.

I want to know what is being done about my neighbors house.

I am disgusted with the home and with you- the way that it is not being handled.

I feel I have a justified complaint. In the past you stated that you did not have the right to enter another property and bring it to compliance.

We have lived here 6.5 years and it never has been taken care of.

We keep our home nice and have recently added landscape to our front yard. We may be trying to sell in the next few years and this eye sore will surely bring our property value down. It will surely reflect badly on the HOA.

I have attaced images. I am sure you know right were this home is.

IMG_3646.jpeg

On Tue, Jul 23, 2024 at 10:07 AM Jennifer Johnson <foreverjen62@gmail.com> wrote:

Good morning.

I want to loop back around after our conversations. I spoke with David on the phone and Brad stopped by my place and we talked in person.

I am asking for follow up on what is happening with my neighbor and his overgrown yard. He has got moss growing on his roof and little trees sprouting from the gutters. The front and back are completely overgrown.

I would like to know the specific process of how this works- ie what are you doing to get him to clean up, what do our bylaws/covenants say specifically about the process? Is there a way you can just pay to have someone come in and clean up and charge him?

Again, not trying to be rude or mean to anyone- just wanting something done. I/we are willing to help if you can at least get him to open to the idea of that??

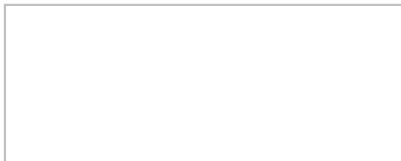
We had a neighborhood gathering recently and all of the neighbors explained that they have tried to help, complain, send email, etc. and nothing has been done.

I know there is a process. Just wondering where we are at in that process.

I also spoke to Brad while he was here about the trees being overgrown into my yard. I am aware that I can trim them myself if they are on my property. I can do that. It is just hard for me to understand why I have to bear the expense and time. I don't have a tree trimmer or a saw. I would have to climb a pretty tall ladder to get up without even being able to make it to the top, then clean up and dispose of the limbs.

The other overgrown tree is out front. It is growing into the street which is a safety hazard. It would be easy for someone from the maintenance team to just come trim that back from the street so we can see properly when driving.

I know taking care of the Village is a huge job, and I know you are busy people. I would appreciate an answer asap.





Outlook

12B008-Owner Speeding Citation Concern

From Karie Totten <Karie@bbvcc.com>

Date Thu 8/6/2026 4:27 PM

To BBVCC Board <BBVBoard@bbvcc.com>

 1 attachment (255 KB)
20260806162823715.pdf;

This owner was frustrated about this citation. Her guest is sending a check to pay for it. The guest was actually coming in for some sort of event and not coming to see her, but the guest used her name instead of the event she was coming to. She plans to remove the guest from her permanent guest list, which I informed her was the best way to handle this. I don't think she understands exactly how the permanent guest list works.

Karie Totten
Office Administrator
karie@bbvcc.com

Concerns about this speeding ticket:

Margarette Grant, who is on my guest list and is in the village to see me maybe once or twice a year, used my name to get into the village on July 28th. I was not even at home as I was away dog sitting.

Margarette was part of a group that came in to do some water testing or something. I think it was the Whatcom County conservation people. They would have created a list to allow those people in.

Margarette is in her 80s, doesn't pay attention to anything and someone else was driving her car. She wasn't aware that there would be a list and just used my name, even though she was not visiting me.

This is concerning as it feels like a breakdown of security. I assume the guards cannot determine if people are giving the correct info. but how could we fix this issue? This has not happened to me in the six years I have lived here.

I am taking Margarette off my guest list as I don't want this to happen again.

She has agreed to pay the fine, but I do not want this citation in my BBV account.

Sincerely,
Judy Newland

A handwritten signature in blue ink that reads "Judy Newland". The signature is fluid and cursive, with the first name "Judy" and last name "Newland" clearly distinguishable.



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

CITATION

August 2, 2026

Judy M Newland
8084 Skeena Way
Blaine WA 98230

Re: 8084 Skeena Way

Dear Judy M Newland,

In an ongoing effort to keep our community standards consistent and safe for everyone, the management team, under the direction of the Board of Directors must ensure that all residents are complying with the BBVCC governing documents.

You have been cited for speeding 26-30 mph. Your speed was clocked at 27 mph. July 28, 2026. Speed Notice #: 155878836, Silver Mazda 2, Plate #: CRL6521. Margarette Grant.

A fine of \$100 has been accrued. You have 30 days to pay your fine or you may request a hearing within 14 days. Be mindful of your speed in the future. Further offenses will result in escalating fines.

You may request a hearing on this matter before the Board of Directors within 14 days of this notice. While the fine and/or fees has been accrued on your account, it will be payable after the 14 days has lapsed and/or after the hearing with the Board of Directors is held.

If you are a Property Owner and the alleged violation was done by a renter or a guest, you may also submit a hearing request as you will ultimately be responsible for any charges that may be assessed on the Property.

Thank you for your time and attention.

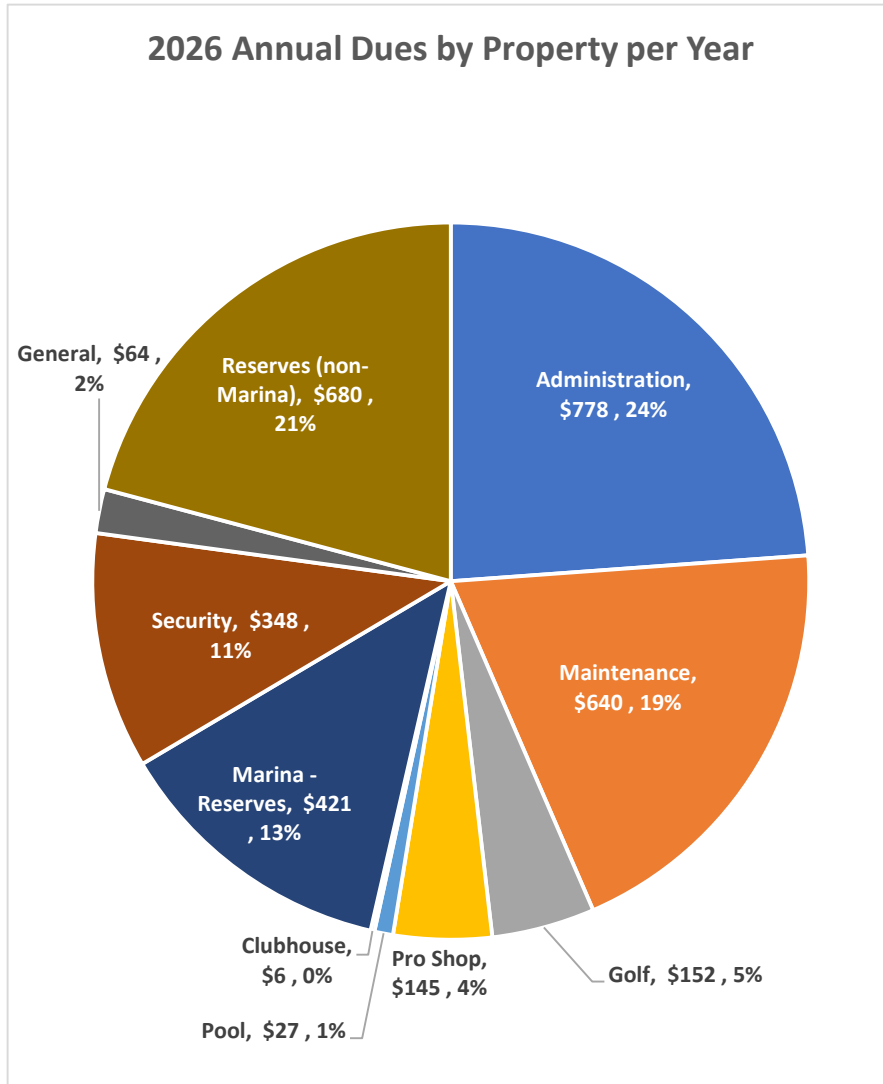
Sincerely,

BBV MANAGEMENT

General Rules and Regulations 5.1.1 The speed limit on all roads within BBV is 20 MPH. Violators will be subject to citations.

Appendix 4: 2026 BBVCC Budget in Detail

	2026	2026	2027		
	Budget	Projection	Proposed Budget	Variance	
Income					
Annual Dues	\$ 3,431,066	\$ 3,431,066	\$ 3,680,074	\$ 249,008	7.3%
Dock Assessment				\$ -	
Carry over from prior year				\$ -	
Cost Center Income					
Administration	\$ 103,900	\$ 134,181	\$ 132,300	\$ 28,400	27.3%
Maintenance	\$ -	\$ 240	\$ -	\$ -	
Golf	\$ 152,500	\$ 166,139	\$ 175,450	\$ 22,950	15.0%
Pro Shop	\$ 43,100	\$ 44,769	\$ 47,200	\$ 4,100	9.5%
Pool	\$ 19,760	\$ 19,745	\$ 19,745	\$ (15)	-0.1%
Marina	\$ 647,034	\$ 603,315	\$ 631,289	\$ (15,745)	-2.4%
Security	\$ -			\$ -	
Clubhouse	\$ 3,000	\$ 5,000	\$ 5,000	\$ 2,000	66.7%
General	\$ 40,900	\$ 32,677	\$ 41,000	\$ 100	0.2%
Total Cost Center Income	\$ 1,010,194	\$ 1,006,065	\$ 1,051,984	\$ 41,790	4.1%
				\$ -	
Total Income	\$ 4,441,260	\$ 4,437,131	\$ 4,732,058	\$ 290,798	6.5%
Cost Center Expenses					
Administration	\$ 962,572	\$ 1,012,042	\$ 1,010,265	\$ 47,693	5.0%
Maintenance	\$ 771,442	\$ 533,296	\$ 722,534	\$ (48,908)	-6.3%
Golf	\$ 318,670	\$ 322,306	\$ 346,929	\$ 28,259	8.9%
Pro Shop	\$ 194,735	\$ 205,467	\$ 210,437	\$ 15,702	8.1%
Pool	\$ 43,065	\$ 47,709	\$ 50,132	\$ 7,067	16.4%
Marina	\$ 324,944	\$ 325,406	\$ 333,525	\$ 8,581	2.6%
Security	\$ 355,049	\$ 378,103	\$ 392,545	\$ 37,496	10.6%
Clubhouse	\$ 8,600	\$ 9,338	\$ 11,417	\$ 2,817	32.8%
General	\$ 150,500	\$ 40,593	\$ 113,651	\$ (36,849)	-24.5%
Total Cost Center Expense	\$ 3,129,577	\$ 2,874,262	\$ 3,191,435	\$ 61,857	2.0%
Community Plan				\$ -	
				\$ -	
				\$ -	
Reserve Contributions				\$ -	
General	\$ 310,413	\$ 310,413	\$ 356,975	\$ 46,562	15.0%
Roads	\$ 357,415	\$ 357,415	\$ 411,027	\$ 53,612	15.0%
Marina (net revenue)	\$ 643,855	\$ 599,673	\$ 772,622	\$ 128,767	20.0%
Total Reserves	\$ 1,311,683	\$ 1,267,501	\$ 1,540,624	\$ 228,941	17.5%
				\$ -	
Total Expenses	\$ 4,441,260	\$ 4,141,763	\$ 4,732,058	\$ 290,798	6.5%
				\$ -	
NET(transfer to rsrv 12/31/2026)	\$ (0)	\$ 295,369	\$ -	\$ 0	



2026 Allocation of Annual Assessment		Per lot		Per month
Administration	\$ 877,965	\$ 778	\$ 65	
Maintenance	\$ 722,534	\$ 640	\$ 53	
Golf	\$ 171,479	\$ 152	\$ 13	
Pro Shop	\$ 163,237	\$ 145	\$ 12	
Pool	\$ 30,387	\$ 27	\$ 2	
Clubhouse	\$ 6,417	\$ 6	\$ 0	
Marina -Reserves	\$ 474,857	\$ 421	\$ 35	
Security	\$ 392,545	\$ 348	\$ 29	
General	\$ 72,651	\$ 64	\$ 5	
Reserves (non-Marina)	\$ 768,002	\$ 680	\$ 57	
	\$ 3,680,074	\$ 3,260	\$ 272	
Operating Assessment	\$ 2,437,215			

	2027 Dues	2025 Dues	Increase	%
Total Due January 31	\$3,259.59	\$3,039	\$220.59	7.3%
Month	\$271.63	\$253	\$18.38	7.3%



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

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).

DRAFT

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.

Mission Statement and Guidelines Development Form

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 make a 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 make a 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 make a 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 to 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 make a 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 make a 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.



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

August 12, 2026

To: Birch Bay Village Board of Directors

From: Golf Committee

RE: Golf Practice Area

At its August 11, 2026, meeting, the Golf Committee discussed the confusion and miscommunication presented to the Board regarding the golf practice area during the July 23, 2026, Board meeting.

The Committee recognizes that the area is common area intended to accommodate a variety of activities and not limited to golf activities. The Golf Committee's role is limited to oversight of golf-related activities.

After discussion, the Golf Committee agreed to withdraw its previous recommendation to the Board to establish the area as a designated golf practice area. The Golf Committee further wishes to relinquish responsibility for the area and defer its management and use to the appropriate governing authority for common areas.

Regards,

The Golf Committee

Golf Lessons on the Common Area

We are asking the BBVCC Board to allow a practice area in the common area for lessons.

The use of the practice area will be for chipping, pitching, and full swing with irons only with golf instructors. The current instructors are Ernie Hutchins, Nick Nikon, and Dave Pimblett. All instructors were experienced, instructors prior to BBVCC.

Instruction is done on weekdays and lasts about one hour. Then, we remove and store the flags. We use ALMOSTGOLF balls made from foam, that have a restricted distance and fly accurately.

The hitting zone starts the maintenance fence and aims 270-degrees West to the two trees near the out-of-bounds marker for the #9 left side of the fairway and near the waste area near the #9 green. The hitting zone is 42feet wide and 70yds long, this allows the ball flight to be far away from the homes, 80 to 90yds from the right edge of the hitting zone.

Four hitting 4'x5' matts sit on gravel with a 6x6 treated wood boundary, 6' wide and 42' long. The hitting matts will be 9yds from the maintenance fence. Mats, when not in use will be stored in the maintenance area.

There are five target flags in the hitting zone; the flag cups will be flush to the ground, and the flag sticks can be set and removed easily, and when not in use will be stored in the maintenance area.

Signage with appropriate language will cover:

- Use of the area, for golf instruction only
- Proper etiquette on the common area during lessons
- The use of regular golf balls is forbidden. (Signs to be placed on the common area, left side of the ninth fairway.)



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

August 12, 2026

To: Birch Bay Village Board of Directors

From: Community Plan Task Force

RE: Mission Statement

At the July 23, 2026 Board meeting they tasked the Community Plan Task Force (CPTF) with reviewing and revising the mission statement for Birch Bay Village Community Club. At the July 27th CPTF meeting the group reviewed and would like to recommend the following mission statement to the Board of Directors for adoption.

The Mission of Birch Bay Village Community Club is to promote the common welfare of its members through the prudent stewardship, maintenance, and enhancement of community property and infrastructure; the operation and promotion of social, recreational, and athletic facilities and programs; and the preservation of Birch Bay Village as an exceptional community in which members and their families may live, participate, and play.

Regards,

The Community Plan Task Force

Item	Current Price	Proposed Price
Marina Usage Fee	\$20/\$95/\$8’*	\$15/\$95/\$8’
*\$20/\$15 fee is for resident day use, \$95 is the annual fee for a boat that is not required to be registered in WA		
Annual Moorage (Outside/Full)	\$62’	\$64’
Annual Moorage (Inside)	\$55	\$50
Six-Month (Outside/Full)	\$9’	\$8’
Six-Month (Inside)	\$7’	\$6’
Monthly (Outside/Full)	\$13’	\$11
Monthly (Inside)	\$11	\$9
Trailer Storage	\$384	\$408
Powered Trailer Spot	\$220	\$220
Guest Usage Fee	\$40	\$20
Guest Dock Fee	\$1’d day	\$1’d day
Kayak Storage	\$28	\$28
Marina Facility Fee (Kayak)	\$42	\$42
Marina Power	\$.175kW	PSE increase 16.75%
Marina Fuel Card Setup	\$55 One Time	\$55 One Time
Annual Marina Fuel Access	\$25	\$25

August 12, 2026

To: Birch Bay Village Board of Directors

From: Architectural Control Committee

RE: Mission Statement

At the August 4, 2026, Architectural Control Committee (ACC) meeting they reviewed a retaining wall project at division 2 lot 1. The property address is a Sehome address and is directly on the golf course on two sides, the driveway is an easement along the back sides of the houses along the Sehome Rd and is off Salish Road. The retaining wall is on the North side of the golf cart path of the hole on 6. The ACC is requiring that the homeowner obtain a work access easement for accessing the property for work vehicles to access the project area from Sehome Road through the golf course "community tract A" from the Board of Directors. The full application is attached to this memo and an arial view of the property is provided below.



Regards,

The Architectural Control Committee



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

August 12, 2026

To: Birch Bay Village Board of Directors

From: Architectural Control Committee

RE: Retaining Wall Project

At the August 4, 2026, Architectural Control Committee meeting the committee reviewed a retaining wall project at lot 002-001. The committee is requiring the homeowner to obtain a work easement for access for work vehicles to access the golf course "community tract A" from the Board of Directors. The application in full is attached to this memo and an arial view of the property is provided below. Maintenance and the greens keeper have agreed access by North County Landscape Co. allowable.



Regards,

The Architectural Control Committee

ACC Project Application - MINOR PROJECT

Applicant must read relevant Section(s) of BBVCC Architectural Rules & Regulations

PROPERTY INFORMATION

Property Owner Name: YORKSON JEEN submitted by NORTH COUNTY LANDSCAPE CO

Address: 8254 Senome Rd Project Address: (if different) "

Phone #: 360 510 6890 / 507 313 0393 Division/Lot# BBV DIVISION 2, lot 1

Email Address*: jess@nccountylandscape.com / yorkson97@gmail.com

**By providing your email address, you are hereby consenting to receiving official communication via email per the Association By-Laws Section 4.78. You may revoke this consent at any time by delivering a written record of the revocation to the Secretary. If you do NOT wish to receive emails, please do not list one here.*

The ACC Committee meets once each month. No special meetings can be requested.

Complete applications must be turned in no later than fifteen (15) days prior to the scheduled ACC meeting.

Electronic Copies of Documents & Photos should be submitted via email at acc@bbvcc.com.

PROJECT INFORMATION

Please select project(s):

- | | | |
|---|---|---|
| ☐ Fence, privacy or wind screen | ☒ Retaining wall > 2ft (<3ft) | ☐ Lake Dock |
| ☐ Deck or platform | ☐ Exterior stairs or ramps | ☐ Large Playground Set |
| ☐ Flagpole | ☐ Driveway | ☐ Exterior lighting |
| ☒ Other external renovations: _____ | | |

Is this project a replacement of existing? Yes ☒ No ☐ Date originally approved: _____ (Office use)

If so, please describe any changes proposed: None ☐

Remove existing retaining wall + replace

Required for submission: (Documents/Photos can be submitted to the office 8055 Cowichan Rd or email to acc@bbvcc.com)

- ☒ **Site plan** with a North arrow, showing property lines, setback lines, location of existing and proposed structures with clearly marked dimensions and distances between the property lines and other structures.
- ☒ **Construction plan** showing floor plan dimensions, side elevations, and foundations or anchors.
- ☒ **Project materials & colors** with a photo or brochure of the proposed structure if possible.
- ☒ **Photo** of current site conditions where the structure will be located.
- ☒ **Impervious Surface Calculation** (complete separate Impervious Surface Calculation sheet).
- ☒ **Application Fee**

Project site is required to be staked & strung to show location and dimensions of the proposed project six (6) Working Days prior to the scheduled ACC Meeting. ACC Members may inspect the project site without notice.

Project Details:

Please describe the project in its entirety, including the above **Required for submission:**

See attached information packet + engineering

Approved applications are only valid for ONE year. If substantial construction has not started within the year, the approval is withdrawn. Once construction begins, you have 6 months to complete. Extensions MUST be applied for before the timeline expires to avoid penalty.

Office use only	
ARC#:	_____
Date Received:	_____
Meeting Date:	_____
Fee Paid:	Check#: _____

AGREEMENT & SUBMISSION

I attest that the information provided on and with this checklist is complete and accurate. If errors or omissions are identified, I agree & assume responsibility to provide updates for my project documents. I understand that any building exterior/site plan changes must be submitted to the ACC for approval prior to instituting such change. I understand that I am responsible to pay all costs for project document changes and/or delays in project completion.

By submitting this application, I also give permission to the ACC staff, Board of Directors, ACC and other designated individuals to access my property. This access is only for the limited purpose of verifying information in the proposed project, compliance with the Rules and Regulations, and monitoring of the project following approval.

It is my responsibility to comply with the Rules and regulations in completion of this project. I understand that failure to comply or deviating from the approved project plan will result in the issuance of a stop work order, cure notice, assessment of fines, or other penalties or legal action as the BBVCC Board of Directors determines appropriate. I understand that I must pay all removal of any material or structure related to unauthorized or noncompliant work and associated project delays.

SIGNATURE: _____

DATE: 6/25/2026

PROJECT APPROVAL

☐ Project is approved as submitted.

☐ Project is approved with the following conditions:

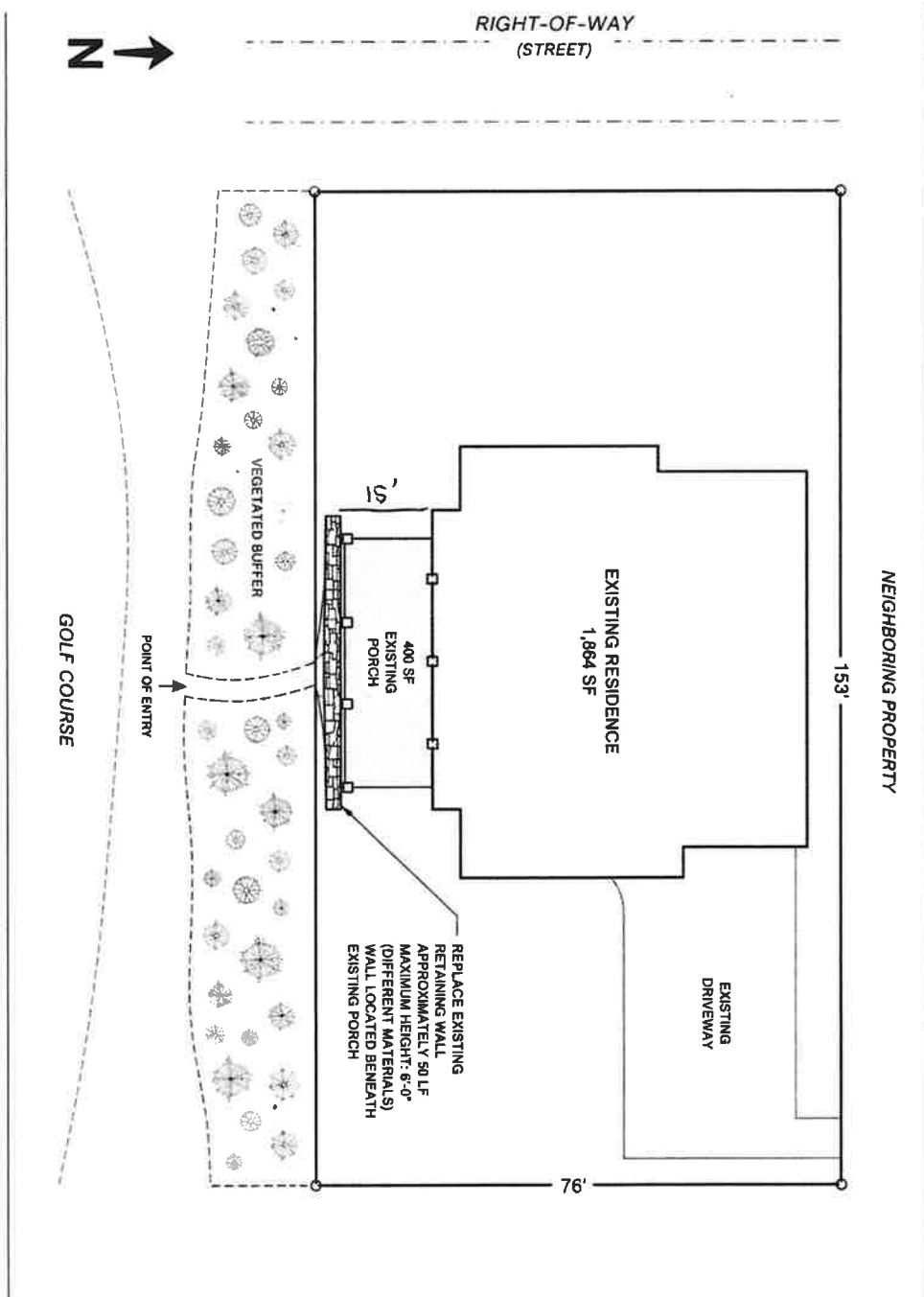
☐ Project is partially approved as follows:

☐ Project is denied per the following:

☐ Project is incomplete & is missing the following pertinent information:

ACC MEETING DATE: _____

SIGNATURE: _____



ACC TREE REMOVAL Application*

Applicant must read BBVCC Architectural Rules & Regulations Section 3.2.3 & 5.9.2

PROPERTY INFORMATION

Property Owner Name: YORKSON JENNICO NORTH COUNTY LANDSCAPING
Address: 8254 SEHOME RD Project Address: (if different) _____
Phone #: 360 510 6890 / 507 313 0393 Division/Lot# BBV division 2, lot 1
Email Address*: jess@nccountylandscape.com / yorkson97@gmail.com

**By providing your email address, you are hereby consenting to receiving official communication via email per the Association By-Laws Section 4.78. You may revoke this consent at any time by delivering a written record of the revocation to the Secretary. If you do NOT wish to receive emails, please do not list one here.*

Removal of large cedar and fir trees should be avoided where possible and may require a report from a Licensed Arborist to certify the need for removal.

Removals of willow, alder, cottonwood, fruit, and decorative/hedgerow/foundations trees such as crabapples, dogwoods, magnolias, and arborvitae are exempt from ACC approval if they are less than 38 inches in circumference (12 inches in diameter) as measured at 54 inches above the adjacent ground level.

The ACC committee meets once each month. No special meetings can be requested.

Complete applications must be turned in no later than fifteen (15) days prior to the scheduled ACC Meeting. Electronic Copies of Document & Photos should be submitted via email at acc@bbvcc.com.

REQUIRED FOR SUBMISSION.

- ☐ **Site plan** showing existing structures and locations of tree(s) to be removed, with North Arrow.
- ☐ **Species** of tree(s) to be removed (Cedar, Fir, Pine, Maple, Oak, etc.)
- ☐ **Size** of tree(s) to be removed (diameter or circumference measured at 54 inches above ground level)
- ☐ **Photo** of tree(s) to be removed
- ☐ **Action** to be taken after removal of tree(s) i.e. grind stump, replace with other tree, landscaping etc.
- ☐ **Mark** trees clearly with paint, ribbon, etc. six (6) working days prior to ACC meeting.
- ☐ **Letter** to ACC explaining the reason for the tree removal request. (use additional paper if needed).

Cut down + remove existing laurel hedge and juniper + other small shrubs within proposed retaining wall replacement area. Necessary for access for excavation and wall installation. Cut to ground level, remove branches, stems + chip onsite as necessary. Remove surface roots + clear vegetation from wall footprint to allow proper base prep. Remove + haul away all debris from work area.

Office use only
ARC#: _____
Date Received: _____
Meeting Date: _____

AGREEMENT & SUBMISSION

I attest that the information provided on and with this checklist is complete and accurate. If errors or omissions are identified, I agree & assume responsibility to provide updates for my project documents. I understand that any building exterior/site plan changes must be submitted to the ACC for approval prior to instituting such change. I understand that I am responsible to pay all costs for project document changes and/or delays in project completion.

By submitting this application, I also give permission to the ACC staff, Board of Directors, ACC and other designated individuals to access my property. This access is only for the limited purpose of verifying information in the proposed project, compliance with the Rules and Regulations, and monitoring of the project following approval.

It is my responsibility to comply with the Rules and regulations in completion of this project. I understand that failure to comply or deviating from the approved project plan will result in the issuance of a stop work order, cure notice, assessment of fines, or other penalties or legal action as the BBVCC Board of Directors determines appropriate. I understand that I must pay all removal of any material or structure related to unauthorized or noncompliant work and associated project delays.

SIGNATURE: _____ DATE: 6/25/20

PROJECT APPROVAL

☐ Project is approved as submitted.

☐ Project is approved with the following conditions:

☐ Project is partially approved as follows:

☐ Project is denied per the following:

☐ Project is incomplete & is missing the following pertinent information:

ACC MEETING DATE: _____

SIGNATURE: _____



Retaining Wall Install Redi-Rock Retaining Wall Installation — South Side of Residence
Scope of Work: 8254 Sehome Road, Blaine, WA 98230

North County Landscape Co. will furnish labor, equipment, and materials necessary to remove an existing failing retaining wall and install a new Redi-Rock segmental retaining wall system and new deck footings along the south side of the residence. All work will be performed in accordance with approved engineering design review and permitting.

Site Preparation & Access

Utilize preliminary approved access through adjacent golf course property for staging materials and equipment as authorized. Mobilize equipment and materials to designated staging areas while minimizing disturbance to surrounding property. Establish safe work zone and protect surrounding structures and landscape features during construction operations.

Plant & Stump Removal

Remove shrubs and vegetation located within the proposed retaining wall alignment. Excavate and remove stump material to allow proper wall base preparation. Remove roots and organic material interfering with wall installation. Load, haul, and properly dispose of removed vegetation and stump debris.

Deck Protection & Temporary Shoring

Install temporary shoring to support adjacent deck structure during retaining wall construction. Shore deck as required to prevent movement or settling during excavation and wall installation. Maintain temporary support systems throughout construction process until wall installation is complete. Remove temporary shoring following completion of wall installation and backfill operations.

Existing Wall Removal

Remove existing failing retaining wall along south side of residence. Remove associated posts, timbers, and structural materials. Remove remaining fasteners and buried components as necessary. Haul away and dispose of all demolition materials off-site.

Excavation & Base Preparation

Excavate soil along designated wall alignment to required depth and width to accommodate wall base and drainage system. Excavate base trench to an approximate depth of 6–8 inches, or as required by engineered specifications. Remove unsuitable soil materials as necessary to create stable subgrade conditions. Install and compact crushed gravel base material to provide stable foundation for Redi-Rock wall system. Verify base elevation and alignment prior to wall installation.

**Redi-Rock Wall Installation**

Install approximately 50 linear feet of Redi-Rock retaining wall along the south side of the residence.

Wall Configuration

Total wall length: Approximately 50 linear feet

Maximum wall height: Approximately 6 feet at center section

Wall height to taper gradually at both ends to match existing grade transitions.

Set first course of Redi-Rock blocks level on prepared compacted base. Install subsequent courses of block according to manufacturer specifications and engineered design.

Maintain proper alignment, level, and batter throughout installation. Adjust block placement as required to maintain consistent wall appearance and structural integrity.

Drainage System Installation

Install drainage system behind retaining wall as specified by engineered plans. Install approved drain rock behind wall structure to promote proper water movement. Install filter fabric to separate native soil from drainage materials. Install perforated drainpipe at base of wall where required. Provide outlet for drainage system as specified by engineering requirements.

Backfill Operations

Backfill wall with approved material in controlled lifts. Compact backfill material in layers to promote structural stability and reduce settlement. Grade top of wall area to establish smooth transition into surrounding landscape areas.

Temporary Plant Removal & Reinstallation – Golf Course Side

Carefully remove plants located along hillside near golf course as necessary to allow construction access. Temporarily store removed plant material in protected area during construction. Reinstall salvaged plants following completion of wall installation. We will install new mulch in the hillside area that was disturbed. Water plants at time of reinstallation to promote recovery.

Lawn Restoration — Golf Course Side

Restore lawn areas disturbed during construction operations along golf course side. Regrade disturbed soil surfaces to match surrounding lawn elevations. Prepare soil surface for turf restoration. Restore lawn areas using appropriate seeding or turf repair methods to match existing turf conditions.

Deck Footing Installation — Post Support Layout & Excavation

Layout locations for new deck footings based on existing deck post locations. Excavate footing holes to accommodate installation of concrete sonotube forms. Excavation to be



approximately 16 inches in diameter and 24 inches in depth, unless otherwise required by engineering or site conditions. Remove loose soil and debris from footing excavation areas to prepare for concrete placement.

Sonotube & Concrete Footing Installation

Furnish and install 16-inch diameter sonotube forms at designated footing locations. Set forms plumb and at proper elevation to support existing deck structure. Furnish and place concrete within sonotube forms to create solid structural footings. Finish concrete surface to allow proper connection of post hardware. Allow concrete to cure adequately prior to attachment of structural components.

Post Attachment

Reuse existing deck posts. Furnish and install Simpson Strong-Tie post base connectors to secure existing posts to newly installed concrete footings. Attach deck posts to concrete footings using manufacturer-approved hardware and fasteners. Ensure posts are properly aligned and secured to provide stable deck support.

Final Grading & Cleanup

Remove excess materials, soil, and debris from jobsite. Verify deck posts are properly supported and aligned after installation.
Restore disturbed areas adjacent to construction zone as practical. Clean surrounding surfaces impacted by construction operations. Perform final inspection to verify installation meets engineering requirements.

Engineering Compliance

All retaining wall installation work will be performed in accordance with approved engineered plans and specifications.

Golf Course Access

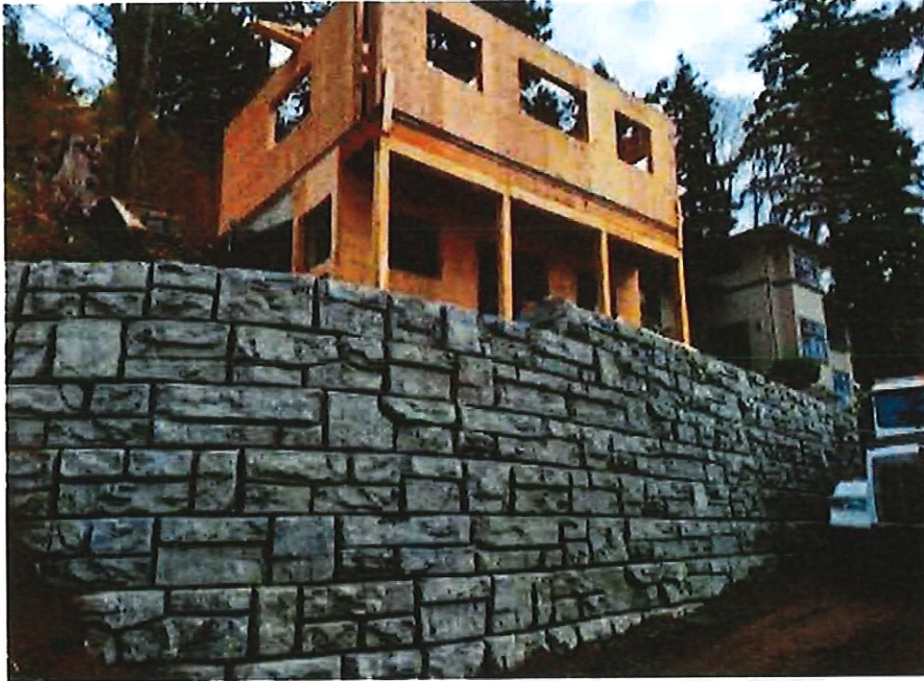
Continued access through golf course property is subject to ongoing approval and coordination with property management.

Unforeseen Conditions

Additional costs may apply if unsuitable soils, buried debris, groundwater, or unknown structural conditions are encountered during excavation

NORTH COUNTY

LANDSCAPE CO.



Retaining Wall Install

8254 Seneca Road Blaine, WA 98230



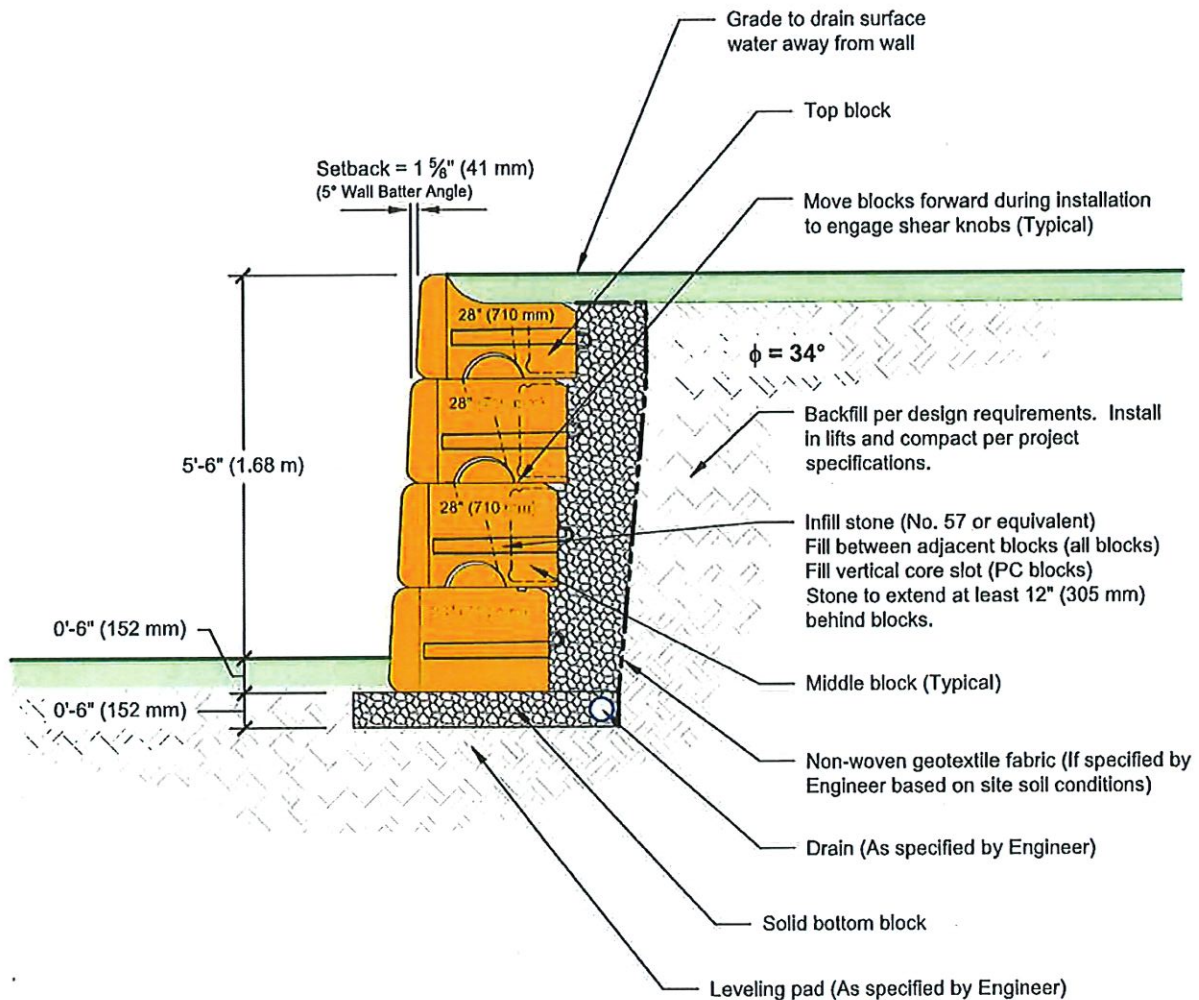
$\phi = 34^\circ$ | DENSE WELL-GRADED SAND or SAND AND GRAVEL

LOAD CONDITION A | NO LIVE LOAD SURCHARGE, NO BACK SLOPE, NO TOE SLOPE

4 BLOCK HIGH SECTION

(4) 28" (710 mm) Blocks

PRELIMINARY
Professional Engineering Design
Required for Construction



This drawing is for reference only. Determination of the suitability and/or manner of use of any details contained in this document is the sole responsibility of the design engineer of record. Final project designs, including all construction details, shall be prepared by a licensed professional engineer using the actual conditions of the proposed site. Final wall design must address both internal and external drainage and all modes of wall stability.

DRAWN BY: C. Kruger

APPROVED BY: J. Johnson

DATE: June 4, 2015

SHEET: 1 of 1

TITLE:

Preliminary Wall Section

Dense Well-Graded Sand or Sand and Gravel, $\phi = 34^\circ$
No Live Load Surcharge, No Back Slope, No Toe Slope

FILE: A_34_B_28_72_cad.dwg

REDI-ROCK®
05461 US 31 SOUTH, CHARLEVOIX, MI 49720
(866) 222-8400 ext 3010 • engineering@redi-rock.com
www.redi-rock.com

Redi-Rock Wall Sketcher

Job Name	Jeen	Summary:		Retaining:	Free-Standing:	Project Notes:
Company/Person	North County Landscape	Full blocks	44	Full blocks	0	Texture Confirmed:
	Russell Jeffcoat	Half blocks	0	6" Cap	0	
		End blocks	0	Half blocks	0	
		2' x 4' x 7" Step	0	Corner blocks	0	
Telephone	360-510-6890	Square Feet	253	Square Feet	0	
		Retaining Wall Blocks	44	Freestanding Wall Blocks	0	Total Square feet 253
		Steps & Caps	0.0	Columns	0	
		Total Blocks	44			

Retaining Series Legend

41" BLOCKS		28" BLOCKS		60" BLOCKS	
M	41" Middle 0	28T	28" Top 13	EQM	60" Middle 0
HM	41" Half Middle 0	28HT	28" Half Top 0	EQH	60" Half Middle 0
B	41" Bottom 0	28M	28" Middle 21	EQB	60" Bottom 0
HB	41" Half Bottom 0	28HM	28" Half Middle 0	EQH	60" Half Bottom 0
41HC	41" HC Middle 0	28B	28" Bottom 10		
		28HB	28" Half Bottom 0		

GRID BLOCK COUNT

Grid	Blocks	Ft./Block	Total Ft.	Rolls of Grid	Tubes
24XT x 12	24XT Grd 19 x 12	0	31	0	0
24XT x 10	24XT Grd 19 x 10	0	29	0	0
24XT	24XT Grd 19'	0	19	0	0

Column Series Legend

C	Column	0
EC	End Column	0
LC	Line Column	0
CC	Corner Column	0
	Gate Column	0
[CAP]	Column Cap	0

Free-Standing Series Legend:

VR Top	Variable FS Top 0	FG	FS Garden 0		
FM	FS Middle 0	CFG	Curved Garden 0		
VR Mid	Variable FS Midd 0	GB	Garden Bottom 0		
FB	FS Bottom 0	FTB	Flat-Top Bottom 0		
VR Bot	Variable FS Botc 0	CFB	Curved Flat-Top Bottom 0		
		[CAP]	6" Cap 0		
		[HCAP]	Half Cap 0		

CORNER BLOCKS

GC	Garden Corner 0	BC	Bottom Garden Corner 0
HGC	Half Garden Corner 0	BFC	Bottom Flat Corner 0
FC	Flat Corner 0	BC	Bottom Corner 0
HFC	Half Flat Corner 0	9SDLH	9" SB Left Corner 0
MC	Middle Corner 0	9SBRH	9" SB Right Corner 0
HMC	Half Middle Corner 0	21LH	21" Left Corner 0
		21RH	21" Right Corner 0

JOB NAME: North County Land. - Jee ADDRESS: Sehome Rd.
 CONTACT PERSON: Russell Jeffcoat Blaine, Wa.
 TEL. NUMBER: 360-510-6890 Date: 4/14/2026

Load: _____
 Time: _____

North County Land. - Jeen

FACE:

Cobblestone

Sheet No : 1

BLOCK ORDER SHEET

Block Type	Price	Quantity	Sketcher Codes	This Load	Left to Ship
RETAINING SERIES Cobblestone					
1124 R-PCTop 1167 lbs.		13	28T		13
1228 R-PCMiddle 1519 lbs.		21	28M		21
1328 R-PCBottom 1622 lbs.		10	28B		10

Blocks on Order = 44
 45,000 Loads =
 Price =

Blocks on Shipment = -
 Remaining to Ship = 44
 Shipment No : 1

Shipment Received by:

Weight this Load =

Loaded by:

Boom Truck w/Trailer ▼

45,000

Date

WE PROPOSE hereby to furnish material complete and in accordance with above specifications, for the sum listed above. Total cost includes stated quantities only. Any additional quantities will be billed at prices as stated above.

Authorized Signature _____
 Date: _____

Authorized Signature _____
 Date: _____

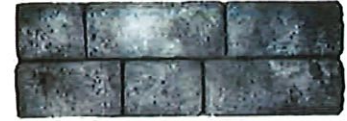


ESTIMATE

Date: April 14, 2026
Expiration Date: May 14, 2026

To: North County Landscaping
Russell Jeffcoat
360-510-6890

Cobblestone Texture



Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Rick Heeringa	Jeen	Bode's	SEE BELOW	T&D	See Below	
Qty	Item #	Description	Unit Price	Weight	Line Total	
		RETAINING				
13	1124	28" PC-Top				
21	1228	28" PC-Middle				
10	1328	28" PC-Bottom				
		Freight				
2	Loads	Freight Estimate -				
	48,500	lbs. per load				

To

Quotation prepared by: Rick Heeringa

This is an estimate on the goods named, and is subject to the conditions noted below:
This estimate is valid for thirty days.
Payment Terms: 50% Down payment before start of project, remainder after half the project is complete.
ACTUAL BLOCK COUNT AND TRUCKING WILL PREVAIL.
This estimate is based on the attached section view. All retaining walls are to be engineered for site specific conditions.

ALL TEXTURES COME IN CONCRETE GRAY COLOR

To accept this quotation, sign here and return: _____

We appreciate the opportunity to bid on this project.



ESTIMATE

Date: April 14, 2026
Expiration Date: May 14, 2026

To: North County Landscaping
Russell Jeffcoat
360-510-6890

Ledgestone Texture



Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Rick Heeringa	Jeen	Bode's	SEE BELOW	TBD	See Below	
Qty	Item #	Description	Unit Price	Weight	Line Total	
		RETAINING				
13	1124	28" PC-Top				
21	1228	28" PC-Middle				
10	1328	28" PC-Bottom				
		Freight				
2	Loads	Freight Estimate - 2 hours @				
	45000	lbs. per load				
						Tot

Quotation prepared by: Rick Heeringa

This is an estimate on the goods named, and is subject to the conditions noted below:
This estimate is valid for thirty days.
Payment Terms: 50% Down payment before start of project, remainder after half the project is complete.
ACTUAL BLOCK COUNT AND TRUCKING WILL PREVAIL.
This estimate is based on the attached section view. All retaining walls are to be engineered for site specific conditions.
ALL TEXTURES COME IN CONCRETE GRAY COLOR
To accept this quotation, sign here and return: _____

We appreciate the opportunity to bid on this project.

Structural Calculations

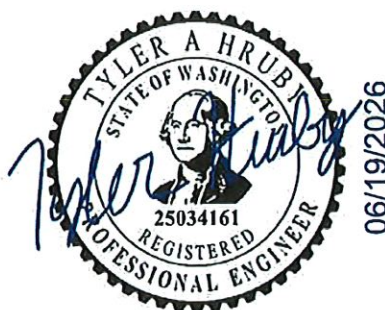
Yorkson Redi-Rock Wall

8254 Sehome Rd

Blaine, WA

6/19/2026

<u>Page(s)</u>	<u>Contents</u>
2	Reference Codes & Standards
3-8	Structural Analysis



The engineers seal and signature above indicates that the engineer of record assumes full responsibility for the subject structure. Structural drawings S1 through S2 have been signed and sealed by the engineer of record and represents a required element of the building specifications. This structure was engineered per the 2021 IBC requirements.

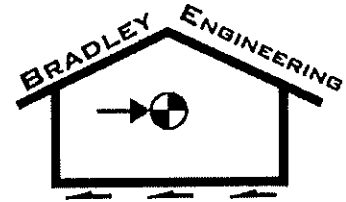
Notes, Disclaimers:

- Bradley Engineering, Inc. takes no responsibility for items not specifically addressed within this report set.
- This report is valid only for the specific project shown above and herein.

BRADLEY
ENGINEERING, INC.
811 Yew St.
Bellingham, WA 98229
Ph. (360) 752-5795

REFERENCE CODES & STANDARDS

- International Residential Code, IRC 2021
- Washington State Building Code, SBC 2021
- National Design Specification for Wood Construction, ACW NDS 2018
- Special Design Provisions for Wind and Seismic, AWC SDPWS 2021
- Building Code Requirements for Structural Concrete, ACI 318-19
- Minimum Design Loads for Buildings and Other Structures, ASCE 7-16

**TABLE 1: LATERAL DESIGN CRITERIA**

Design Parameter	Value	Source
Seismic Design Category	D1	IBC 1613
Risk Category	II	IBC Table 1604.5
Wind Exposure Category	B	IBC 1609.4.3
Basic Wind Speed	110 mph	IBC Figure 1609.3(1)
Design Wind Load	16.00 psf	ASCE 7-16 28.6-1

TABLE 2: VERTICAL DESIGN CRITERIA

Load Source	Live Load	Dead Load
Roof Diaphragm	20 psf	15 psf
Floor Diaphragm	40 psf	12 psf
Decks & Balconies	60 psf	10 psf
Ground Snow Load	25 psf	-
Roof Snow Load	25 psf	-
Exterior Wall	-	12 psf
Interior Wall	-	10 psf
Interior Partition	-	8 psf

TABLE 3: DEFLECTION LIMITS

Structural Member	Live	Snow	Live + Dead
Roof (plaster ceiling)	L/360	L/360	L/240
Roof (non-plaster ceiling)	L/240	L/240	L/180
Roof (not supporting ceiling)	L/180	L/180	L/120
Floor Members	L/360	-	L/240
Horizontal Deflection (any case)	-	-	L/200
Farm Buildings & Greenhouses	-	-	L/180
Long Spans (>20 feet)	-	-	L/480
Sliding Glass Doors	-	-	L/600

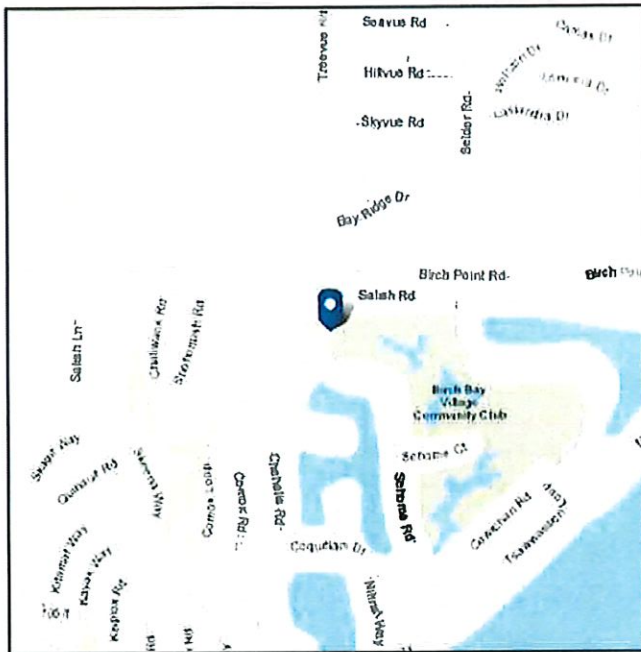


ASCE Hazards Report

Address:
8254 Sehome Rd
Blaine, Washington
98230

Standard: ASCE/SEI 7-16
Risk Category: I
Soil Class: D - Default (see
Section 11.4.3)

Latitude: 48.94229
Longitude: -122.786406
Elevation: 33.82756436660276 ft
(NAVD 88)



Wind

Results:

Wind Speed	92 Vmph
10-year MRI	67 Vmph
25-year MRI	73 Vmph
50-year MRI	78 Vmph
100-year MRI	83 Vmph

Data Source: ASCE/SEI 7-16, Fig. 26.5-1A and Figs. CC.2-1–CC.2-4, and Section 26.5.2
Date Accessed: Fri Jun 19 2026

Value provided is 3-second gust wind speeds at 33 ft above ground for Exposure C Category, based on linear interpolation between contours. Wind speeds are interpolated in accordance with the 7-16 Standard. Wind speeds correspond to approximately a 15% probability of exceedance in 50 years (annual exceedance probability = 0.00333, MRI = 300 years).

Site is not in a hurricane-prone region as defined in ASCE/SEI 7-16 Section 26.2.



Site Soil Class: D - Default (see Section 11.4.3)

Results:

S_s :	1.018	S_{D1} :	N/A
S_1 :	0.357	T_L :	16
F_a :	1.2	PGA :	0.437
F_v :	N/A	PGA_M :	0.525
S_{MS} :	1.222	F_{PGA} :	1.2
S_{M1} :	N/A	I_e :	1
S_{DS} :	0.815	C_v :	1.304

Ground motion hazard analysis may be required. See ASCE/SEI 7-16 Section 11.4.8.

Data Accessed: Fri Jun 19 2026

Date Source: [USGS Seismic Design Maps](#)



The ASCE Hazard Tool is provided for your convenience, for informational purposes only, and is provided "as is" and without warranties of any kind. The location data included herein has been obtained from information developed, produced, and maintained by third party providers; or has been extrapolated from maps incorporated in the ASCE standard. While ASCE has made every effort to use data obtained from reliable sources or methodologies, ASCE does not make any representations or warranties as to the accuracy, completeness, reliability, currency, or quality of any data provided herein. Any third-party links provided by this Tool should not be construed as an endorsement, affiliation, relationship, or sponsorship of such third-party content by or from ASCE.

ASCE does not intend, nor should anyone interpret, the results provided by this Tool to replace the sound judgment of a competent professional, having knowledge and experience in the appropriate field(s) of practice, nor to substitute for the standard of care required of such professionals in interpreting and applying the contents of this Tool or the ASCE standard.

In using this Tool, you expressly assume all risks associated with your use. Under no circumstances shall ASCE or its officers, directors, employees, members, affiliates, or agents be liable to you or any other person for any direct, indirect, special, incidental, or consequential damages arising from or related to your use of, or reliance on, the Tool or any information obtained therein. To the fullest extent permitted by law, you agree to release and hold harmless ASCE from any and all liability of any nature arising out of or resulting from any use of data provided by the ASCE Hazard Tool.

Analysis of Redi Rock wall

Input data

Project

Task : Yorkson Redi-Rock
Description : 6' Redi-Rock Wall
Date : 6/19/2026

Settings

(input for current task)

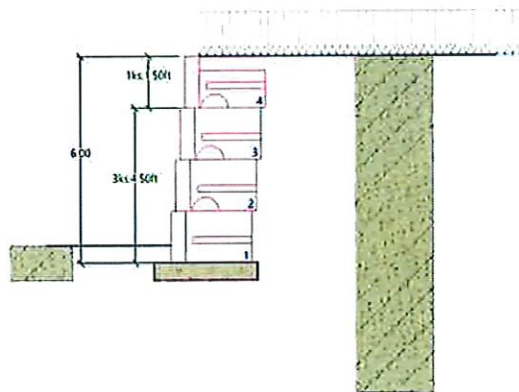
Wall analysis

Active earth pressure calculation :	Coulomb
Passive earth pressure calculation :	Caquot-Kerisel
Earthquake analysis :	Mononobe-Okabe
Shape of earth wedge :	Calculate as skew
Allowable eccentricity :	0.333
Internal stability :	Standard - straight slip surface
Reduction coeff. of contact first block - base :	1.00
Verification methodology :	Safety factors (ASD)

Geometry

Name : Geometry

Stage - analysis : 1 - 0



Base

Geometry

Upper setback $a_1 = 0.50$ ft
Lower setback $a_2 = 0.50$ ft
Height $h = 0.50$ ft
Width $b = 3.00$ ft

Material

Soil creating foundation - Well graded gravel (GW), medium dense

Basic soil parameters

No.	Name	Pattern	Φ_{ef} [°]	C_{ef} [psf]	γ [pcf]	γ_{su} [pcf]	δ [°]
1	Well graded gravel (GW), medium dense		38.50	0.0	133.00	70.50	20.00
2	Silty sand (SM)		28.00	100.0	115.00	52.50	15.00

All soils are considered as cohesionless for at rest pressure analysis.

Geological profile and assigned soils

No.	Thickness of layer t [ft]	Depth z [ft]	Assigned soil	Pattern
1		- 0.00 .. ∞	Silty sand (SM)	

Terrain profile

Terrain behind the structure is flat.

Water influence

Ground water table is located below the structure.

Input surface surcharges

No.	Surcharge		Action	Mag.1 [lb/ft²]	Mag.2 [lb/ft²]	Ord.x x [ft]	Length l [ft]	Depth z [ft]
	new	change						
1	Yes		permanent	100.0				on terrain
No.	Name							
1	Vehicle							

Resistance on front face of the structure

Resistance on front face of the structure: passive

Soil on front face of the structure - Silty sand (SM)

Angle of friction struc.-soil $\delta = 0.00^\circ$

Soil thickness in front of structure $h = 1.00$ ft

Terrain in front of structure is flat.

Settings of the stage of construction

Design situation : permanent

Verification No. 1 (Stage of construction 1)

Forces acting on construction

Name	F_{hor} [lb/ft]	App.Pt. z [ft]	F_{vert} [lb/ft]	App.Pt. x [ft]	Design coefficient
Weight - wall	0.0	-3.02	1787.6	1.82	1.000
FF resistance	-499.5	-0.45	0.4	0.25	1.000
Weight - earth wedge	0.0	-0.58	2.3	2.90	1.000
Weight - earth wedge	0.0	-6.29	85.8	2.22	1.000
Active pressure	211.4	-0.96	113.9	2.94	1.000
Vehicle	108.6	-1.83	74.0	3.07	1.000
Vehicle	0.0	-6.50	166.6	2.16	1.000

Verification of complete wall

Check for overturning stability

Resisting moment $M_{res} = 4368.6 \text{ lbft/ft}$
Overturning moment $M_{ovr} = 179.9 \text{ lbft/ft}$

Safety factor = 24.29 > 1.50

Wall for overturning is SATISFACTORY

Check for slip

Resisting horizontal force $H_{res} = 1486.13 \text{ lb/ft}$
Active horizontal force $H_{act} = -179.42 \text{ lb/ft}$

Safety factor = 1000.00 > 1.00

Wall for slip is SATISFACTORY

Overall check - WALL is SATISFACTORY

Dimensioning No. 1 (Stage of construction 1)

Forces acting on construction

Name	F_{hor} [lb/ft]	App.Pt. z [ft]	F_{vert} [lb/ft]	App.Pt. x [ft]	Design coefficient
Weight - wall	0.0	-2.87	1588.1	1.36	1.000
Weight - earth wedge	0.0	-5.79	85.8	1.72	1.000
Active pressure	122.1	-0.91	21.2	2.42	1.000
Vehicle	91.1	-1.62	56.5	2.60	1.000
Vehicle	0.0	-6.00	166.6	1.66	1.000

Verification of most stressed block No. 1

Check for overturning stability

Resisting moment $M_{res} = 2778.6 \text{ lbft/ft}$
Overturning moment $M_{ovr} = 258.7 \text{ lbft/ft}$

Safety factor = 10.74 > 1.50

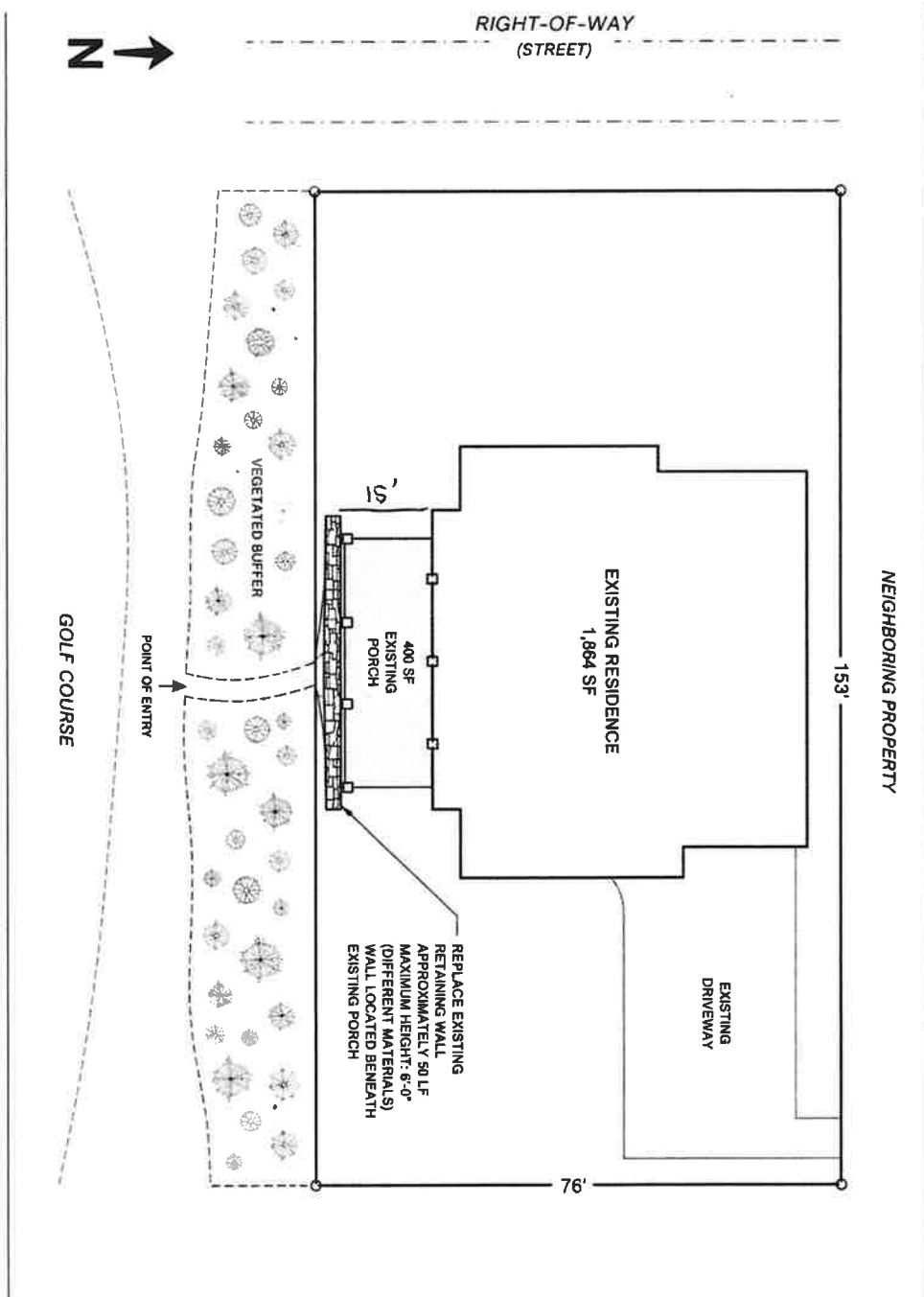
Joint for overturning stability is SATISFACTORY

Check for slip

Resisting horizontal force $H_{res} = 1525.87 \text{ lb/ft}$
Active horizontal force $H_{act} = 213.22 \text{ lb/ft}$

Safety factor = 7.16 > 1.00

Joint for verification is SATISFACTORY





WHATCOM COUNTY WASHINGTON

Planning & Development Services

5280 Northwest Drive
Bellingham, WA 98226
360-778-5900

Whatcom County Planning & Development Services Master Application

<u>For Administration Use</u> Application Number(s): 	Received:
---	-------------------------------

This application is intended for all Land Use, Natural Resources, or Building Application and **must be submitted with a Supplemental Application** when indicated on the Application Checklist. Submit all required materials to ePermits@co.whatcom.wa.us

Previous Review (Land Use Checklist, Pre-Application, Site Plan Review, Administrative Use, etc.):

Property Owner Name Yorkson, Jean

Mailing Address 8254 Sehome Rd City Blaine

State WA Zip Code 98230 Phone # 507 313 0393

Email yorkson97@gmail.com

Agent/Contact Name NCLC

Mailing Address 2617 Delta Ring Rd City Ferndale

State WA Zip Code 98248 Phone # 360 510 6890

Email jess@nrcountrylandscape.com

➤ Agent Authorization is required for an Agent acting on a property owner's behalf

Property Information

Site Address: 8254 Sehome Rd, Blaine, WA 98248

Parcel (Geo ID) Number: 405123 146212 0000 150456

Subdivision Name / Div./Block/Lot (if known): Birch Bay Village div 2 lot 1

Existing Improvements on site (buildings/wells, septic, etc.):

residential single family home,

Parcel size: 12,817 in acres (sq. ft.) (If less than one acre please provide square footage)

Gate Code etc. (if needed for access): _____

Contact required before staff access? (gate, livestock, dogs, etc.) ☒ Yes ☐ No

Please call to confirm

Narrative / Detailed Project Description (attach additional sheets if needed):

see attached narrative + engineering

Preliminary Stormwater Information (additional information in our [Stormwater Guide](#))

Total Area of Involved Parcel(s) Impervious Areas (areas not easily penetrated by water)		12817	sq. ft
	Existing:	2015	sq. ft
	Total After Project:	2065	sq. ft
	Est Net Change (+/-):	~50	sq. ft
Stormwater Report or Plan already approved by Whatcom County? ☐ Yes ☐ No (If yes, please include with application submittal)			

Water & Sanitary Services

Drinking Water	☐ Proposed Well	☒ Public Water	☐ Rain Water
	☐ Existing Well	☐ Surface Water	
Name of Public Water System (if applicable)	BBV		
On-Site Sewage System (OSS)?	☐ Proposed ☒ Existing ☐ None		
Sewer? If Yes, Name of Sewer Utility	☒ Yes ☐ No BBV		

Driveway Access and Utility Connection

Proposed work within the County Right-of-Way? If Yes, please describe (driveway connecting to road right-of-way, connection to utilities, culverts, etc.)	☐ Yes ☒ No Golf course access BBV
--	---

Disclaimer

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application, all supplemental applications, and all information submitted herewith is true, complete, and correct.

Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment (or guarantee payment on behalf of the client I am representing, noted on the attached [Agent Authorization](#) Form) of the fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule.

I acknowledge that by submitting an application to the County, I consent to entry upon the site by the County during business hours from the date of application to the date of final action by the County in order to verify information provided and work in accordance with any approved plans. [WCC 22.05.014\(3\)](#)

I understand that this form will be submitted electronically and typing my name on the line below will qualify as a signature for purposes of the above certification.

Agent or Owner Signature

Date

7/28/26

Agent or Owner Signature

Date



WHATCOM COUNTY WASHINGTON

Planning & Development Services

5280 Northwest Drive
Bellingham, WA 98226
360-778-5900

Residential Building Permit Supplemental Application

One Structure per Permit

<u>For Administration Use</u>	Received:
Permit Number: _____	
Deposit Amount: _____	

- This application type is intended for Single-Family Residences, Detached Accessory Structures, and Duplexes.

Contractor Name North County Landscape Co

Business Name "

License # NORTHCL810R3

Mailing Address 2617 Delta Ring Rd

City Ferndale **State** WA **Zip Code** 98248

Phone 360 510 6890 **Email** jess@nccountylandscape.com

- The [Owner/Contractor Statement of Understanding](#) is required for property owners performing their own construction without a third-party contractor.

Project and Structure Description

Please select a project description:

☒ New	☐ Addition	☐ Remodel	☒ Repair
---	-----------------------------------	----------------------------------	--

Please select all structure descriptions that apply:

☐ Single-Family Residence	☐ Detached Structure
☐ Duplex	☐ Barn
☐ Garage	☐ Pool
☐ Deck	☒ Retaining Wall
☐ Carport	☐ Shop
☐ Dock	☐ Other:

Valuation (cost of completed project, less value of land): \$ 40,000

Proposed Square Footages

(measured to outside wall):

Basement	sq. ft.	Carport	sq. ft.
Main Floor	sq. ft.	Covered Deck/Porch	sq. ft.
Second Floor	sq. ft.	Deck/Porch	sq. ft.
Garage	sq. ft.	Other	~ 200 sq. ft.
Basement Type	☐ Heated ☐ Unheated	Total Square Feet	~ 200 sq. ft.

retaining full wall
50 lin ft,
6 ft max
exposed height
(Replacement)

Heat Source (primary fuel source for Heat / Hot Water)

N/A

Heating:	☐ Natural Gas	☐ Propane	☐ Electric
	☐ Oil	☐ Geothermal	☐ Other
Hot Water:	☐ Natural Gas	☐ Propane	☐ Electric
	☐ Oil	☐ Geothermal	☐ Other

Fill, Excavation, and Clearing**Fill** - The deposit of earth material by artificial means

Fill Calculations	Estimated Volume length x width x depth (ft ³)	Total Cubic Yards volume ft ³ / 27
Septic		
Driveway/Road/Parking		
Building Site		
Other		20yds + 38yds 6yds
Material Source (specify location): VanBoven Topsoil		Total CY: 64yds

6y mulch
20y topsoil
38y gravel

Excavation - The mechanical removal of earth materials. Earth material is any rock, natural soil, fill, or any combination thereof

Excavation Calculations	Estimated Volume length x width x depth (ft ³)	Total Cubic Yards volume ft ³ / 27
Septic		
Driveway/Road/Parking		
Building Site		20yds
Other		
Material Destination (specify location): disposal (NCLC, RDS)		Total CY: 20yds

Clearing/Conversion - The destruction of vegetation by manual, mechanical, or chemical methods resulting in exposed soils

Clearing/Conversion (in acres)	
Area to be Cleared or Grubbed:	
Area of Tree Clearing: la minor shrub removal to clear work area	
Timber Use (in %)	
Personal Use:	Burn:
Sell:	Give Away: disposal, chip, NCLC 100%
FPA Number if applicable:	

- If your project includes any tree cutting, a Forest Practices Application / Notification may be required. For questions related to permit requirements, contact the Washington Department of Natural Resources (DNR) at 360-856-3500.



Retaining Wall Install Redi-Rock Retaining Wall Installation — South Side of Residence
Scope of Work: 8254 Sehome Road, Blaine, WA 98230

North County Landscape Co. will furnish labor, equipment, and materials necessary to remove an existing failing retaining wall and install a new Redi-Rock segmental retaining wall system and new deck footings along the south side of the residence. All work will be performed in accordance with approved engineering design review and permitting.

Site Preparation & Access

Utilize preliminary approved access through adjacent golf course property for staging materials and equipment as authorized. Mobilize equipment and materials to designated staging areas while minimizing disturbance to surrounding property. Establish safe work zone and protect surrounding structures and landscape features during construction operations.

Plant & Stump Removal

Remove shrubs and vegetation located within the proposed retaining wall alignment. Excavate and remove stump material to allow proper wall base preparation. Remove roots and organic material interfering with wall installation. Load, haul, and properly dispose of removed vegetation and stump debris.

Deck Protection & Temporary Shoring

Install temporary shoring to support adjacent deck structure during retaining wall construction. Shore deck as required to prevent movement or settling during excavation and wall installation. Maintain temporary support systems throughout construction process until wall installation is complete. Remove temporary shoring following completion of wall installation and backfill operations.

Existing Wall Removal

Remove existing failing retaining wall along south side of residence. Remove associated posts, timbers, and structural materials. Remove remaining fasteners and buried components as necessary. Haul away and dispose of all demolition materials off-site.

Excavation & Base Preparation

Excavate soil along designated wall alignment to required depth and width to accommodate wall base and drainage system. Excavate base trench to an approximate depth of 6–8 inches, or as required by engineered specifications. Remove unsuitable soil materials as necessary to create stable subgrade conditions. Install and compact crushed gravel base material to provide stable foundation for Redi-Rock wall system. Verify base elevation and alignment prior to wall installation.



Redi-Rock Wall Installation

Install approximately 50 linear feet of Redi-Rock retaining wall along the south side of the residence.

Wall Configuration

Total wall length: Approximately 50 linear feet

Maximum wall height: Approximately 6 feet at center section

Wall height to taper gradually at both ends to match existing grade transitions.

Set first course of Redi-Rock blocks level on prepared compacted base. Install subsequent courses of block according to manufacturer specifications and engineered design.

Maintain proper alignment, level, and batter throughout installation. Adjust block placement as required to maintain consistent wall appearance and structural integrity.

Drainage System Installation

Install drainage system behind retaining wall as specified by engineered plans. Install approved drain rock behind wall structure to promote proper water movement. Install filter fabric to separate native soil from drainage materials. Install perforated drainpipe at base of wall where required. Provide outlet for drainage system as specified by engineering requirements.

Backfill Operations

Backfill wall with approved material in controlled lifts. Compact backfill material in layers to promote structural stability and reduce settlement. Grade top of wall area to establish smooth transition into surrounding landscape areas.

Temporary Plant Removal & Reinstallation – Golf Course Side

Carefully remove plants located along hillside near golf course as necessary to allow construction access. Temporarily store removed plant material in protected area during construction. Reinstall salvaged plants following completion of wall installation. We will install new mulch in the hillside area that was disturbed. Water plants at time of reinstallation to promote recovery.

Lawn Restoration — Golf Course Side

Restore lawn areas disturbed during construction operations along golf course side. Regrade disturbed soil surfaces to match surrounding lawn elevations. Prepare soil surface for turf restoration. Restore lawn areas using appropriate seeding or turf repair methods to match existing turf conditions.

Deck Footing Installation — Post Support Layout & Excavation

Layout locations for new deck footings based on existing deck post locations. Excavate footing holes to accommodate installation of concrete sonotube forms. Excavation to be



approximately 16 inches in diameter and 24 inches in depth, unless otherwise required by engineering or site conditions. Remove loose soil and debris from footing excavation areas to prepare for concrete placement.

Sonotube & Concrete Footing Installation

Furnish and install 16-inch diameter sonotube forms at designated footing locations. Set forms plumb and at proper elevation to support existing deck structure. Furnish and place concrete within sonotube forms to create solid structural footings. Finish concrete surface to allow proper connection of post hardware. Allow concrete to cure adequately prior to attachment of structural components.

Post Attachment

Reuse existing deck posts. Furnish and install Simpson Strong-Tie post base connectors to secure existing posts to newly installed concrete footings. Attach deck posts to concrete footings using manufacturer-approved hardware and fasteners. Ensure posts are properly aligned and secured to provide stable deck support.

Final Grading & Cleanup

Remove excess materials, soil, and debris from jobsite. Verify deck posts are properly supported and aligned after installation.

Restore disturbed areas adjacent to construction zone as practical. Clean surrounding surfaces impacted by construction operations. Perform final inspection to verify installation meets engineering requirements.

Engineering Compliance

All retaining wall installation work will be performed in accordance with approved engineered plans and specifications.

Golf Course Access

Continued access through golf course property is subject to ongoing approval and coordination with property management.

Unforeseen Conditions

Additional costs may apply if unsuitable soils, buried debris, groundwater, or unknown structural conditions are encountered during excavation.

NORTH COUNTY

LANDSCAPE CO.



Retaining Wall Install

8254 Sephoris Road Blaine, WA 98226



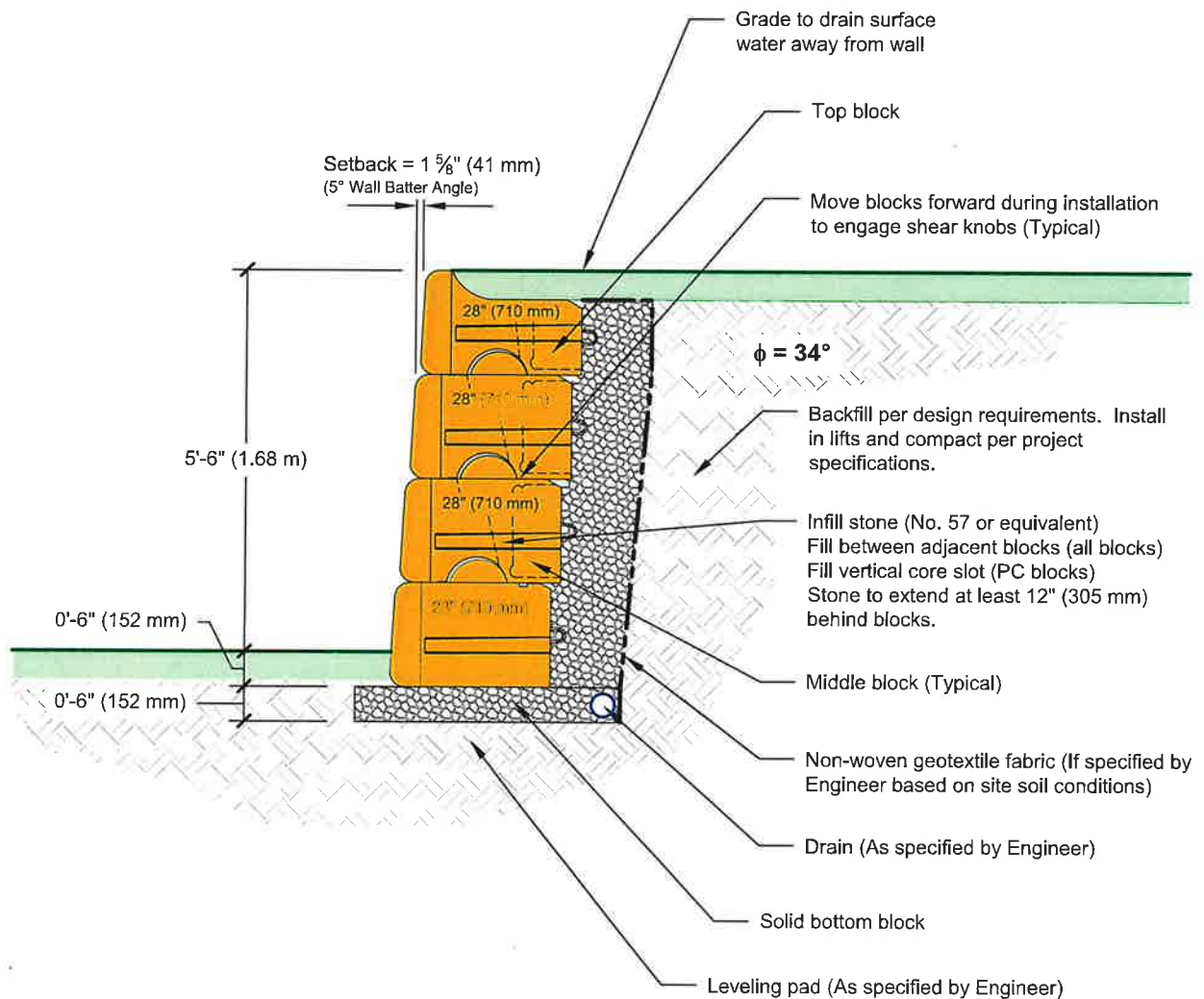
$\phi = 34^\circ$ | DENSE WELL-GRADED SAND or SAND AND GRAVEL

LOAD CONDITION A | NO LIVE LOAD SURCHARGE, NO BACK SLOPE, NO TOE SLOPE

4 BLOCK HIGH SECTION

(4) 28" (710 mm) Blocks

PRELIMINARY
Professional Engineering Design
Required for Construction



This drawing is for reference only. Determination of the suitability and/or manner of use of any details contained in this document is the sole responsibility of the design engineer of record. Final project designs, including all construction details, shall be prepared by a licensed professional engineer using the actual conditions of the proposed site. Final wall design must address both internal and external drainage and all modes of wall stability.

DRAWN BY: C. Kruger

APPROVED BY: J. Johnson

DATE: June 4, 2015

SHEET: 1 of 1

TITLE:

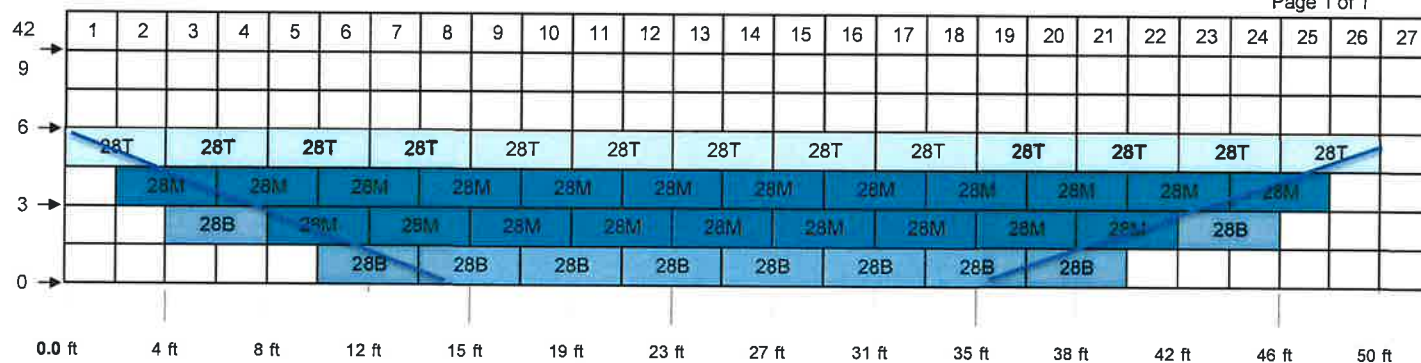
Preliminary Wall Section

Dense Well-Graded Sand or Sand and Gravel, $\phi = 34^\circ$
No Live Load Surcharge, No Back Slope, No Toe Slope

FILE: A_34_B_28_72_cad.dwg

REDI-ROCK

05481 US 31 SOUTH, CHARLEVOIX, MI 49720
(866) 222-8400 ext 3010 • engineering@redi-rock.com
www.redi-rock.com



Redi-Rock Wall Sketcher

Job Name	Jeen	Summary:		Retaining:	Free-Standing:	Project Notes: Texture Confirmed:
Company/Person	North County Landscape	Full blocks	44	Full blocks	0	
	Russell Jeffcoat	Half blocks	0	6" Cap	0	
		End blocks	0	Half blocks	0	
		2' x 4' x 7" Step	0	Corner blocks	0	
Telephone	360-510-6890	Square Feet	253	Square Feet	0	
		Retaining Wall Blocks	44	Freestanding Wall Blocks	0	Total Square feet 253
		Steps & Caps	0.0	Columns	0	
		Total Blocks	44			

Retaining Series Legend

41" BLOCKS

M	41" Middle	0
HM	41" Half Middle	0
B	41" Bottom	0
HB	41" Half Bottom	0
HC	41" HC Middle	0

60" BLOCKS

60M	60" Middle	0
60HM	60" Half Middle	0
60B	60" Bottom	0
60HB	60" Half Bottom	0

28" BLOCKS

28T	28" Top	13
28HT	28" Half Top	0
28M	28" Middle	21
28HM	28" Half Middle	0
28B	28" Bottom	10
28HB	28" Half Bottom	0

GRID BLOCK COUNT

	Blks	Ft./Block	Total Ft.	Rolls of Grid	Tubes
24XT + 12'	0	31	0	0	0
24XT + 10'	0	29	0	0	0
24XT	0	19	0	0	0

Column Series Legend

C	Column	0
EG	End Column	0
LC	Line Column	0
CC	Corner Column	0
	Gate Column	0
[CAP]	Column Cap	0

Free-Standing Series Legend:

HC	Hollow Core	0
VR Top	Variable FS Top	0
FM	FS Middle	0
VR Mid	Variable FS Midd	0
FB	FS Bottom	0
VR Bot	Variable FS Bottc	0

CORNER BLOCKS

GC	Garden Corner	0
HGC	Half Garden Corner	0
FC	Flat Corner	0
HFC	Half Flat Corner	0
MC	Middle Corner	0
HMC	Half Middle Corner	0

JOB NAME: North County Land. - Jee ADDRESS: Sehome Rd. Load: _____
 CONTACT PERSON: Russell Jeffcoat Blaine, Wa. Time: _____
 TEL. NUMBER: 360-510-6890 Date: 4/14/2026

North County Land. - Jeen

FACE:

Cobblestone

Sheet No : 1

BLOCK ORDER SHEET

Block Type	Price	Quantity	Sketcher Codes	This Load	Left to Ship
RETAINING SERIES Cobblestone					
1124 R-PCTop 1167 lbs.		13	28T		13
1228 R-PCMiddle 1519 lbs.		21	28M		21
1328 R-PCBottom 1622 lbs.		10	28B		10

Blocks on Order = 44
 45,000 Loads =
 Price =

Blocks on Shipment = -
 Remaining to Ship = 44
 Shipment No : 1

Shipment Received by:

Weight this Load =

Loaded by:

Boom Truck w/Trailer ▼

45,000

Date

WE PROPOSE hereby to furnish material complete and in accordance with above specifications, for the sum listed above. Total cost includes stated quantities only. Any additional quantities will be billed at prices as stated above.

Authorized Signature _____
 Date: _____

Authorized Signature _____
 Date: _____



ESTIMATE

Date: April 14, 2026
Expiration Date: May 14, 2026

To: North County Landscaping
Russell Jeffcoat
360-510-6890

Cobblestone Texture



Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Rick Heeringa	Jeen	Bode's	SEE BELOW	TBD	See Below	
Qty	Item #	Description	Unit Price	Weight	Line Total	
		RETAINING				
13	1124	28" PC-Top	97.50	15,600	1,267.50	
21	1228	28" PC-Middle	97.50	31,710	2,047.50	
10	1328	28" PC-Bottom	97.50	16,300	975.00	
		Freight				
2	Loads	Freight Estimate - 2 hours @ \$195.00/hour	390.00		780.00	
	48,500	lbs. per load				
Total Weight				63,610		

Quotation prepared by: Rick Heeringa

This is an estimate on the goods named, and is subject to the conditions noted below:
This estimate is valid for thirty days.
Payment Terms: 50% Down payment before start of project, remainder after half the project is complete.
ACTUAL BLOCK COUNT AND TRUCKING WILL PREVAIL.
This estimate is based on the attached section view. All retaining walls are to be engineered for site specific conditions.

ALL TEXTURES COME IN CONCRETE GRAY COLOR

To accept this quotation, sign here and return: _____

Subtotal \$ 5,070.00
8.8% Sales Tax - 3737 Resale
Total \$ 5,070.00

Square feet 265
\$/Sf 19.13

We appreciate the opportunity to bid on this project.



ESTIMATE

Date: April 14, 2026
Expiration Date: May 14, 2026

To: North County Landscaping
Russell Jeffcoat
360-510-6890

Ledgestone Texture



Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Rick Heeringa	Jeen	Bode's	SEE BELOW	TBD	See Below	
Qty	Item #	Description	Unit Price	Weight	Line Total	
		RETAINING				
13	1124	28" PC-Top	107.50	15,600	1,397.50	
21	1228	28" PC-Middle	107.50	31,710	2,257.50	
10	1328	28" PC-Bottom	107.50	16,300	1,075.00	
		Freight				
2	Loads	Freight Estimate - 2 hours @ \$195.00/hour	390.00		780.00	
	45000	lbs. per load				
Total Weight				63,610		

Quotation prepared by: Rick Heeringa

This is an estimate on the goods named, and is subject to the conditions noted below:
This estimate is valid for thirty days.
Payment Terms: 50% Down payment before start of project, remainder after half the project is complete.
ACTUAL BLOCK COUNT AND TRUCKING WILL PREVAIL.
This estimate is based on the attached section view. All retaining walls are to be engineered for site specific conditions.

ALL TEXTURES COME IN CONCRETE GRAY COLOR

To accept this quotation, sign here and return: _____

Subtotal	\$	5,510.00
8.8% Sales Tax - 3737		Resale
Total	\$	5,510.00

Square feet	265
\$/Sf	20.79

We appreciate the opportunity to bid on this project.

Structural Calculations

Yorkson Redi-Rock Wall

8254 Sehome Rd

Blaine, WA

6/19/2026

<u>Page(s)</u>	<u>Contents</u>
2	Reference Codes & Standards
3-8	Structural Analysis

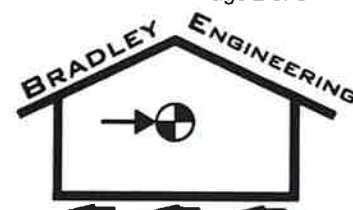


The engineers seal and signature above indicates that the engineer of record assumes full responsibility for the subject structure. Structural drawings S1 through S2 have been signed and sealed by the engineer of record and represents a required element of the building specifications. This structure was engineered per the 2021 IBC requirements.

Notes, Disclaimers:

- Bradley Engineering, Inc. takes no responsibility for items not specifically addressed within this report set.
- This report is valid only for the specific project shown above and herein.

BRADLEY
ENGINEERING, INC.
811 Yew St.
Bellingham, WA 98229
Ph. (360) 752-5795



REFERENCE CODES & STANDARDS

- International Residential Code, IRC 2021
- Washington State Building Code, SBC 2021
- National Design Specification for Wood Construction, ACW NDS 2018
- Special Design Provisions for Wind and Seismic, AWC SDPWS 2021
- Building Code Requirements for Structural Concrete, ACI 318-19
- Minimum Design Loads for Buildings and Other Structures, ASCE 7-16

TABLE 1: LATERAL DESIGN CRITERIA

Design Parameter	Value	Source
Seismic Design Category	D1	IBC 1613
Risk Category	II	IBC Table 1604.5
Wind Exposure Category	B	IBC 1609.4.3
Basic Wind Speed	110 mph	IBC Figure 1609.3(1)
Design Wind Load	16.00 psf	ASCE 7-16 28.6-1

TABLE 2: VERTICAL DESIGN CRITERIA

Load Source	Live Load	Dead Load
Roof Diaphragm	20 psf	15 psf
Floor Diaphragm	40 psf	12 psf
Decks & Balconies	60 psf	10 psf
Ground Snow Load	25 psf	-
Roof Snow Load	25 psf	-
Exterior Wall	-	12 psf
Interior Wall	-	10 psf
Interior Partition	-	8 psf

TABLE 3: DEFLECTION LIMITS

Structural Member	Live	Snow	Live + Dead
Roof (plaster ceiling)	L/360	L/360	L/240
Roof (non-plaster ceiling)	L/240	L/240	L/180
Roof (not supporting ceiling)	L/180	L/180	L/120
Floor Members	L/360	-	L/240
Horizontal Deflection (any case)	-	-	L/200
Farm Buildings & Greenhouses	-	-	L/180
Long Spans (>20 feet)	-	-	L/480
Sliding Glass Doors	-	-	L/600

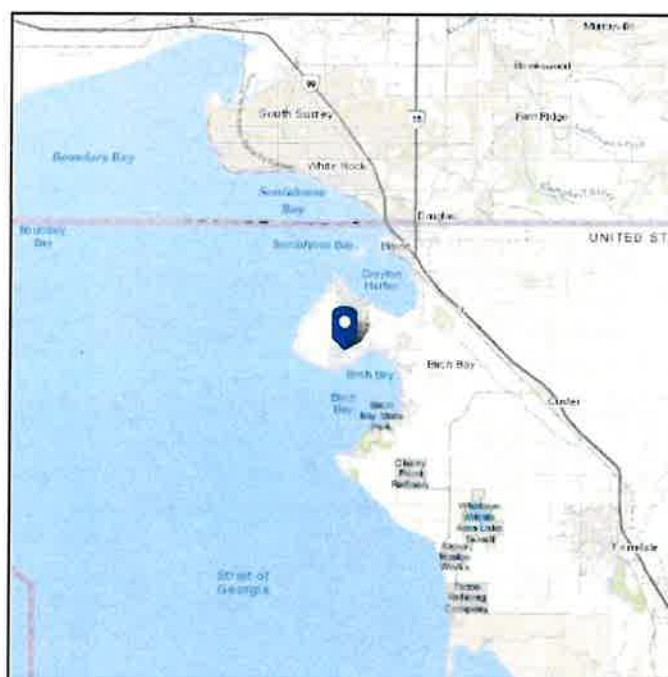
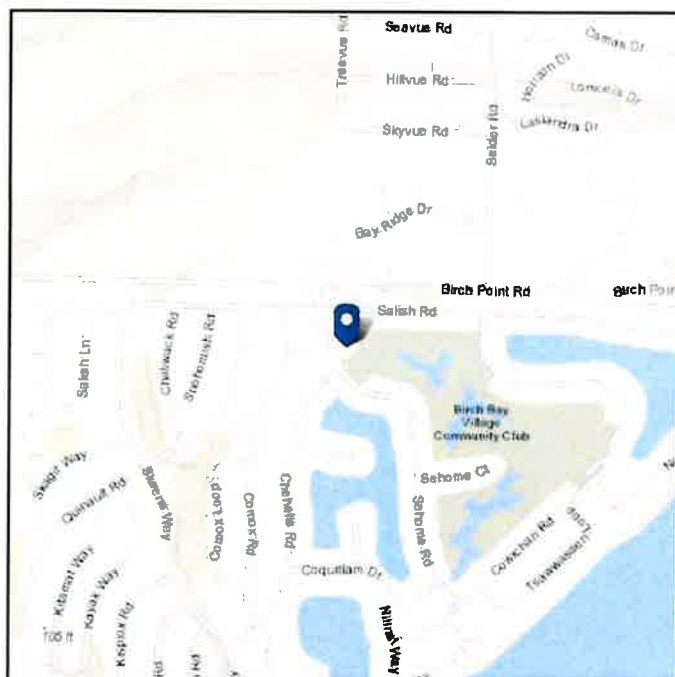


ASCE Hazards Report

Address:
8254 Sehome Rd
Blaine, Washington
98230

Standard: ASCE/SEI 7-16
Risk Category: I
Soil Class: D - Default (see
Section 11.4.3)

Latitude: 48.94229
Longitude: -122.786406
Elevation: 33.82756436660276 ft
(NAVD 88)



Wind

Results:

Wind Speed	92 Vmph
10-year MRI	67 Vmph
25-year MRI	73 Vmph
50-year MRI	78 Vmph
100-year MRI	83 Vmph

Data Source: ASCE/SEI 7-16, Fig. 26.5-1A and Figs. CC.2-1–CC.2-4, and Section 26.5.2
Date Accessed: Fri Jun 19 2026

Value provided is 3-second gust wind speeds at 33 ft above ground for Exposure C Category, based on linear interpolation between contours. Wind speeds are interpolated in accordance with the 7-16 Standard. Wind speeds correspond to approximately a 15% probability of exceedance in 50 years (annual exceedance probability = 0.00333, MRI = 300 years).

Site is not in a hurricane-prone region as defined in ASCE/SEI 7-16 Section 26.2.



Seismic

Site Soil Class: D - Default (see Section 11.4.3)

Results:

S_S :	1.018	S_{D1} :	N/A
S_1 :	0.357	T_L :	16
F_a :	1.2	PGA :	0.437
F_v :	N/A	PGA_M :	0.525
S_{MS} :	1.222	F_{PGA} :	1.2
S_{M1} :	N/A	I_e :	1
S_{DS} :	0.815	C_v :	1.304

Ground motion hazard analysis may be required. See ASCE/SEI 7-16 Section 11.4.8.

Data Accessed: Fri Jun 19 2026

Date Source: [USGS Seismic Design Maps](#)

The ASCE Hazard Tool is provided for your convenience, for informational purposes only, and is provided "as is" and without warranties of any kind. The location data included herein has been obtained from information developed, produced, and maintained by third party providers; or has been extrapolated from maps incorporated in the ASCE standard. While ASCE has made every effort to use data obtained from reliable sources or methodologies, ASCE does not make any representations or warranties as to the accuracy, completeness, reliability, currency, or quality of any data provided herein. Any third-party links provided by this Tool should not be construed as an endorsement, affiliation, relationship, or sponsorship of such third-party content by or from ASCE.

ASCE does not intend, nor should anyone interpret, the results provided by this Tool to replace the sound judgment of a competent professional, having knowledge and experience in the appropriate field(s) of practice, nor to substitute for the standard of care required of such professionals in interpreting and applying the contents of this Tool or the ASCE standard.

In using this Tool, you expressly assume all risks associated with your use. Under no circumstances shall ASCE or its officers, directors, employees, members, affiliates, or agents be liable to you or any other person for any direct, indirect, special, incidental, or consequential damages arising from or related to your use of, or reliance on, the Tool or any information obtained therein. To the fullest extent permitted by law, you agree to release and hold harmless ASCE from any and all liability of any nature arising out of or resulting from any use of data provided by the ASCE Hazard Tool.

Analysis of Redi Rock wall

Input data

Project

Task : Yorkson Redi-Rock
Description : 6' Redi-Rock Wall
Date : 6/19/2026

Settings

(input for current task)

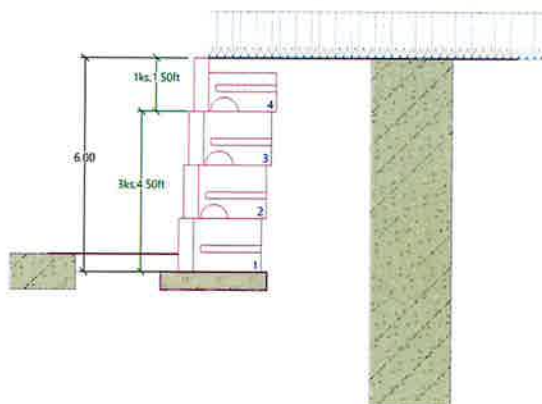
Wall analysis

Active earth pressure calculation :	Coulomb
Passive earth pressure calculation :	Caquot-Kerisel
Earthquake analysis :	Mononobe-Okabe
Shape of earth wedge :	Calculate as skew
Allowable eccentricity :	0.333
Internal stability :	Standard - straight slip surface
Reduction coeff. of contact first block - base :	1.00
Verification methodology :	Safety factors (ASD)

Geometry

Name : Geometry

Stage - analysis : 1 - 0



Base

Geometry

Upper setback $a_1 = 0.50$ ft
Lower setback $a_2 = 0.50$ ft
Height $h = 0.50$ ft
Width $b = 3.00$ ft

Material

Soil creating foundation - Well graded gravel (GW), medium dense

Basic soil parameters

No.	Name	Pattern	Φ_{ef} [°]	C_{ef} [psf]	γ [pcf]	γ_{su} [pcf]	δ [°]
1	Well graded gravel (GW), medium dense		38.50	0.0	133.00	70.50	20.00
2	Silty sand (SM)		28.00	100.0	115.00	52.50	15.00

All soils are considered as cohesionless for at rest pressure analysis.

Geological profile and assigned soils

No.	Thickness of layer t [ft]	Depth z [ft]	Assigned soil	Pattern
1		- 0.00 .. ∞	Silty sand (SM)	

Terrain profile

Terrain behind the structure is flat.

Water influence

Ground water table is located below the structure.

Input surface surcharges

No.	Surcharge new	Surcharge change	Action	Mag.1 [lb/ft²]	Mag.2 [lb/ft²]	Ord.x x [ft]	Length l [ft]	Depth z [ft]
1	Yes		permanent	100.0				on terrain

No.	Name
1	Vehicle

Resistance on front face of the structure

Resistance on front face of the structure: passive

Soil on front face of the structure - Silty sand (SM)

Angle of friction struc.-soil $\delta = 0.00^\circ$

Soil thickness in front of structure $h = 1.00$ ft

Terrain in front of structure is flat.

Settings of the stage of construction

Design situation : permanent

Verification No. 1 (Stage of construction 1)

Forces acting on construction

Name	F_{hor} [lb/ft]	App.Pt. z [ft]	F_{vert} [lb/ft]	App.Pt. x [ft]	Design coefficient
Weight - wall	0.0	-3.02	1787.6	1.82	1.000
FF resistance	-499.5	-0.45	0.4	0.25	1.000
Weight - earth wedge	0.0	-0.58	2.3	2.90	1.000
Weight - earth wedge	0.0	-6.29	85.8	2.22	1.000
Active pressure	211.4	-0.96	113.9	2.94	1.000
Vehicle	108.6	-1.83	74.0	3.07	1.000
Vehicle	0.0	-6.50	166.6	2.16	1.000

Verification of complete wall

Check for overturning stability

Resisting moment $M_{res} = 4368.6 \text{ lbfft/ft}$
Overturning moment $M_{ovr} = 179.9 \text{ lbfft/ft}$

Safety factor = 24.29 > 1.50

Wall for overturning is SATISFACTORY

Check for slip

Resisting horizontal force $H_{res} = 1486.13 \text{ lbf/ft}$
Active horizontal force $H_{act} = -179.42 \text{ lbf/ft}$

Safety factor = 1000.00 > 1.00

Wall for slip is SATISFACTORY

Overall check - WALL is SATISFACTORY

Dimensioning No. 1 (Stage of construction 1)

Forces acting on construction

Name	F_{hor} [lbf/ft]	App.Pt. z [ft]	F_{vert} [lbf/ft]	App.Pt. x [ft]	Design coefficient
Weight - wall	0.0	-2.87	1588.1	1.36	1.000
Weight - earth wedge	0.0	-5.79	85.8	1.72	1.000
Active pressure	122.1	-0.91	21.2	2.42	1.000
Vehicle	91.1	-1.62	56.5	2.60	1.000
Vehicle	0.0	-6.00	166.6	1.66	1.000

Verification of most stressed block No. 1

Check for overturning stability

Resisting moment $M_{res} = 2778.6 \text{ lbfft/ft}$
Overturning moment $M_{ovr} = 258.7 \text{ lbfft/ft}$

Safety factor = 10.74 > 1.50

Joint for overturning stability is SATISFACTORY

Check for slip

Resisting horizontal force $H_{res} = 1525.87 \text{ lbf/ft}$
Active horizontal force $H_{act} = 213.22 \text{ lbf/ft}$

Safety factor = 7.16 > 1.00

Joint for verification is SATISFACTORY

RE: Yorkson Jeen 8254 Sehome Rd Project Application

From Jess Oman <Jess@ncountylandscape.com>

Date Mon 8/10/2026 12:53 PM

To Amy Ashby <Amy@bbvcc.com>

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

Thank you, Amy!

I will plan to schedule myself, or the estimator for this job to attend the meeting and request the easement.

The drainage for the wall will not tie into the existing stormwater system. The way that the wall is set up currently, and nearby walls that we installed, we will construct 4" drainage behind the wall and this will disperse into the hillside as it always has. There should be no additional, and in fact, less water encroaching on the BBV property.

Regarding the mitigation, it is within the project plans to replant/transplant the hillside, as well as re-mulching that whole area. Any other disturbed areas will be re-topsoiled and hydroseeded.

The whole project area will be left better than when we started the project.

We are waiting to receive the permit from the city, but it is in progress and I will send that along as soon as they have it for us. We are not planning to begin any construction of the wall until everything has been approved.

Appreciate you!

Jess Oman

Install Division Project Coordinator/Permitting

T: (360) 510-6890 x 109

E: jess@ncountylandscape.com

<http://www.ncountylandscape.com>

2617 Delta Ring Rd | Ferndale, WA 98248



NORTH COUNTY
LANDSCAPE CO.

From: Amy Ashby <Amy@bbvcc.com>

Sent: Monday, August 10, 2026 12:15 PM

To: Jess Oman <Jess@ncountylandscape.com>

Subject: Re: Yorkson Jeen 8254 Sehome Rd Project Application

Hi,

The easement will be part of the hearing so it would be really good if you could come or someone from your company but also the homeowner. The committee wants to know how you will or if you will tie into



WHATCOM COUNTY WASHINGTON

Planning & Development Services

5280 Northwest Drive
Bellingham, WA 98226
360-778-5900

Whatcom County Planning & Development Services Master Application

<u>For Administration Use</u> Application Number(s): 	Received:
---	-------------------------------

This application is intended for all Land Use, Natural Resources, or Building Application and **must be submitted with a Supplemental Application** when indicated on the Application Checklist. Submit all required materials to ePermits@co.whatcom.wa.us

Previous Review (Land Use Checklist, Pre-Application, Site Plan Review, Administrative Use, etc.):

Property Owner Name Yorkson, Jean

Mailing Address 8254 Sehome Rd City Blaine

State WA Zip Code 98230 Phone # 507 313 0393

Email yorkson97@gmail.com

Agent/Contact Name NCLC

Mailing Address 2617 Delta Ring Rd City Ferndale

State WA Zip Code 98248 Phone # 360 510 6890

Email jess@nrcountrylandscape.com

➤ Agent Authorization is required for an Agent acting on a property owner's behalf

Property Information

Site Address: 8254 Sehome Rd, Blaine, WA 98248

Parcel (Geo ID) Number: 405123 146212 0000 150456

Subdivision Name / Div./Block/Lot (if known): Birch Bay Village div 2 lot 1

Existing Improvements on site (buildings/wells, septic, etc.):

residential single family home,

Parcel size: 12,817 in acres (sq. ft.) (If less than one acre please provide square footage)

Gate Code etc. (if needed for access): _____

Contact required before staff access? (gate, livestock, dogs, etc.) ☒ Yes ☐ No

Please call to confirm

Narrative / Detailed Project Description (attach additional sheets if needed):

see attached narrative + engineering

Preliminary Stormwater Information (additional information in our [Stormwater Guide](#))

Total Area of Involved Parcel(s) Impervious Areas (areas not easily penetrated by water)		12817	sq. ft
	Existing:	2015	sq. ft
	Total After Project:	2065	sq. ft
	Est Net Change (+/-):	~50	sq. ft
Stormwater Report or Plan already approved by Whatcom County? ☐ Yes ☐ No (If yes, please include with application submittal)			

Water & Sanitary Services

Drinking Water	☐ Proposed Well	☒ Public Water	☐ Rain Water
	☐ Existing Well	☐ Surface Water	
Name of Public Water System (if applicable)	BBV		
On-Site Sewage System (OSS)?	☐ Proposed ☒ Existing ☐ None		
Sewer? If Yes, Name of Sewer Utility	☒ Yes ☐ No BBV		

Driveway Access and Utility Connection

Proposed work within the County Right-of-Way? If Yes, please describe (driveway connecting to road right-of-way, connection to utilities, culverts, etc.)	☐ Yes ☒ No Golf course access BBV
--	---

Disclaimer

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application, all supplemental applications, and all information submitted herewith is true, complete, and correct.

Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment (or guarantee payment on behalf of the client I am representing, noted on the attached [Agent Authorization](#) Form) of the fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule.

I acknowledge that by submitting an application to the County, I consent to entry upon the site by the County during business hours from the date of application to the date of final action by the County in order to verify information provided and work in accordance with any approved plans. [WCC 22.05.014\(3\)](#)

I understand that this form will be submitted electronically and typing my name on the line below will qualify as a signature for purposes of the above certification.

Agent or Owner Signature

Date

7/28/26

Agent or Owner Signature

Date



WHATCOM COUNTY WASHINGTON

Planning & Development Services

5280 Northwest Drive
Bellingham, WA 98226
360-778-5900

Residential Building Permit Supplemental Application

One Structure per Permit

<u>For Administration Use</u>	Received:
Permit Number: _____	
Deposit Amount: _____	

- This application type is intended for Single-Family Residences, Detached Accessory Structures, and Duplexes.

Contractor Name North County Landscape Co

Business Name "

License # NORTHCL810R3

Mailing Address 2617 Delta Ring Rd

City Ferndale **State** WA **Zip Code** 98248

Phone 360 510 6890 **Email** jess@nccountylandscape.com

- The [Owner/Contractor Statement of Understanding](#) is required for property owners performing their own construction without a third-party contractor.

Project and Structure Description

Please select a project description:

☒ New	☐ Addition	☐ Remodel	☒ Repair
---	-----------------------------------	----------------------------------	--

Please select all structure descriptions that apply:

☐ Single-Family Residence	☐ Detached Structure
☐ Duplex	☐ Barn
☐ Garage	☐ Pool
☐ Deck	☒ Retaining Wall
☐ Carport	☐ Shop
☐ Dock	☐ Other:

Valuation (cost of completed project, less value of land): \$ 40,000

Proposed Square Footages

(measured to outside wall):

Basement	sq. ft.	Carport	sq. ft.
Main Floor	sq. ft.	Covered Deck/Porch	sq. ft.
Second Floor	sq. ft.	Deck/Porch	sq. ft.
Garage	sq. ft.	Other	~ 200 sq. ft.
Basement Type	☐ Heated ☐ Unheated	Total Square Feet	~ 200 sq. ft.

retaining full wall
50 lin ft,
6 ft max
exposed height
(Replacement)

Heat Source (primary fuel source for Heat / Hot Water)

N/A

Heating:	☐ Natural Gas	☐ Propane	☐ Electric
	☐ Oil	☐ Geothermal	☐ Other
Hot Water:	☐ Natural Gas	☐ Propane	☐ Electric
	☐ Oil	☐ Geothermal	☐ Other

Fill, Excavation, and Clearing**Fill** - The deposit of earth material by artificial means

Fill Calculations	Estimated Volume length x width x depth (ft ³)	Total Cubic Yards volume ft ³ / 27
Septic		
Driveway/Road/Parking		
Building Site		
Other		20yds + 38yds yds
Material Source (specify location): VanBoven Topsoil		Total CY: 64yds

64y muck
20y topsoil
38y gravel

Excavation - The mechanical removal of earth materials. Earth material is any rock, natural soil, fill, or any combination thereof

Excavation Calculations	Estimated Volume length x width x depth (ft ³)	Total Cubic Yards volume ft ³ / 27
Septic		
Driveway/Road/Parking		
Building Site		20yds
Other		
Material Destination (specify location): disposal (NCLC, RDS)		Total CY: 20yds

Clearing/Conversion - The destruction of vegetation by manual, mechanical, or chemical methods resulting in exposed soils

Clearing/Conversion (in acres)	
Area to be Cleared or Grubbed:	
Area of Tree Clearing: la minor shrub removal to clear work area	
Timber Use (in %)	
Personal Use:	Burn:
Sell:	Give Away: disposal, chip, NCLC 100%
FPA Number if applicable:	

- If your project includes any tree cutting, a Forest Practices Application / Notification may be required. For questions related to permit requirements, contact the Washington Department of Natural Resources (DNR) at 360-856-3500.



Retaining Wall Install Redi-Rock Retaining Wall Installation — South Side of Residence
Scope of Work: 8254 Sehome Road, Blaine, WA 98230

North County Landscape Co. will furnish labor, equipment, and materials necessary to remove an existing failing retaining wall and install a new Redi-Rock segmental retaining wall system and new deck footings along the south side of the residence. All work will be performed in accordance with approved engineering design review and permitting.

Site Preparation & Access

Utilize preliminary approved access through adjacent golf course property for staging materials and equipment as authorized. Mobilize equipment and materials to designated staging areas while minimizing disturbance to surrounding property. Establish safe work zone and protect surrounding structures and landscape features during construction operations.

Plant & Stump Removal

Remove shrubs and vegetation located within the proposed retaining wall alignment. Excavate and remove stump material to allow proper wall base preparation. Remove roots and organic material interfering with wall installation. Load, haul, and properly dispose of removed vegetation and stump debris.

Deck Protection & Temporary Shoring

Install temporary shoring to support adjacent deck structure during retaining wall construction. Shore deck as required to prevent movement or settling during excavation and wall installation. Maintain temporary support systems throughout construction process until wall installation is complete. Remove temporary shoring following completion of wall installation and backfill operations.

Existing Wall Removal

Remove existing failing retaining wall along south side of residence. Remove associated posts, timbers, and structural materials. Remove remaining fasteners and buried components as necessary. Haul away and dispose of all demolition materials off-site.

Excavation & Base Preparation

Excavate soil along designated wall alignment to required depth and width to accommodate wall base and drainage system. Excavate base trench to an approximate depth of 6–8 inches, or as required by engineered specifications. Remove unsuitable soil materials as necessary to create stable subgrade conditions. Install and compact crushed gravel base material to provide stable foundation for Redi-Rock wall system. Verify base elevation and alignment prior to wall installation.



Redi-Rock Wall Installation

Install approximately 50 linear feet of Redi-Rock retaining wall along the south side of the residence.

Wall Configuration

Total wall length: Approximately 50 linear feet

Maximum wall height: Approximately 6 feet at center section

Wall height to taper gradually at both ends to match existing grade transitions.

Set first course of Redi-Rock blocks level on prepared compacted base. Install subsequent courses of block according to manufacturer specifications and engineered design.

Maintain proper alignment, level, and batter throughout installation. Adjust block placement as required to maintain consistent wall appearance and structural integrity.

Drainage System Installation

Install drainage system behind retaining wall as specified by engineered plans. Install approved drain rock behind wall structure to promote proper water movement. Install filter fabric to separate native soil from drainage materials. Install perforated drainpipe at base of wall where required. Provide outlet for drainage system as specified by engineering requirements.

Backfill Operations

Backfill wall with approved material in controlled lifts. Compact backfill material in layers to promote structural stability and reduce settlement. Grade top of wall area to establish smooth transition into surrounding landscape areas.

Temporary Plant Removal & Reinstallation – Golf Course Side

Carefully remove plants located along hillside near golf course as necessary to allow construction access. Temporarily store removed plant material in protected area during construction. Reinstall salvaged plants following completion of wall installation. We will install new mulch in the hillside area that was disturbed. Water plants at time of reinstallation to promote recovery.

Lawn Restoration — Golf Course Side

Restore lawn areas disturbed during construction operations along golf course side.

Regrade disturbed soil surfaces to match surrounding lawn elevations. Prepare soil surface for turf restoration. Restore lawn areas using appropriate seeding or turf repair methods to match existing turf conditions.

Deck Footing Installation — Post Support Layout & Excavation

Layout locations for new deck footings based on existing deck post locations. Excavate footing holes to accommodate installation of concrete sonotube forms. Excavation to be



approximately 16 inches in diameter and 24 inches in depth, unless otherwise required by engineering or site conditions. Remove loose soil and debris from footing excavation areas to prepare for concrete placement.

Sonotube & Concrete Footing Installation

Furnish and install 16-inch diameter sonotube forms at designated footing locations. Set forms plumb and at proper elevation to support existing deck structure. Furnish and place concrete within sonotube forms to create solid structural footings. Finish concrete surface to allow proper connection of post hardware. Allow concrete to cure adequately prior to attachment of structural components.

Post Attachment

Reuse existing deck posts. Furnish and install Simpson Strong-Tie post base connectors to secure existing posts to newly installed concrete footings. Attach deck posts to concrete footings using manufacturer-approved hardware and fasteners. Ensure posts are properly aligned and secured to provide stable deck support.

Final Grading & Cleanup

Remove excess materials, soil, and debris from jobsite. Verify deck posts are properly supported and aligned after installation.

Restore disturbed areas adjacent to construction zone as practical. Clean surrounding surfaces impacted by construction operations. Perform final inspection to verify installation meets engineering requirements.

Engineering Compliance

All retaining wall installation work will be performed in accordance with approved engineered plans and specifications.

Golf Course Access

Continued access through golf course property is subject to ongoing approval and coordination with property management.

Unforeseen Conditions

Additional costs may apply if unsuitable soils, buried debris, groundwater, or unknown structural conditions are encountered during excavation.

NORTH COUNTY

LANDSCAPE CO.



Retaining Wall Install

8254 Sephoris Road Blaine, WA 98225



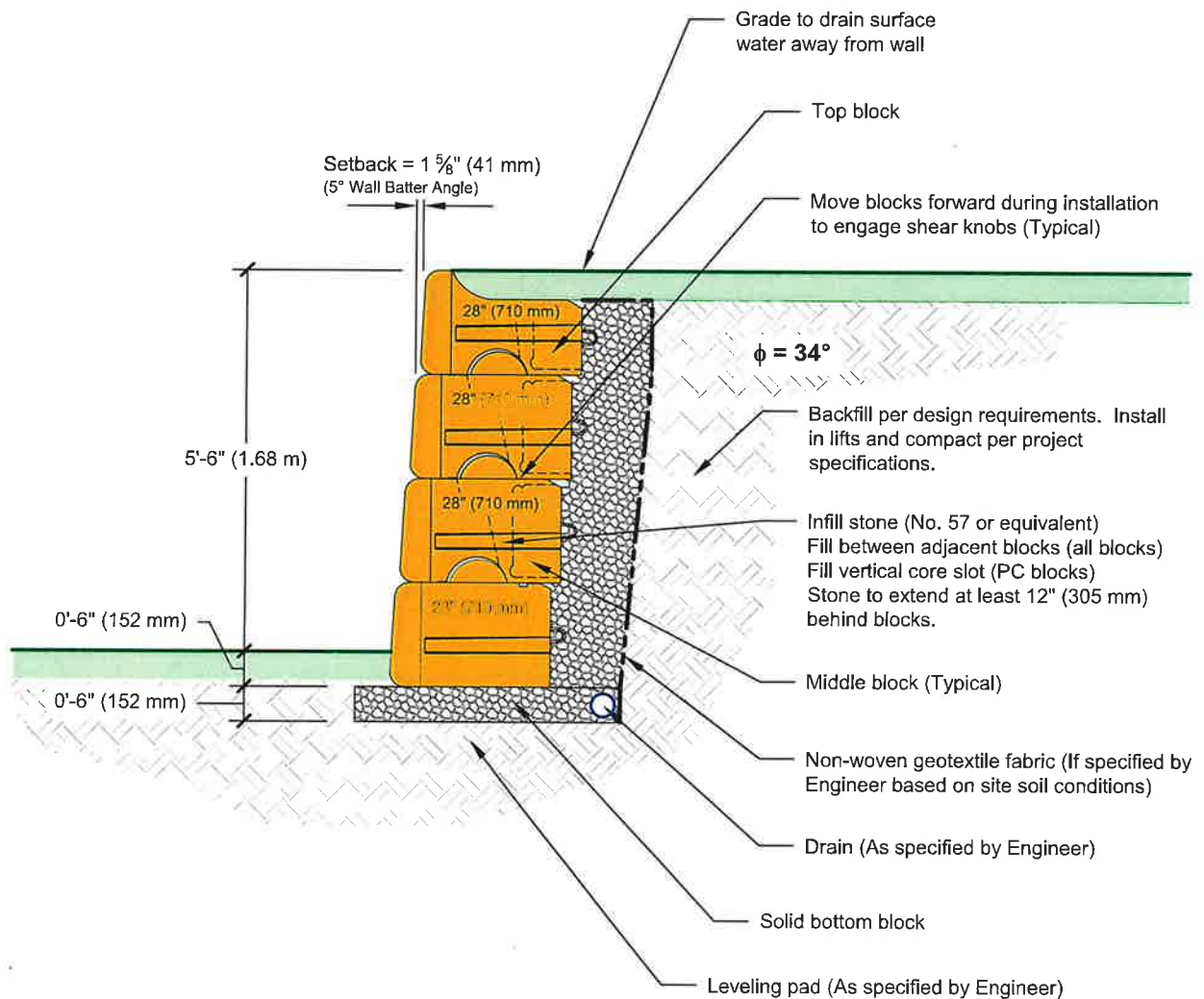
$\phi = 34^\circ$ | DENSE WELL-GRADED SAND or SAND AND GRAVEL

LOAD CONDITION A | NO LIVE LOAD SURCHARGE, NO BACK SLOPE, NO TOE SLOPE

4 BLOCK HIGH SECTION

(4) 28" (710 mm) Blocks

PRELIMINARY
Professional Engineering Design
Required for Construction



This drawing is for reference only. Determination of the suitability and/or manner of use of any details contained in this document is the sole responsibility of the design engineer of record. Final project designs, including all construction details, shall be prepared by a licensed professional engineer using the actual conditions of the proposed site. Final wall design must address both internal and external drainage and all modes of wall stability.

DRAWN BY: C. Kruger

APPROVED BY: J. Johnson

DATE: June 4, 2015

SHEET: 1 of 1

TITLE:

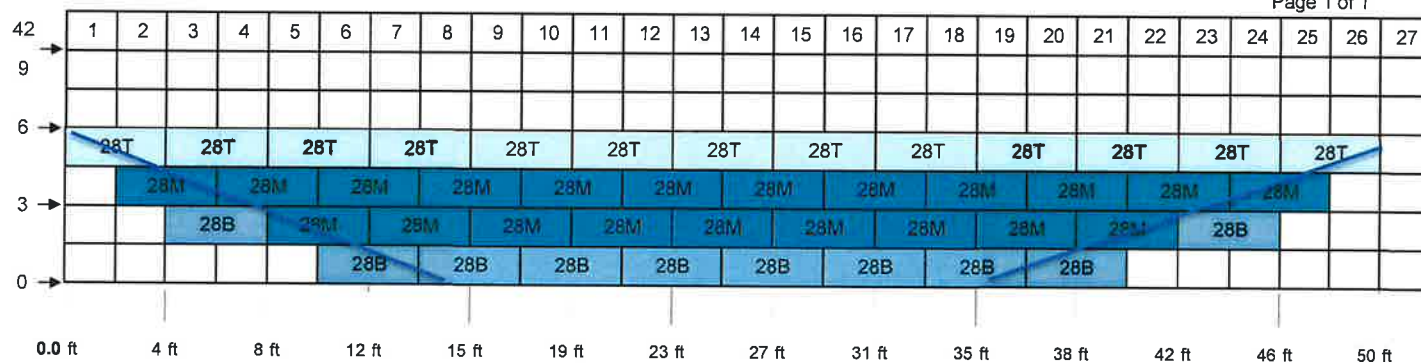
Preliminary Wall Section

Dense Well-Graded Sand or Sand and Gravel, $\phi = 34^\circ$
No Live Load Surcharge, No Back Slope, No Toe Slope

FILE: A_34_B_28_72_cad.dwg

REDI-ROCK

05481 US 31 SOUTH, CHARLEVOIX, MI 49720
(866) 222-8400 ext 3010 • engineering@redi-rock.com
www.redi-rock.com



Redi-Rock Wall Sketcher

Job Name	Jeen	Summary:		Retaining:	Free-Standing:	Project Notes: Texture Confirmed:
Company/Person	North County Landscape	Full blocks	44	Full blocks	0	
	Russell Jeffcoat	Half blocks	0	6" Cap	0	
		End blocks	0	Half blocks	0	
		2' x 4' x 7" Step	0	Corner blocks	0	
Telephone	360-510-6890	Square Feet	253	Square Feet	0	
		Retaining Wall Blocks	44	Freestanding Wall Blocks	0	Total Square feet 253
		Steps & Caps	0.0	Columns	0	
		Total Blocks	44			

Retaining Series Legend

41" BLOCKS

M	41" Middle	0
HM	41" Half Middle	0
B	41" Bottom	0
HB	41" Half Bottom	0
HC	41" HC Middle	0

60" BLOCKS

60M	60" Middle	0
60HM	60" Half Middle	0
60B	60" Bottom	0
60HB	60" Half Bottom	0

28" BLOCKS

28T	28" Top	13
28HT	28" Half Top	0
28M	28" Middle	21
28HM	28" Half Middle	0
28B	28" Bottom	10
28HB	28" Half Bottom	0

Accessories

P	Planter	0
HP	Half Planter	0
28PSM	Drain	0
	Half Drain	0
PP	Protruding Planter	0
CT	Curb Top	0

Grid Block Count

Grid	Blks	Ft./Block	Total Ft.	Rolls of Grid	Tubes
24XT x 12'	0	31	0	0	0
24XT x 10'	0	29	0	0	0
24XT	0	19	0	0	0

Column Series Legend

C	Column	0
EG	End Column	0
LC	Line Column	0
CC	Corner Column	0
	Gate Column	0
[CAP]	Column Cap	0

Free-Standing Series Legend:

HC	Hollow Core	0
VR Top	Variable FS Top	0
FM	FS Middle	0
VR Mid	Variable FS Midd	0
FB	FS Bottom	0
VR Bot	Variable FS Bottc	0

CORNER BLOCKS

GC	Garden Corner	0
HC	Half Garden Corner	0
FC	Flat Corner	0
HFC	Half Flat Corner	0
MC	Middle Corner	0
HMC	Half Middle Corner	0

JOB NAME: North County Land. - Jee ADDRESS: Sehome Rd. Load: _____
 CONTACT PERSON: Russell Jeffcoat Blaine, Wa. Time: _____
 TEL. NUMBER: 360-510-6890 Date: 4/14/2026

North County Land. - Jeen

FACE:

Cobblestone

Sheet No : 1

BLOCK ORDER SHEET

Block Type	Price	Quantity	Sketcher Codes	This Load	Left to Ship
RETAINING SERIES Cobblestone					
1124 R-PCTop 1167 lbs.		13	28T		13
1228 R-PCMiddle 1519 lbs.		21	28M		21
1328 R-PCBottom 1622 lbs.		10	28B		10

Blocks on Order = 44
 45,000 Loads =
 Price =

Blocks on Shipment = -
 Remaining to Ship = 44
 Shipment No : 1

Shipment Received by:

Weight this Load =

Loaded by:

Boom Truck w/Trailer ▼

45,000

Date

WE PROPOSE hereby to furnish material complete and in accordance with above specifications, for the sum listed above. Total cost includes stated quantities only. Any additional quantities will be billed at prices as stated above.

Authorized Signature _____
 Date: _____

Authorized Signature _____
 Date: _____



REDI-ROCK®

THE WORLD'S MOST INNOVATIVE RETAINING WALL SYSTEM



BODE'S
PRECAST, INC.

Specialists in Exposed Aggregate

PHONE 360-354-3912 FAX 360-354-0360
1861 E Pole Rd., Everson, WA 98247

Septic Tanks * Wall Panels * Bunker Silos * Tables * Planters * Boom Truck Rental
Pictures of all our products are at www.bodesprecast.com
For more information e-mail info@bodesprecast.com

ESTIMATE

Date: April 14, 2026
Expiration Date: May 14, 2026

To: North County Landscaping
Russell Jeffcoat
360-510-6890

Cobblestone Texture



Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Rick Heeringa	Jeen	Bode's	SEE BELOW	TBD	See Below	

Qty	Item #	Description	Unit Price	Weight	Line Total
		RETAINING			
13	1124	28" PC-Top	97.50	15,600	1,267.50
21	1228	28" PC-Middle	97.50	31,710	2,047.50
10	1328	28" PC-Bottom	97.50	16,300	975.00
		Freight			
2	Loads	Freight Estimate - 2 hours @ \$195.00/hour	390.00		780.00
	48,500	lbs. per load			
			Total Weight	63,610	

Quotation prepared by: Rick Heeringa

This is an estimate on the goods named, and is subject to the conditions noted below:
This estimate is valid for thirty days.
Payment Terms: 50% Down payment before start of project, remainder after half the project is complete.
ACTUAL BLOCK COUNT AND TRUCKING WILL PREVAIL.
This estimate is based on the attached section view. All retaining walls are to be engineered for site specific conditions.

ALL TEXTURES COME IN CONCRETE GRAY COLOR

To accept this quotation, sign here and return: _____

Subtotal	\$	5,070.00
8.8% Sales Tax - 3737		Resale
Total	\$	5,070.00

Square feet	265
\$/Sf	19.13

We appreciate the opportunity to bid on this project.



ESTIMATE

Date: April 14, 2026
Expiration Date: May 14, 2026

To: North County Landscaping
Russell Jeffcoat
360-510-6890

Ledgestone Texture



Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Rick Heeringa	Jeen	Bode's	SEE BELOW	TBD	See Below	
Qty	Item #	Description	Unit Price	Weight	Line Total	
		RETAINING				
13	1124	28" PC-Top	107.50	15,600	1,397.50	
21	1228	28" PC-Middle	107.50	31,710	2,257.50	
10	1328	28" PC-Bottom	107.50	16,300	1,075.00	
		Freight				
2	Loads	Freight Estimate - 2 hours @ \$195.00/hour	390.00		780.00	
	45000	lbs. per load				
Total Weight				63,610		

Quotation prepared by: Rick Heeringa

This is an estimate on the goods named, and is subject to the conditions noted below:
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This estimate is based on the attached section view. All retaining walls are to be engineered for site specific conditions.

ALL TEXTURES COME IN CONCRETE GRAY COLOR

To accept this quotation, sign here and return: _____

Subtotal	\$	5,510.00
8.8% Sales Tax - 3737		Resale
Total	\$	5,510.00

Square feet	265
\$/Sf	20.79

We appreciate the opportunity to bid on this project.

Structural Calculations

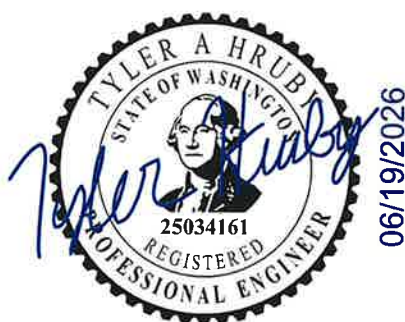
Yorkson Redi-Rock Wall

8254 Sehome Rd

Blaine, WA

6/19/2026

<u>Page(s)</u>	<u>Contents</u>
2	Reference Codes & Standards
3-8	Structural Analysis

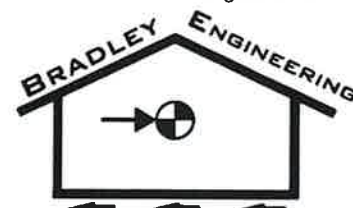


The engineers seal and signature above indicates that the engineer of record assumes full responsibility for the subject structure. Structural drawings S1 through S2 have been signed and sealed by the engineer of record and represents a required element of the building specifications. This structure was engineered per the 2021 IBC requirements.

Notes, Disclaimers:

- Bradley Engineering, Inc. takes no responsibility for items not specifically addressed within this report set.
- This report is valid only for the specific project shown above and herein.

BRADLEY
ENGINEERING, INC.
811 Yew St.
Bellingham, WA 98229
Ph. (360) 752-5795



REFERENCE CODES & STANDARDS

- International Residential Code, IRC 2021
- Washington State Building Code, SBC 2021
- National Design Specification for Wood Construction, ACW NDS 2018
- Special Design Provisions for Wind and Seismic, AWC SDPWS 2021
- Building Code Requirements for Structural Concrete, ACI 318-19
- Minimum Design Loads for Buildings and Other Structures, ASCE 7-16

TABLE 1: LATERAL DESIGN CRITERIA

Design Parameter	Value	Source
Seismic Design Category	D1	IBC 1613
Risk Category	II	IBC Table 1604.5
Wind Exposure Category	B	IBC 1609.4.3
Basic Wind Speed	110 mph	IBC Figure 1609.3(1)
Design Wind Load	16.00 psf	ASCE 7-16 28.6-1

TABLE 2: VERTICAL DESIGN CRITERIA

Load Source	Live Load	Dead Load
Roof Diaphragm	20 psf	15 psf
Floor Diaphragm	40 psf	12 psf
Decks & Balconies	60 psf	10 psf
Ground Snow Load	25 psf	-
Roof Snow Load	25 psf	-
Exterior Wall	-	12 psf
Interior Wall	-	10 psf
Interior Partition	-	8 psf

TABLE 3: DEFLECTION LIMITS

Structural Member	Live	Snow	Live + Dead
Roof (plaster ceiling)	L/360	L/360	L/240
Roof (non-plaster ceiling)	L/240	L/240	L/180
Roof (not supporting ceiling)	L/180	L/180	L/120
Floor Members	L/360	-	L/240
Horizontal Deflection (any case)	-	-	L/200
Farm Buildings & Greenhouses	-	-	L/180
Long Spans (>20 feet)	-	-	L/480
Sliding Glass Doors	-	-	L/600

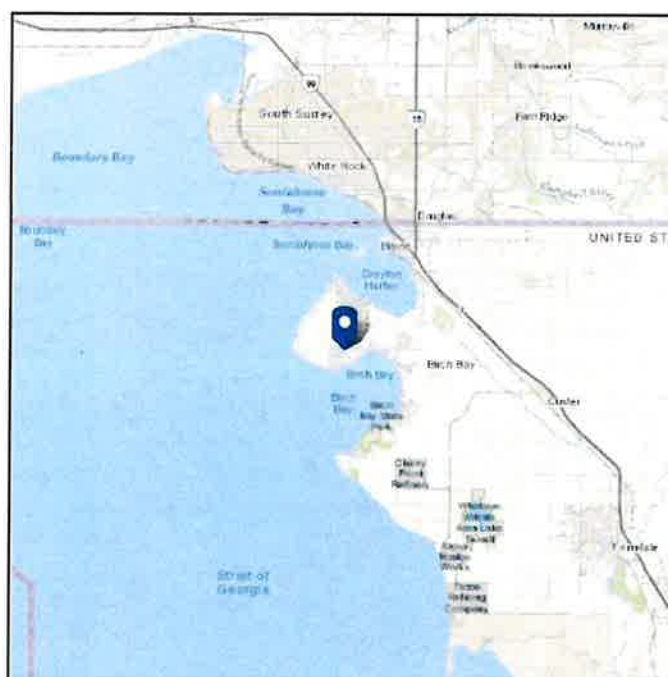
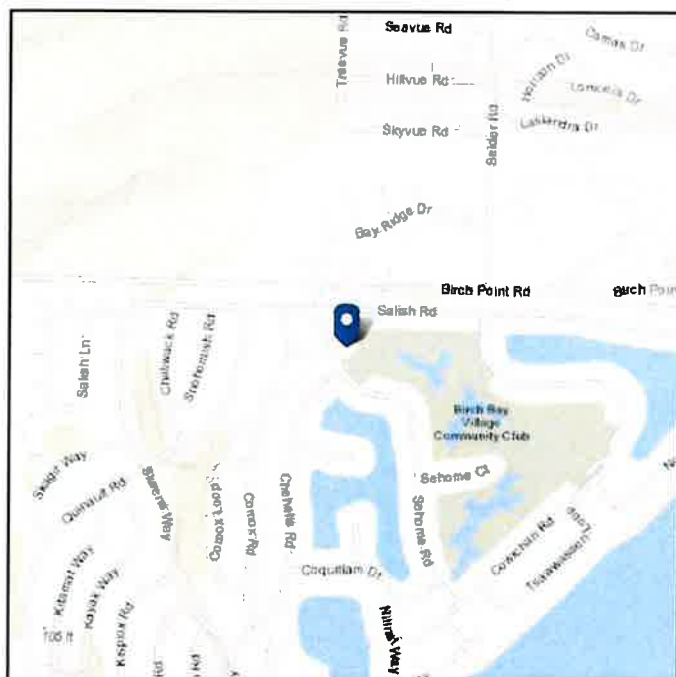


ASCE Hazards Report

Address:
8254 Sehome Rd
Blaine, Washington
98230

Standard: ASCE/SEI 7-16
Risk Category: I
Soil Class: D - Default (see
Section 11.4.3)

Latitude: 48.94229
Longitude: -122.786406
Elevation: 33.82756436660276 ft
(NAVD 88)



Wind

Results:

Wind Speed	92 Vmph
10-year MRI	67 Vmph
25-year MRI	73 Vmph
50-year MRI	78 Vmph
100-year MRI	83 Vmph

Data Source: ASCE/SEI 7-16, Fig. 26.5-1A and Figs. CC.2-1–CC.2-4, and Section 26.5.2
Date Accessed: Fri Jun 19 2026

Value provided is 3-second gust wind speeds at 33 ft above ground for Exposure C Category, based on linear interpolation between contours. Wind speeds are interpolated in accordance with the 7-16 Standard. Wind speeds correspond to approximately a 15% probability of exceedance in 50 years (annual exceedance probability = 0.00333, MRI = 300 years).

Site is not in a hurricane-prone region as defined in ASCE/SEI 7-16 Section 26.2.



Seismic

Site Soil Class: D - Default (see Section 11.4.3)

Results:

S_S :	1.018	S_{D1} :	N/A
S_1 :	0.357	T_L :	16
F_a :	1.2	PGA :	0.437
F_v :	N/A	PGA_M :	0.525
S_{MS} :	1.222	F_{PGA} :	1.2
S_{M1} :	N/A	I_e :	1
S_{DS} :	0.815	C_v :	1.304

Ground motion hazard analysis may be required. See ASCE/SEI 7-16 Section 11.4.8.

Data Accessed: Fri Jun 19 2026

Date Source: [USGS Seismic Design Maps](#)

The ASCE Hazard Tool is provided for your convenience, for informational purposes only, and is provided "as is" and without warranties of any kind. The location data included herein has been obtained from information developed, produced, and maintained by third party providers; or has been extrapolated from maps incorporated in the ASCE standard. While ASCE has made every effort to use data obtained from reliable sources or methodologies, ASCE does not make any representations or warranties as to the accuracy, completeness, reliability, currency, or quality of any data provided herein. Any third-party links provided by this Tool should not be construed as an endorsement, affiliation, relationship, or sponsorship of such third-party content by or from ASCE.

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Analysis of Redi Rock wall

Input data

Project

Task : Yorkson Redi-Rock
Description : 6' Redi-Rock Wall
Date : 6/19/2026

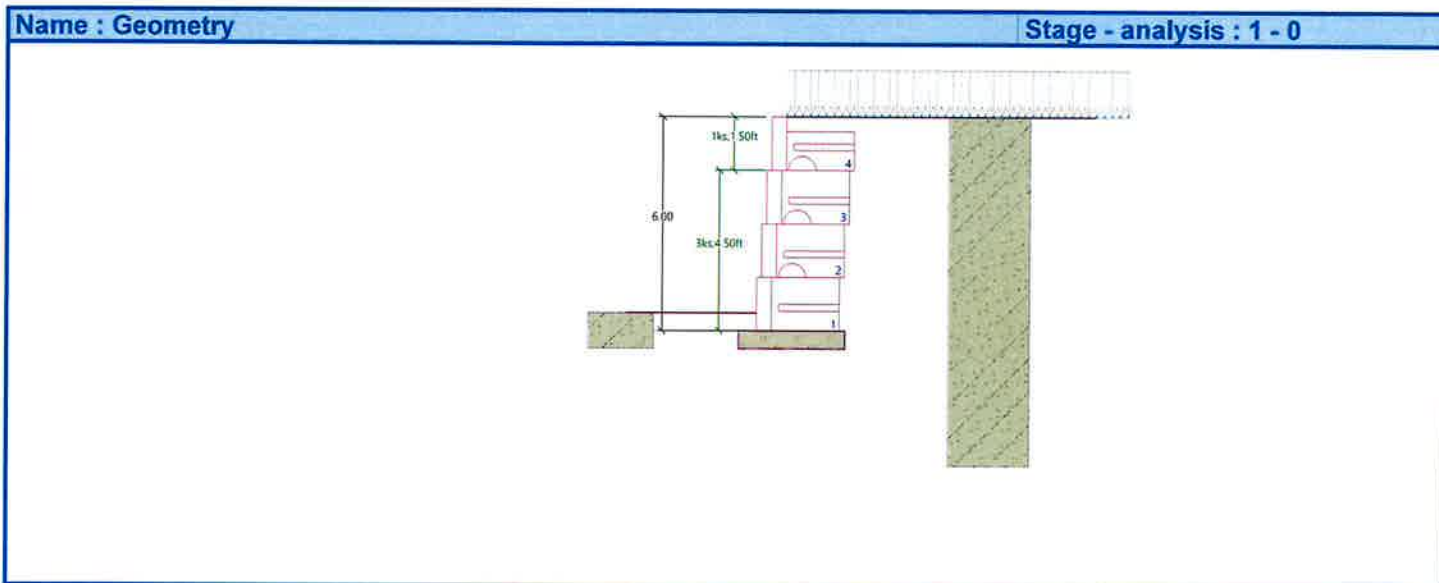
Settings

(input for current task)

Wall analysis

Active earth pressure calculation :	Coulomb
Passive earth pressure calculation :	Caquot-Kerisel
Earthquake analysis :	Mononobe-Okabe
Shape of earth wedge :	Calculate as skew
Allowable eccentricity :	0.333
Internal stability :	Standard - straight slip surface
Reduction coeff. of contact first block - base :	1.00
Verification methodology :	Safety factors (ASD)

Geometry



Base

Geometry

Upper setback $a_1 = 0.50$ ft
Lower setback $a_2 = 0.50$ ft
Height $h = 0.50$ ft
Width $b = 3.00$ ft

Material

Soil creating foundation - Well graded gravel (GW), medium dense

Basic soil parameters

No.	Name	Pattern	Φ_{ef} [°]	C_{ef} [psf]	γ [pcf]	γ_{su} [pcf]	δ [°]
1	Well graded gravel (GW), medium dense		38.50	0.0	133.00	70.50	20.00
2	Silty sand (SM)		28.00	100.0	115.00	52.50	15.00

All soils are considered as cohesionless for at rest pressure analysis.

Geological profile and assigned soils

No.	Thickness of layer t [ft]	Depth z [ft]	Assigned soil	Pattern
1		- 0.00 .. ∞	Silty sand (SM)	

Terrain profile

Terrain behind the structure is flat.

Water influence

Ground water table is located below the structure.

Input surface surcharges

No.	Surcharge new	Surcharge change	Action	Mag.1 [lb/ft²]	Mag.2 [lb/ft²]	Ord.x x [ft]	Length l [ft]	Depth z [ft]
1	Yes		permanent	100.0				on terrain

No.	Name
1	Vehicle

Resistance on front face of the structure

Resistance on front face of the structure: passive

Soil on front face of the structure - Silty sand (SM)

Angle of friction struc.-soil $\delta = 0.00^\circ$

Soil thickness in front of structure $h = 1.00$ ft

Terrain in front of structure is flat.

Settings of the stage of construction

Design situation : permanent

Verification No. 1 (Stage of construction 1)

Forces acting on construction

Name	F_{hor} [lb/ft]	App.Pt. z [ft]	F_{vert} [lb/ft]	App.Pt. x [ft]	Design coefficient
Weight - wall	0.0	-3.02	1787.6	1.82	1.000
FF resistance	-499.5	-0.45	0.4	0.25	1.000
Weight - earth wedge	0.0	-0.58	2.3	2.90	1.000
Weight - earth wedge	0.0	-6.29	85.8	2.22	1.000
Active pressure	211.4	-0.96	113.9	2.94	1.000
Vehicle	108.6	-1.83	74.0	3.07	1.000
Vehicle	0.0	-6.50	166.6	2.16	1.000

Verification of complete wall

Check for overturning stability

Resisting moment $M_{res} = 4368.6 \text{ lbfft/ft}$
Overturning moment $M_{ovr} = 179.9 \text{ lbfft/ft}$

Safety factor = 24.29 > 1.50

Wall for overturning is SATISFACTORY

Check for slip

Resisting horizontal force $H_{res} = 1486.13 \text{ lbf/ft}$
Active horizontal force $H_{act} = -179.42 \text{ lbf/ft}$

Safety factor = 1000.00 > 1.00

Wall for slip is SATISFACTORY

Overall check - WALL is SATISFACTORY

Dimensioning No. 1 (Stage of construction 1)

Forces acting on construction

Name	F_{hor} [lbf/ft]	App.Pt. z [ft]	F_{vert} [lbf/ft]	App.Pt. x [ft]	Design coefficient
Weight - wall	0.0	-2.87	1588.1	1.36	1.000
Weight - earth wedge	0.0	-5.79	85.8	1.72	1.000
Active pressure	122.1	-0.91	21.2	2.42	1.000
Vehicle	91.1	-1.62	56.5	2.60	1.000
Vehicle	0.0	-6.00	166.6	1.66	1.000

Verification of most stressed block No. 1

Check for overturning stability

Resisting moment $M_{res} = 2778.6 \text{ lbfft/ft}$
Overturning moment $M_{ovr} = 258.7 \text{ lbfft/ft}$

Safety factor = 10.74 > 1.50

Joint for overturning stability is SATISFACTORY

Check for slip

Resisting horizontal force $H_{res} = 1525.87 \text{ lbf/ft}$
Active horizontal force $H_{act} = 213.22 \text{ lbf/ft}$

Safety factor = 7.16 > 1.00

Joint for verification is SATISFACTORY



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August 20, 2026

To: Birch Bay Village Board of Directors

From: BBV Covenants Revision Task Force – RCW 64.90

RE: Requests for Board of Directors

Purpose

The BBV Covenants Revision Task Force is requesting Board action on four matters necessary to continue its work efficiently.

1. BBVCC Email Address for Task Force Chair

The Task Force requests that the Board authorize and implement the use of a bbvcc.com email address for the Chair of the BBV Covenants Revision Task Force.

A dedicated BBVCC email address would provide consistent and professional means of communication for Task Force business, particularly when communicating with Task Force members and including attachments links for the members to review.

Board Action (motion):

Authorize the creation and utilization of a bbvcc.com email address for the Chair of the BBV Covenants Revision Task Force – 64.90 for official Task Force business.

2. Liaison Between the BBV Covenant Revision Task Force and Community Plan Task Force

The Covenants Revision Task Force requests that the Board formally sanction **Bev Franklin** as the designated liaison between the 64.90 Task Force and the Community Plan Task Force, with **Scotty Diamond** serving as the alternate.

Having a designated liaison will provide a consistent communication channel between the two Task Forces and help ensure that work being conducted on the governing documents and the Community Plan is coordinated appropriately.

The intent is not to combine the responsibilities or authority of the two Task Forces. Rather, the liaison role would facilitate communication, identify areas of overlap, and help avoid duplication or conflicting recommendations as each group continues its assigned work.

Board Action (motion):

Approve Bev Franklin as the designated liaison between the BBVCC Covenants Revision Task Force and the Community Plan Task Force, with Scotty Diamond serving as the alternate.



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3. Expedited process to access legal opinion on the current declarations as well as the draft provided by CSD.

The Covenants Revision Task Force requests an expedited process for seeking legal opinions. As the Task Force includes two members of the Board, the Task Force requests that Dan Nedved and Scott Diamond be authorized to interact directly with CSD on behalf of the Task Force.

Given the tight timeline for completing the Task Force's activities and the burden on the administrative staff, an expedited process via the Board members currently involved would allow more efficient handling of the legal questions needing resolution. The involvement of the two board members would also provide a balanced oversight and editing of legal questions prior to submission. The Board would also be informed of the legal opinions and financial costs involved.

Current examples of legal opinions sought can be provided. The legal questions change regularly with each iteration of review of the current Declarations, RCW 64.90 applicable law, CSD provided recommended language, current Bylaws, etc.

Board Action: Approve Dan Nedved and Scotty Diamond to request legal opinions directly from CSD on behalf of the Task Force.

4. Request that the committees provide input to the Task Force by September 15th on the Draft Covenants that were provided to them.

Comments need to be submitted to Amy at amy@bbvcc.com.



BBVCC COMMUNITY PLAN RESIDENT SURVEY

Revised Draft • August 18, 2026

Why We Need a Community Plan

A Community Plan is needed to form a forward-looking strategic framework that gives the Birch Bay Village Board of Directors and staff the long-term comprehensive perspective necessary to make decisions about the future direction of the community and to address potential issues as they arise. The Birch Bay Village Community Plan will be crafted through a collaborative process that involves a wide variety of community members and stakeholders.

Survey Purpose and Instructions

For 60 years, Birch Bay Village Community Club has been the heart of our neighborhood — a place for gathering, recreation, and shared memories. But six decades of use have taken their toll on our amenities and facilities, and in general, many things have changed since that time.

The choices ahead are significant. Do we repair and preserve existing facilities, even when those costs are more than replacement? Or do we invest in replacing aging assets with something built for the decades to come? These are not decisions to make lightly, or without your input.

As the old adage goes - when you fail to plan, you plan to fail. That's why we're asking every member to weigh in. The following survey asks you to share how you use our amenities, how much you value them, and what you'd be willing to invest to protect and improve them. Your honest feedback will directly shape the Community Plan that guides Birch Bay Village's future.

Thank you for taking the time to help chart our course forward.

Community Direction

1. How strongly do you agree or disagree with the following BBVCC Mission Statement?

"The Mission of Birch Bay Village Community Club is to promote the common welfare of its members through the prudent stewardship, maintenance, and enhancement of community property and infrastructure; the operation and promotion of social, recreational, and athletic facilities and programs; and the preservation of Birch Bay Village as an exceptional community in which members and their families may live, participate, and play."

- | | |
|---|--|
| ☐ Strongly agree | ☐ Somewhat agree |
| ☐ Neither agree nor disagree | ☐ Somewhat disagree |
| ☐ Strongly disagree | ☐ Not sure / no opinion |

Current Amenities

2. How important is each existing amenity to you or your household?

Rate each item independently; do not rank the items against one another.

Item	Very	Somewhat	Slightly	Not	N/A
Golf course	☐	☐	☐	☐	☐
Marina	☐	☐	☐	☐	☐
Boat Ramps	☐	☐	☐	☐	☐



Moorage	☐	☐	☐	☐	☐
Pool	☐	☐	☐	☐	☐
Clubhouse	☐	☐	☐	☐	☐
Pickleball Courts	☐	☐	☐	☐	☐
Tennis Courts	☐	☐	☐	☐	☐
Parks	☐	☐	☐	☐	☐
Playgrounds	☐	☐	☐	☐	☐
Picnic Tables/Pavilions in Parks	☐	☐	☐	☐	☐
Grills in Parks	☐	☐	☐	☐	☐
Lakes	☐	☐	☐	☐	☐
Shoreline Access	☐	☐	☐	☐	☐
Pro Shop	☐	☐	☐	☐	☐
Dog Park	☐	☐	☐	☐	☐

3. Which three existing amenities, if any, should receive the highest priority for future maintenance or reinvestment? *Select up to three.*

- ☐ Golf Course
- ☐ Pool
- ☐ Dog Park
- ☐ Lakes
- ☐ Pickleball Courts
- ☐ Tennis Courts
- ☐ Shoreline Access
- ☐ Marina
- ☐ Clubhouse
- ☐ Parks
- ☐ Playgrounds
- ☐ Picnic Tables/Pavilions in Parks
- ☐ Grills in Parks
- ☐ None/No Opinion



4. For each possible Amenities policy, indicate your level of support.

Each option would require separate evaluation of safety, access, operations, cost, revenue, and member impacts.

Item	Support	Neutral	Oppose	Not sure
Designate walking access on the golf course when it would not conflict with golf	☐	☐	☐	☐
Study limited public or non-member play on the golf course as a potential revenue source	☐	☐	☐	☐
Study other ways to improve use or financial sustainability	☐	☐	☐	☐

5. What conditions or safeguards, if any, would affect your view of future amenities use by outside users?

Marina

6. Subject to resident priority and further operational, legal, financial, security, and insurance review, should BBVCC study offering unused marina slips to nonresidents?

- ☐ Yes, study this option
- ☐ No, do not study this option
- ☐ Not sure / need more information
- ☐ No opinion

7. If nonresident moorage were studied, which conditions would be important? (Select all that apply.)

- ☐ Residents retain first priority for available slips
- ☐ A limit on the number or percentage of nonresident slips
- ☐ Nonresident rates cover all related costs and reflect market conditions
- ☐ Defined security and access requirements
- ☐ Periodic Board review or sunset provision
- ☐ I would not support nonresident moorage under any conditions
- ☐ Other: _____
- ☐ Not sure / no opinion



Potential Recreational and Community Facilities

8. Does anyone in your household currently pay for recreational, fitness, or social facilities outside BBVCC?

☐ Yes

☐ No

☐ Prefer not to answer

9. If you answered “Yes” to question 8, which types? (Select all that apply.)

☐ Pool or hot tub

☐ Fitness center, classes, or personal training

☐ Golf

☐ Tennis, pickleball, or other sport courts

☐ Spa or wellness services

☐ Social club or community center

☐ Other: _____

☐ Not applicable / prefer not to answer

10. How interested would your household be in each potential recreational feature if costs, location, and feasibility were acceptable?

Interest does not indicate willingness to fund an item; funding is addressed separately.

Item	Very	Somewhat	Not	Not sure
Indoor recreational pool and hot tub	☐	☐	☐	☐
Indoor lap pool	☐	☐	☐	☐
Additional pickleball courts	☐	☐	☐	☐
Basketball or volleyball courts	☐	☐	☐	☐
Golf practice area or driving range	☐	☐	☐	☐
Indoor golf simulators	☐	☐	☐	☐
Walking or hiking trails	☐	☐	☐	☐
Bicycle facilities or trails	☐	☐	☐	☐
Game or movie room	☐	☐	☐	☐
Climbing or bouldering area	☐	☐	☐	☐

11. How interested would your household be in each potential improved community service or space if costs, location, and feasibility were acceptable?

Some services may require outside operators or may not be legally or financially feasible for BBVCC.

Item	Very	Somewhat	Not	Not sure
Small café / coffee shop	☐	☐	☐	☐
Restaurant and / or pub	☐	☐	☐	☐
Expanded recreation center	☐	☐	☐	☐
Expanded dog park	☐	☐	☐	☐



Expanded golf pro shop	☐	☐	☐	☐
Limited retail space	☐	☐	☐	☐
Meeting or event space	☐	☐	☐	☐
Fitness facility	☐	☐	☐	☐
Services supporting aging in place	☐	☐	☐	☐
Enhanced gate or roving security	☐	☐	☐	☐

12. Are there any other potential features or services, that should be considered?

List up to three. You may write "none."

Costs and Funding

13. In general, how willing would your household be to pay more for a project you support?

- ☐ Very willing
- ☐ Somewhat willing
- ☐ Neither willing nor unwilling
- ☐ Somewhat unwilling
- ☐ Very unwilling
- ☐ Depends on the project or amount
- ☐ Not sure / prefer not to answer

Financial Structure and Property Values

14. How important is maintaining or improving property values when BBVCC evaluates long-range policies and investments?

- ☐ Very important
- ☐ Somewhat important
- ☐ Neither important nor unimportant
- ☐ Somewhat unimportant
- ☐ Not important
- ☐ Not sure / no opinion



About Your Household

These questions help determine whether the survey reflects different parts of the community. Results should be reported only in aggregate.

15. How long have you owned or lived in Birch Bay Village?

- | | |
|---|---|
| ☐ Less than 2 years | ☐ 2–5 years |
| ☐ 6–10 years | ☐ 11–20 years |
| ☐ 21–29 years | ☐ 30 years or more |
| ☐ Prefer not to answer | |

16. How much longer do you envision owning or living in Birch Bay Village?

- | | |
|---|---|
| ☐ Less than 2 years | ☐ 2–5 years |
| ☐ 6–10 years | ☐ 11–20 years |
| ☐ 21–29 years | ☐ 30 years or more |
| ☐ Prefer not to answer | |

17. How is your BBV property primarily used?

- ☐ Primary residence
- ☐ Seasonal or vacation residence
- ☐ Second residence
- ☐ Long-term rental or investment property
- ☐ Other: _____
- ☐ Prefer not to answer

18. About how many months each year does your household occupy the BBV property?

- | | |
|---|---|
| ☐ 12 months | ☐ 9–11 months |
| ☐ 5–8 months | ☐ 1–4 months |
| ☐ Property is not occupied by my household | ☐ Prefer not to answer |

19. Which age ranges are represented in your household? (Select all that apply.)

- | | |
|--------------------------------------|---|
| ☐ 0–17 | ☐ 18–34 |
| ☐ 35–44 | ☐ 45–54 |
| ☐ 55–64 | ☐ 65–74 |
| ☐ 75 or older | ☐ Prefer not to answer |



20. When you purchased in BBV, did you know what the HOA's rules and regulations are?

☐ Yes ☐ No ☐ Prefer not to answer

21. Do you read the BBVCC Monthly Bulletin?

☐ Yes ☐ No ☐ Prefer not to answer

22. Do you read the General Manager's weekly email updates?

☐ Yes ☐ No ☐ Prefer not to answer

23. Do you check the BBVCC website regularly for information?

☐ Yes ☐ No ☐ Prefer not to answer

24. What other methods would you recommend be used to inform BBVCC residents?

Final Comments

25. When you picture Birch Bay Village 15–20 years from now, what would you envision?

26. What goals, policies, or actions should be included in a Community Plan?

27. Is there anything else you would like the Community Plan Task Force to know?



Date: August 20, 2026
From: David Franklin, GM
To: BBVCC Board of Directors
Subject: Reserve Transfer Requests

The following transfer requests cover interfund activities from July 1st until July 31st, 2026. Management requests the Board approve the following reserve transfers:

1. Authorization to transfer **\$40,213.27** from General Reserves to Operating Reserves to reimburse for the following:

Item	Vendor	Amount
Archaeology Permit	Drayton Archaeology	\$36,262.74
Parking Lot Cover Removal. Install Geotextile	Semia Renovations	\$ 3,950.53
Total		\$40,213.27

2. Authorization to transfer **\$3,279.91** from Operating to Marina Reserves to reimburse for the following:

Item	Vendor	Amount
Special Assessments collected July		\$8,174.41
Entrance Dredging Channel Permitting	Anchor QEA	(\$4,894.50)
Total		\$3,279.91

Motion: I move that the BBVCC board authorizes the General Manager to transfer **\$40,213.27** from General Reserves to Operating Reserves and **\$3,279.91** from Operating Reserves to Marina Reserves to balance interfund transfers through the month of July 2026.



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August 20, 2026

To: BBVCC Board of Directors

From: David Franklin, GM

RE: BBVCC Phone System Contract Recommendation

BIRCH BAY VILLAGE COMMUNITY CLUB

EXPENSE AUTHORIZATION

Project: Replacement / Upgrade of BBVCC Business Telephone System (Currently Ring Central)

Recommended Platform: 3CX

Date: August 20, 2026

Requested By: Management

Expense Category: Information Technology / Communications

Authorization Requested: Approval to proceed with implementation of a 3CX-based telephone system, subject to final pricing and contract review.

Purpose

This Expense Authorization requests Board approval to replace or upgrade Birch Bay Village Community Club's existing telephone system with a modern Voice over Internet Protocol (VoIP) communications platform utilizing 3CX.

Management evaluated three potential platforms: 3CX, RingCentral, and Ultatel. All three platforms are capable of meeting BBVCC's general business telephone requirements. Based on functionality, long-term cost, flexibility, scalability, and BBVCC's existing IT support resources, Management recommends 3CX as the preferred platform.

An important factor in this recommendation is that BBVCC has an established and reliable IT contractor that currently utilizes and has experience with the 3CX platform in its own operations. This substantially reduces one of the primary disadvantages normally associated with 3CX—the need for knowledgeable local IT administration—and provides BBVCC with an existing resource for implementation, configuration, troubleshooting, and ongoing support.

Operational Requirements

BBVCC's telephone system supports multiple functions and departments with differing communication requirements. A replacement system should provide:

- Centralized management of telephone numbers and extensions;
- Automated attendant and multi-level call routing;



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- Departmental ring groups and call queues;
- Individual and departmental voicemail;
- Voicemail-to-email capability;
- Physical desk phones where operationally appropriate;
- Desktop and mobile applications for designated employees;
- Call forwarding, transfer, hold, park, and extension dialing;
- After-hours, weekend, and holiday call-routing rules;
- Appropriate emergency/E911 configuration;
- Ability to support multiple BBVCC facilities and departments;
- Reliable backup and failover procedures;
- Administrative reporting and call logs;
- Ability to expand or modify the system as BBVCC's operational requirements change; and
- Reasonable and predictable long-term operating costs.

Platforms Evaluated

Criteria	3CX	RingCentral Ultatel	
Core business telephone functions	Excellent	Excellent	Excellent
Auto attendant / IVR	Excellent	Excellent	Excellent
Call queues / ring groups	Excellent	Excellent	Excellent
Desk phone support	Excellent	Excellent	Excellent
Mobile / desktop capability	Very Good	Excellent	Very Good
Administrative flexibility	Excellent	Very Good	Very Good
Scalability	Excellent	Excellent	Excellent
Vendor-managed simplicity	Good	Excellent	Excellent
Local IT support alignment	Excellent	Good	Good



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Criteria	3CX	RingCentral Ultatel	
Licensing model	System / simultaneous calls	Per user	Per user
Long-term cost potential	Excellent	Moderate	Very Good
BBVCC overall assessment	Recommended	Acceptable	Strong Alternative

RingCentral

RingCentral is a mature, fully hosted unified communications platform with strong telephone, messaging, video, mobile, administration, and reporting capabilities. Its Premium-level offerings include features such as automatic call recording, multi-site administration, hot desking, advanced call handling, and real-time analytics. ([RingCentral](#))

RingCentral's principal advantage is its turnkey nature. The service is largely managed by the provider and provides a polished user and administrative experience.

Its principal disadvantage for BBVCC is its per-user subscription model. Published RingCentral pricing currently ranges from approximately \$19.99 to \$34.99 per user per month when paid annually for the service levels most applicable to a business telephone deployment, depending upon the plan selected. ([RingCentral](#))

As BBVCC adds extensions and users, recurring costs therefore generally increase with the number of licensed users.

Management considers RingCentral a capable platform but does not believe its additional capabilities provide sufficient operational benefit to BBVCC to justify selecting it over 3CX if 3CX can be competently administered by BBVCC's existing IT contractor.

Ultatel

Ultatel provides a cloud-based telephone platform with a strong combination of traditional telephone functions and modern unified communications capabilities.

Its Premium plan currently includes multi-level IVR, call queues, ring groups, queue callback, automatic call recording, enhanced analytics, desktop/mobile applications, and 24/7 support. Ultatel also advertises a 99.999% uptime guarantee. ([Ultatel](#))

Ultatel Premium currently starts at approximately \$24 per user per month under annual-contract pricing, with higher pricing for month-to-month service. ([Ultatel](#))

Ultatel represents a strong alternative if BBVCC desires a predominantly vendor-managed system. However, like RingCentral, its pricing is primarily structured around a recurring per-user subscription.

3CX

3CX approaches telephone-system licensing differently. Rather than charging a monthly subscription for every individual user, 3CX licenses its commercial systems primarily according to the number of simultaneous calls the organization requires. 3CX describes its commercial licensing as being priced per system rather than per seat. ([3CX](#))

This structure is particularly attractive for BBVCC because the organization may require telephone extensions for numerous employees, departments, facilities, and operational functions without all extensions being actively engaged in calls simultaneously.

Current published 3CX pricing illustrates the potential advantage. An 8-simultaneous-call configuration supports up to 40 extensions, while a 16-simultaneous-call configuration supports up to 80 extensions. Final licensing, hosting, SIP trunking, telephone hardware, installation, and support costs will depend upon the configuration proposed for BBVCC. ([3CX](#))

3CX also provides BBVCC greater flexibility regarding hosting and telecommunications providers. The system may be hosted by 3CX or through other supported infrastructure, and organizations can select compatible SIP telecommunications providers rather than being completely dependent upon a single bundled telephone-service provider. ([3CX](#))

Importance of BBVCC's Existing IT Contractor

A significant consideration in Management's recommendation is BBVCC's existing relationship with a reliable IT contractor experienced with 3CX.

Without knowledgeable IT support, Management would place greater weight on RingCentral or Ultatel because those platforms provide a more completely vendor-managed environment.

That concern is substantially reduced for BBVCC.

BBVCC's IT contractor already utilizes the 3CX platform for its own business and therefore has direct familiarity with the system. Utilizing a platform already familiar to BBVCC's IT support provider should provide several advantages:

- Reduced implementation risk;
- A local and established point of contact for support;
- Faster troubleshooting and configuration changes;
- Reduced staff dependence on a remote telephone-system vendor;
- Better coordination between BBVCC's network infrastructure and telephone system;
- Ability to customize call routing around BBVCC's particular operations;

- Easier addition or relocation of extensions and phones; and
- Greater likelihood that BBVCC can take advantage of 3CX's lower-cost licensing structure without assuming an unreasonable internal IT burden.

This changes the overall evaluation significantly and makes 3CX the strongest operational and financial choice for BBVCC.

Cost Considerations

The final expense should be based upon a written proposal from BBVCC's IT contractor and should identify separately, to the extent practical:

1. 3CX licensing;
2. Hosting;
3. SIP trunk / telephone carrier service;
4. Number porting;
5. New desk and conference phones;
6. Installation and configuration;
7. Network or Power-over-Ethernet upgrades, if required;
8. E911 configuration;
9. Staff training;
10. Ongoing IT support;
11. Taxes, regulatory fees, and other telecommunications charges; and
12. Any one-time versus recurring expenses.

Management recommends evaluating the system based upon its five-year total cost of ownership, rather than simply comparing initial installation expense or monthly subscription charges.

Because 3CX does not principally charge BBVCC for every individual extension, Management believes it has the potential to provide meaningful long-term savings compared with conventional per-user cloud telephone platforms while retaining the functionality required for BBVCC operations. ([3CX](#))

Implementation Conditions

Prior to implementation, Management and BBVCC's IT contractor should confirm:

- The appropriate number of simultaneous calls and 3CX license level;



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- Internet bandwidth and network readiness at each applicable BBVCC facility;
- Backup/failover procedures in the event of an internet or power outage;
- E911 configuration and location information;
- SIP provider selection and service reliability;
- Compatibility of any existing telephone hardware proposed for reuse;
- Number-porting requirements and transition schedule;
- Security and administrative-access procedures;
- System backup and recovery procedures; and
- An implementation plan designed to minimize disruption to BBVCC operations.

Particular attention should be given to telephone services supporting security, gate operations, and other operationally critical functions so that appropriate contingency communication methods remain available during internet, power, or system outages.

Management Recommendation

Management recommends that the Board authorize BBVCC to proceed with implementation of a 3CX-based business telephone system, subject to receipt and review of a final proposal from BBVCC's IT contractor.

The recommendation is based on:

- 3CX's ability to satisfy BBVCC's operational telephone requirements;
- Its flexible system-based/simultaneous-call licensing structure;
- Potentially lower long-term recurring costs;
- Flexibility in hosting and telecommunications carrier selection;
- Ability to scale as BBVCC's needs change;
- Greater administrative control and customization; and, importantly,
- BBVCC's existing relationship with a reliable IT contractor that already uses and is experienced with the 3CX platform.

Taken together, these factors make 3CX the platform Management believes provides the best combination of functionality, supportability, flexibility, and long-term value for BBVCC.



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Recommended Board Motion

Motion: I move to approve the replacement and upgrade of Birch Bay Village Community Club's telephone system utilizing the 3CX platform, and to authorize Management to finalize the system configuration and contract with BBVCC's IT contractor and necessary telecommunications providers, subject to the approved project budget and satisfactory review of final pricing and terms. The authorization shall include necessary 3CX licensing, hosting, telephone service, number porting, telephone equipment, installation, configuration, training, and related implementation expenses necessary to place the system into operation.



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August 20, 2026

To: BBVCC Board of Directors

From: David Franklin, GM

RE: Anchor QEA Entrance Channel Sediment Collection, Analysis, and Reporting proposal and Expense authorization

BIRCH BAY VILLAGE COMMUNITY CLUB

EXPENSE AUTHORIZATION

Project: Marina Entrance Channel Maintenance Dredging – Sediment Sampling, Analysis and Related Permitting

Consultant: Anchor QEA

Proposal Date: August 14, 2026

Amount Requested: \$82,901

Purpose

Approval is requested for an amendment to Anchor QEA's existing scope of work for the BBVCC Marina Entrance Channel Maintenance Dredging Project. Anchor QEA previously completed the dredging design and permitting work, and the Sampling and Quality Assurance Project Plan (SQAPP) has received final approval from the U.S. Army Corps of Engineers Dredged Material Management Program (DMMP). Sediment sampling and characterization must now be completed before the dredging permits can be approved and will determine the available disposal options for the dredged material.

Scope of Work

The proposed work includes:

- Sediment sampling permitting and regulatory coordination, including preparation of the required permit applications and agency coordination.
- Sediment collection, consisting of two surface grab locations and two sediment core locations, with cores extending approximately 10 feet below the mudline. Anchor QEA will retain Gravity Marine to perform the sampling in accordance with the approved SQAPP.
- Laboratory testing and data validation to characterize the sediment for grain size and required chemical constituents and determine appropriate dredged-material disposal options.
- Preparation of a Sediment Characterization Report for agency review and determination of dredged-material suitability.



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- Completion of an updated Submerged Aquatic Vegetation (SAV) survey, because the existing 2023 survey is reaching the end of its three-year agency shelf life.
- Preparation of an eelgrass mitigation plan required by the U.S. Army Corps of Engineers and Washington Department of Fish and Wildlife in support of the dredging permit package.

Budget

Anchor QEA's proposed amendment totals \$82,901, as summarized on page 6 of the proposal:

Scope	Amount
Sediment Sampling Permitting	\$7,210
Sediment Sampling	\$22,732.50
Laboratory Analysis & Data Validation	\$10,720
Sediment Characterization Report	\$17,630
Submerged Aquatic Vegetation Survey	\$14,629
Eelgrass Mitigation Plan	\$9,980
Total Amendment	\$82,901

The work is necessary to advance the Marina Entrance Channel Maintenance Dredging Project through regulatory review and determine the appropriate disposal method for dredged material. Favorable sediment characterization could establish eligibility for in-water disposal, preserving a potentially more efficient disposal alternative.

Management Recommendation

Management recommends approval of the Anchor QEA proposal in the amount of \$82,901. The sediment sampling, laboratory analysis, characterization reporting, updated SAV survey, and eelgrass mitigation planning are necessary components of the regulatory process required to advance the Marina Entrance Channel Maintenance Dredging Project toward permit approval. **Considering, a similar plan without eel grass surveying was done in Shelter Bay in 2016 for around \$59,000, the proposal cost appears to be in line with scope of work and inflation.**



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Recommended Board Motion

Motion: *I move to approve the August 14, 2026 Anchor QEA scope of work amendment for the BBVCC Marina Entrance Channel Maintenance Dredging Project, including sediment sampling and permitting, laboratory analysis and data validation, sediment characterization reporting, submerged aquatic vegetation survey, and eelgrass mitigation planning, in an amount not to exceed \$82,901, and authorize Management to execute the amendment and proceed with the work to be paid for from the Marina Reserve Fund.*

Scope of Work

August 14, 2026

Entrance Channel Maintenance Dredging Sediment Sampling

Birch Bay Village Community Club

1. Project Understanding

On April 11, 2025 Birch Bay Village Community Club (BBVCC) authorized Anchor QEA to design and prepare permits for Entrance Channel Maintenance Dredging including dredging design, sampling design, mitigation strategy, permitting, and agency coordination. The permit package was submitted to regulatory agencies on June 24, 2026, and the Sampling and Quality Assurance Project Plan (SQAPP) was submitted to USACE Dredged Material Management Program (DMMP) on June 26, 2026, which subsequently received final plan approval. The sampling and characterization of material proposed for dredging, which governs available disposal options, must occur prior to permit approval and is permitted separately from the dredging itself. Favorable characterization results could establish the material's suitability for in-water disposal, preserving access to an efficient disposal alternative. Following a meeting with BBVCC on July 28, 2026, BBVCC requested that Anchor QEA prepare a scope of work amendment for the following services:

- Permitting and regulatory coordination for implementation of the sediment sampling program.
- Implementation of the sediment sampling program.
- Coordination with the analytical laboratory regarding sample handling, testing requirements, analytical services, and data validation.
- Sediment characterization reporting.
- Perform a Submerged Aquatic Vegetation (SAV) survey within the boundary of the 2023 Entrance Channel SAV survey.
- Prepare an eelgrass mitigation plan to support the Entrance Channel Maintenance Dredging permit package.

The Fee Estimate (Exhibit A) is provided to present the estimated level of effort/cost by task. Details of the requested Scope of Work activities, including deliverables, assumptions, and schedule, are described in the following sections.

2. Scope of Services and Deliverables

Task 1: Sediment Sampling and Characterization

Sediment sampling and physical and chemical testing are required to characterize the proposed dredged material and determine the available dredged material disposal method before permits for the Entrance Channel Maintenance Dredging Project can be authorized. This amendment provides

the services and budget necessary to permit and implement the sediment sampling program, complete laboratory analysis and data validation, and report on results.

Subtask 1.1: Sediment Sampling Permitting

Anchor QEA will prepare and coordinate the permits and approvals necessary to conduct sediment sampling within the Entrance Channel including:

- Joint Aquatic Resources Permit Application (JARPA) for coverage under Nationwide Permit 6 Survey Activities
- JARPA figures
- Endangered Species Act (ESA) compliance memorandum
- Water Quality Monitoring Memo
- Water Quality Certification Prefiling Request
- Hydraulic Project Approval (HPA) application
- Shoreline Substantial Development Permit (SSDP) and State Environmental Policy Act (SEPA) Exemption Letter
- Work window exemption confirmation (via email)
- Agency outreach and coordination

Deliverables

- Sediment sampling permit application package
- Agency correspondence and permit administration documentation

Assumptions

- Agency comments will be minor, and Anchor QEA will respond to one round of consolidated agency comments on the sediment sampling permit package.
- Permit fees, if any, will be paid directly by BBVCC.

Subtask 1.2: Sediment Sampling

Anchor QEA will retain Gravity Marine to complete the sediment sampling program in accordance with the approved SQAPP developed in a previous scope of work.

As detailed in the SQAPP, sampling is expected to include two surface sediment grab sampling locations within Dredged Material Management Unit (DMMU) 1 and two sediment core sampling locations within DMMU 2. The grabs will be individually sampled for grain size. The target core collection depth is approximately 10 ft below the mudline to reach the Z-layer. Sediment from each core above the Z-layer will be composited and samples will be collected for grain size, total solids, total organic carbon, ammonia, sulfide, total metals, semivolatile organic compounds, polychlorinated biphenyls, and pesticides. An archive for chemical analyses will be collected from each discrete core DMMU sample layer. A bioassay archive will be collected from the composite

sample. Additional collocated cores may be necessary to collect sufficient sampling volume. If more than one core is collected at a sample location, sediment from the accepted attempts will be homogenized before archive samples are taken.

The scope associated with this task includes time for field preparation, development of a Health and Safety Plan (HASP), mobilization and demobilization, the sampling vessel and equipment for collecting and processing the sediment grab and core samples, and field-post processing such as sample shipment and field form review. It is anticipated to take one day to collect the grab and core samples. Grabs will be processed the day of collection, but cores may be stored on ice overnight and processed the following day. Considerations for core processing timing include available daylight hours after sediment collection, length of the workday for staff (i.e., risk of fatigue), and core processing area access and conditions.

Deliverables

- Field notes, sampling records, and chain-of-custody documentation

Assumptions

- Up to two (2) Anchor QEA staff will collect and process the sediment samples onboard the sampling vessel within one day, with a potential contingency day for core processing if collection takes longer than anticipated.
- If cores are processed the following day, a designated processing area will be set up near the project site.
- Leftover sediment will be returned to the sampling station or as close to the station as practicable. If DMMP requires waste characterization and upland disposal of material, additional costs may be required. This is not anticipated.

Subtask 1.3: Laboratory Analysis and Data Validation

Accredited laboratories will conduct the required physical and chemical analyses. In total, there will be two grain size analyses for each grab within DMMU 1; the composite sample from the cores taken in DMMU 2 which will be analyzed for grain size, total solids, total organic carbon, ammonia, sulfide, total metals, semivolatile organic compounds, polychlorinated biphenyls, and pesticides; and three archives: one bioassay archive from the core composite, and a Z-layer archive from each of the core stations in DMMU 2. Samples will be handled and analyzed in accordance with applicable DMMP marine analytical testing protocols, quality assurance and quality control requirements, and the approved SQAPP.

Anchor QEA will coordinate with the analytical laboratories, review laboratory deliverables for completeness, and complete the data validation and usability review. Anchor QEA will validate the

laboratory data in accordance with DMMP guidance and generate and submit electronic deliverables to Ecology's Environmental Information Management (EIM) system.

Deliverables

- Laboratory reports (Level IV)
- Data validation reports (Stage 2B)
- EIM electronic deliverable

Assumptions

- Laboratory analyses will be completed by Analytical Resources, LLC, or a similar National Environmental Laboratory Accreditation Program accredited laboratory.
- DMMP-required quality control samples include matrix spike and matrix spike duplicate, Puget Sound Sediment Reference Material, and other commercially available standard reference materials. These are billable samples by the laboratory and included in the Fee Estimate for the work.
- Lab costs reflect storage of archive samples for up to 12 months from the collection date.
- Biological testing is not included in this scope. Sediment will be archived for potential biological testing if required based on analytical results or agency direction.
- Analysis of archive samples may be triggered if analytical results indicate that dredged material chemical concentrations exceed applicable criteria. For the archive samples, costs for analysis, reporting, and data validation are not included in this scope. Triggering additional samples for testing would be coordinated with BBVCC in advance.

Subtask 1.4: Sediment Characterization Report

Anchor QEA will prepare a Sediment Characterization Report summarizing the field sampling activities, any deviations from the agency-approved SQAPP, and data quality review, as well as a brief discussion of the samples' analytical testing results. The report is intended to meet DMMP requirements and provide the agencies with data for making a suitability determination. The SCR will include the following elements:

- A summary of all field activities, including a description of any deviations from the approved SQAPP
- A table with actual sample locations in state plane coordinates (Washington North Zone)
- A project map with target and actual sampling locations
- Core penetration, recovery, water depths, and tidal elevations
- A QA/QC narrative for laboratory chemical testing, including a brief summary of data validation findings
- Summary data results tables with validation qualifiers
- Field data collection sheets

- Comparison of chemical analytical results to the applicable screening values
- Appendices, including core logs, chain-of-custody forms, photographs, and validation reports
- Laboratory reports, included as appendices and submitted in electronic format

Deliverables

- Draft and Final Sediment Characterization Report

Assumptions

- Agency comments will be minor, and Anchor QEA will respond to one round of consolidated agency comments on the Sediment Characterization Report.

Task 2: Submerged Aquatic Vegetation Survey

The SAV survey submitted with the Entrance Channel Maintenance Dredging permits is dated September 2023 and is at the end of its 3-year shelf life as determined by the agencies. Anchor QEA will retain and manage a qualified SAV survey subconsultant to perform a SAV survey within the boundary of the 2023 Entrance Channel SAV survey. Results will be provided to the agencies to support the Entrance Channel Maintenance Dredging permits.

Deliverables

- SAV survey report prepared by the selected subconsultant

Assumptions

- Estimated labor hours are for data review and processing

Task 3: Eelgrass Mitigation Plan

To support the Entrance Channel Maintenance Dredging permit package, an eelgrass mitigation plan is required by USACE and Washington Department of Fish and Wildlife (WDFW). Anchor QEA will develop the eelgrass mitigation plan including meeting with USACE and WDFW in a joint meeting, and coordinate with agency staff members during plan review.

Deliverables

- Draft and Final Eelgrass Mitigation Plan

Assumptions

- Attendance at one (1) joint agency meeting to discuss the eelgrass mitigation plan is included in this scope.
- Agency comments will be minor, and Anchor QEA will respond to one round of consolidated agency comments on the eelgrass mitigation plan.

4. Budget

A summary of estimated fees for this scope of work is presented in Table 1. Exhibit A contains a detailed cost estimate spreadsheet, and Exhibit B contains Anchor QEA labor rates. Exhibit C includes subcontractor quotes for their portions of the work.

Table 1: Summary of Estimated Fee by Task

Task	Description	Amendment
Task 1	Sediment Sampling and Characterization	--
Subtask 1.1	Sediment Sampling Permitting	\$7,210
Subtask 1.2	Sediment Sampling	\$22,732.50
Subtask 1.3	Laboratory Analysis and Data Validation	\$10,720
Subtask 1.4	Sediment Characterization Report	\$17,630
Task 2	Submerged Aquatic Vegetation Survey	\$14,629
Task 3	Eelgrass Mitigation Plan	\$9,980
Amendment Total		\$82,901

We appreciate the opportunity to continue supporting Birch Bay Village Community Club. If you have any questions or comments, please do not hesitate to contact Robert Bennington at 443-480-0545 or at RBennington@anchorqea.com.

Sincerely,



Robert Bennington

Managing Environmental Scientist

Exhibit A

Detailed Cost Estimate

Exhibit A - Detailed Cost Estimate

Entrance Channel Maintenance Dredging Sediment Sampling

		Hours by Labor Categories (hourly rates shown in parentheses)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Exhibit B

Anchor QEA Labor Rates

Anchor QEA

2026 BILLING RATES

Professional Level Hourly Rates

Principal.....	\$340
Senior Manager.....	\$310
Manager.....	\$285
Senior Staff.....	\$260
Staff 3.....	\$225
Staff 2.....	\$200
Staff 1.....	\$170
Senior CAD ¹ Designer.....	\$180
CAD Designer.....	\$150
Senior Field Technician	\$155
Technician	\$140
Senior Technical Editor.....	\$175
Technical Editor.....	\$150
Senior Project Coordinator.....	\$165
Project Coordinator	\$140

Special Hourly Rates

National expert consultant.....	\$565
All work by a testifying expert.....	1.5 times professional level rate
Expert Advisor.....	\$435

EXPENSE BILLING RATES

Expense Rates

Computer Modeling (per hour)	\$25
Graphic Plots (varies with plot size)	\$3–\$6/sf
Mileage (per mile).....	Current Federal Standard
SharePoint Project Portal (per month): up to 25GB \$50 26–50GB \$100 51–100GB \$200 101+ GB \$2/GB	

FEE ON LABOR AND EXPENSE CHARGES

Subcontracts/subconsultants	10%
Travel and other direct costs	10%
Field equipment and supplies	10%

¹ CAD: Computer Aided Design

Exhibit C

Subcontractor Quotes



Ali Judkins
Anchor QEA, LLC
Birch Bay 2026

Analytical Services Quotation

Printed: 8/12/2026
Effective: 07-Aug-2026
Expires: 31-Dec-2026

Samples will be discarded 90 days after submission of a final report unless other instructions are received.

Pricing Summary

Parameter	Method	Quantity	TAT (days*)	Unit Price	Extended Price
Solid					
Ammonia-N (in Solid)	SM 4500-NH3 H-11	1	15	\$46.00	\$46.00
Carbon, Total, Inorganic, Organic, Soot	EPA 9060A m	1	15	\$66.00	\$66.00
Solids, Total (on Preserved Solid Sample)	PSEP-PS	1	15	\$12.00	\$12.00
Solids, Total Volatile (Volatile Solids)	PSEP 1986	1	15	\$46.00	\$46.00
Solids, Total, Dried at 103 -105 °C	SM 2540 G-11	1	10	\$20.00	\$20.00
Sulfide, Solid Matrix (PSEP Prep)	SM 4500-S2 D-00 (PSEP)	1	15	\$83.00	\$83.00
Mercury by CVAA	EPA 7471B	1	10	\$68.00	\$68.00
Metals by ICP/MS	EPA 6020B (ver: Sb,As,Cd,Cr,Cu,Pb,Se,Ag,Zn)	1	15	\$166.00	\$166.00
Solids, Total (Metals Aliquot)	SM 2540 G-11	1	15	\$12.00	\$12.00
Aroclor PCBs by dual column GC/ECD	EPA 8082A (ver: 7 Aroclors)	1	15	\$253.00	\$253.00
OC Pesticides by dual column GC/ECD	EPA 8081B (ver: DMMP WND)	1	15	\$276.00	\$276.00
Semivolatiles by GC/MS	EPA 8270E (ver: DMMP)	1	15	\$360.00	\$360.00
SIM SVOC Organics by GC/MS (Dual scan list)	EPA 8270E-SIM (ver: DMMP)	1	15	\$260.00	\$260.00
Solids, Total, PSEP (Organics Aliquot)	PSEP 1986	1	15	\$12.00	\$12.00
Freeze and Hold All Container	ARI SOP 001S	1	365	\$0.00	\$0.00
Receive Hold up to one year no analysis	ARI SOP 001S	4	15	\$100.00	\$400.00
Grainsize ASTM D6913/D7938 Sieve/Hydrometer	ASTM D6913/D7928	3	15	\$370.00	\$1,110.00
Additional Items					
SRM Analysis charge - Aroclor PCB		1		\$253.00	\$253.00
Matrix QC (MS/MSD) - SVOC		1		\$360.00	\$360.00
Matrix QC (MS/MSD) - SIM-SVOC		1		\$260.00	\$260.00
Matrix QC (MS/MSD) - Pest		1		\$276.00	\$276.00
Matrix QC (MS/DUP) - TOC		1		\$66.00	\$66.00
Matrix QC (MS/DUP) - Sulfide		1		\$83.00	\$83.00
Matrix QC (MS/DUP) - Metals		1		\$166.00	\$166.00
Matrix QC (MS/DUP) - Mercury		1		\$68.00	\$68.00
Matrix QC (MS/DUP) - Ammonia		1		\$46.00	\$46.00
Matrix QC (DUP) - TVS		1		\$46.00	\$46.00
Hold (per sample per month after 365 days)		1		\$8.00	\$8.00
Bottle Kit Delivery (estimate per cooler)		1		\$70.00	\$70.00
Validatable Data Package (Lvl IV)	10.00% of analyses	1			\$319.00

Susan Dunnihoo
Director, Client Services



Analytical Resources, LLC
Analytical Chemists and Consultants

Ali Judkins
Anchor QEA, LLC
Birch Bay 2026

Analytical Services Quotation

Printed: 8/12/2026
Effective: 07-Aug-2026
Expires: 31-Dec-2026

Samples will be discarded 90 days after submission of a final report unless other instructions are received.
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* Working days - refer to Terms and Conditions, Turnaround Time on page 14.

Bid Total:	\$5,211.00
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Ali Judkins
Anchor QEA, LLC
Birch Bay 2026

Analytical Services Quotation

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Effective: 07-Aug-2026
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Samples will be discarded 90 days after submission of a final report unless other instructions are received.

Turnaround Pricing

SIM SVOC Organics by GC/MS (Dual scan list) by EPA 8270E-SIM

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$260.00	\$325.00	\$455.00	\$455.00	\$455.00	\$520.00	\$520.00

Ammonia-N (in Solid) by SM 4500-NH3 H-11

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$46.00	\$46.00	\$69.00	\$69.00	\$69.00	\$80.50	\$80.50
2 days	1 day					
\$92.00	\$92.00					

Carbon, Total, Inorganic, Organic, Soot by EPA 9060A m

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$66.00	\$82.50	\$115.50	\$115.50	\$115.50	\$132.00	\$132.00

Freeze and Hold All Container by ARI SOP 001S

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 days	1 day					
\$0.00	\$0.00					

Grainsize ASTM D6913/D7938 Sieve/Hydrometer by ASTM D6913/D7928

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$370.00	\$370.00	\$555.00	\$555.00	\$555.00	\$647.50	\$647.50
2 days						
\$740.00						

Receive Hold up to one year no analysis by ARI SOP 001S

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$100.00	\$100.00	\$150.00	\$150.00	\$150.00	\$175.00	\$175.00
2 days	1 day					
\$200.00	\$200.00					

Metals by ICP/MS by EPA 6020B

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$166.00	\$166.00	\$249.00	\$249.00	\$249.00	\$290.50	\$290.50
2 days						
\$332.00						

Mercury by CVAA by EPA 7471B

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$68.00	\$68.00	\$102.00	\$102.00	\$102.00	\$119.00	\$119.00
2 days						
\$136.00						



Ali Judkins
Anchor QEA, LLC
Birch Bay 2026

Analytical Services Quotation

Printed: 8/12/2026
Effective: 07-Aug-2026
Expires: 31-Dec-2026

Samples will be discarded 90 days after submission of a final report unless other instructions are received.

Aroclor PCBs by dual column GC/ECD by EPA 8082A

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$253.00	\$253.00	\$379.50	\$379.50	\$379.50	\$442.75	\$442.75
2 days						
\$506.00						

OC Pesticides by dual column GC/ECD by EPA 8081B

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$276.00	\$276.00	\$414.00	\$414.00	\$414.00	\$483.00	\$483.00
2 days						
\$552.00						

Solids, Total (on Preserved Solid Sample) by PSEP-PS

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$12.00	\$12.00	\$18.00	\$18.00	\$18.00	\$21.00	\$21.00
2 days	1 day					
\$24.00	\$24.00					

Solids, Total Volatile (Volatile Solids) by PSEP 1986

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$46.00	\$46.00	\$69.00	\$69.00	\$69.00	\$80.50	\$80.50
2 days	1 day					
\$92.00	\$92.00					

Solids, Total, Dried at 103 -105 °C by SM 2540 G-11

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$20.00	\$20.00	\$30.00	\$30.00	\$30.00	\$35.00	\$35.00
2 days	1 day					
\$40.00	\$40.00					

Solids, Total (Metals Aliquot) by SM 2540 G-11

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$12.00	\$12.00	\$18.00	\$18.00	\$18.00	\$21.00	\$21.00
2 days	1 day					
\$24.00	\$24.00					

Solids, Total, PSEP (Organics Aliquot) by PSEP 1986

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$12.00	\$12.00	\$18.00	\$18.00	\$18.00	\$21.00	\$21.00
2 days	1 day					
\$24.00	\$24.00					

Sulfide, Solid Matrix (PSEP Prep) by SM 4500-S2 D-00 (PSEP)

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$83.00	\$83.00	\$124.50	\$124.50	\$124.50	\$145.25	\$145.25
2 days	1 day					
\$166.00	\$166.00					



Ali Judkins
Anchor QEA, LLC
Birch Bay 2026

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Effective: 07-Aug-2026
Expires: 31-Dec-2026

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Semivolatiles by GC/MS by EPA 8270E

15 days	10 days	9 days	7 days	5 days	4 days	3 days
\$360.00	\$360.00	\$540.00	\$540.00	\$540.00	\$630.00	\$630.00
2 days						
\$720.00						



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Analysis Details

Analyte	MDL	Reporting Limit	Surrogate %R	Duplicate RPD	Matrix Spike %R	RPD	BlankSpike/LCS %R	RPD
Semivolatiles by GC/MS in Solid (EPA 8270E) Version: DMMP								
Naphthalene	10.0	20.0 ug/kg		30	41 - 120	30	41 - 120	30
2-Methylnaphthalene	10.0	20.0 ug/kg		30	43 - 120	30	43 - 120	30
Acenaphthylene	10.0	20.0 ug/kg		30	42 - 120	30	42 - 120	30
Acenaphthene	10.0	20.0 ug/kg		30	45 - 120	30	45 - 120	30
Dibenzofuran	20.0	20.0 ug/kg		30	43 - 120	30	43 - 120	30
Fluorene	20.0	20.0 ug/kg		30	40 - 120	30	40 - 120	30
Phenanthrene	10.0	20.0 ug/kg		30	49 - 120	30	49 - 120	30
Anthracene	10.0	20.0 ug/kg		30	37 - 120	30	37 - 120	30
Di-n-Butylphthalate	10.0	20.0 ug/kg		30	48 - 126	30	48 - 126	30
Fluoranthene	10.0	20.0 ug/kg		30	38 - 127	30	38 - 127	30
Pyrene	10.0	20.0 ug/kg		30	39 - 122	30	39 - 122	30
Benzo(a)anthracene	10.0	20.0 ug/kg		30	44 - 120	30	44 - 120	30
Chrysene	10.0	20.0 ug/kg		30	47 - 120	30	47 - 120	30
bis(2-Ethylhexyl)phthalate	40.0	50.0 ug/kg		30	10 - 130	30	10 - 130	30
Di-n-Octylphthalate	10.0	20.0 ug/kg		30	10 - 124	30	10 - 124	30
Benzofluoranthenes, Total	30.0	40.0 ug/kg		30	30 - 160	30	30 - 160	30
Benzo(a)pyrene	10.0	20.0 ug/kg		30	37 - 120	30	37 - 120	30
Indeno(1,2,3-cd)pyrene	20.0	20.0 ug/kg		30	42 - 123	30	42 - 123	30
Benzo(g,h,i)perylene	20.0	20.0 ug/kg		30	38 - 126	30	38 - 126	30
1-Methylnaphthalene	10.0	20.0 ug/kg		30	42 - 120	30	42 - 120	30
surr: 2-Fluorophenol			27 - 120					
surr: Phenol-d5			29 - 120					
surr: 2-Chlorophenol-d4			31 - 120					
surr: 1,2-Dichlorobenzene-d4			32 - 120					
surr: Nitrobenzene-d5			30 - 120					
surr: 2-Fluorobiphenyl			35 - 120					
surr: 2,4,6-Tribromophenol			24 - 134					
surr: p-Terphenyl-d14			37 - 120					
1,4-Dichlorobenzene-d4		ug/kg						
Naphthalene-d8		ug/kg						
Acenaphthene-d10		ug/kg						
Phenanthrene-d10		ug/kg						
Chrysene-d12		ug/kg						
Perylene-d12		ug/kg						



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SIM SVOC Organics by GC/MS (Dual scan list) in Solid (EPA 8270E-SIM) Version: DMMP								
Phenol	2.50	5.00 ug/kg		30	30 - 160	30	30 - 160	30
1,4-Dichlorobenzene	2.50	5.00 ug/kg		30	36 - 120	30	36 - 120	30
1,2-Dichlorobenzene	2.50	5.00 ug/kg		30	36 - 120	30	36 - 120	30
Benzyl Alcohol	10.0	20.0 ug/kg		30	25 - 123	30	25 - 123	30
2-Methylphenol	2.50	5.00 ug/kg		30	26 - 120	30	26 - 120	30
4-Methylphenol	2.50	5.00 ug/kg		30	30 - 160	30	30 - 160	30
2,4-Dimethylphenol	10.0	20.0 ug/kg		30	10 - 120	30	10 - 120	30
1,2,4-Trichlorobenzene	5.00	5.00 ug/kg		30	35 - 120	30	35 - 120	30
Benzoic acid	50.0	100 ug/kg		30	10 - 160	30	10 - 160	30
Hexachlorobutadiene	2.50	5.00 ug/kg		30	34 - 120	30	34 - 120	30
Dimethylphthalate	2.50	5.00 ug/kg		30	38 - 120	30	38 - 120	30
Diethyl phthalate	10.0	20.0 ug/kg		30	55 - 120	30	55 - 120	30
N-Nitrosodiphenylamine	2.50	5.00 ug/kg		30	27 - 120	30	27 - 120	30
Hexachlorobenzene	2.50	5.00 ug/kg		30	32 - 120	30	32 - 120	30
Pentachlorophenol	10.0	20.0 ug/kg		30	26 - 120	30	26 - 120	30
Butylbenzylphthalate	2.50	5.00 ug/kg		30	32 - 142	30	32 - 142	30
Dibenzo(a,h)anthracene	2.50	5.00 ug/kg		30	28 - 125	30	28 - 125	30
N-Nitrosodimethylamine	12.5	25.0 ug/kg		30	30 - 160	30	30 - 160	30
surr: 2-Fluorophenol			27 - 120	30				
surr: Phenol-d5			29 - 120	30				
surr: 2-Chlorophenol-d4			31 - 120	30				
surr: 1,2-Dichlorobenzene-d4			32 - 120	30				
surr: Nitrobenzene-d5			30 - 120	30				
surr: 2-Fluorobiphenyl			35 - 120	30				
surr: 2,4,6-Tribromophenol			24 - 134	30				
surr: p-Terphenyl-d14			37 - 120	30				
1,4-Dichlorobenzene-d4		ug/kg						
Naphthalene-d8		ug/kg						
Acenaphthene-d10		ug/kg						
Phenanthrene-d10		ug/kg						
Chrysene-d12		ug/kg						
Perylene-d12		ug/kg						



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OC Pesticides by dual column GC/ECD in Solid (EPA 8081B) Version: DMMP WND								
Heptachlor	0.250	0.500 ug/kg		30	26 - 120	30	26 - 120	30
Aldrin	0.500	0.500 ug/kg		30	26 - 120	30	26 - 120	30
trans-Chlordane (beta/gamma-Chlordane)	0.500	0.500 ug/kg		30	21 - 120	30	21 - 120	30
cis-Chlordane (alpha-chlordane)	0.250	0.500 ug/kg		30	39 - 120	30	39 - 120	30
4,4'-DDE	0.500	1.00 ug/kg		30	35 - 120	30	35 - 120	30
Dieldrin	0.500	1.00 ug/kg		30	10 - 140	30	10 - 140	30
4,4'-DDD	0.500	1.00 ug/kg		30	50 - 120	30	50 - 120	30
4,4'-DDT	0.500	1.00 ug/kg		30	39 - 120	30	39 - 120	30
Oxychlordane	0.500	1.00 ug/kg		30	30 - 160	30	30 - 160	30
cis-Nonachlor	0.500	1.00 ug/kg		30	30 - 160	30	30 - 160	30
trans-Nonachlor	0.500	1.00 ug/kg		30	30 - 160	30	30 - 160	30
surr: Decachlorobiphenyl			30 - 160					
surr: Tetrachlorometaxylene			30 - 160					
1-Bromo-2-Nitrobenzene		ug/kg						
Hexabromobiphenyl		ug/kg						

Aroclor PCBs by dual column GC/ECD in Solid (EPA 8082A) Version: 7 Aroclors

Aroclor 1016	2.00	4.00 ug/kg		30	56 - 120	30	56 - 120	30
Aroclor 1221	2.00	4.00 ug/kg		30				
Aroclor 1232	2.00	4.00 ug/kg		30				
Aroclor 1242	2.00	4.00 ug/kg		30	56 - 120	30	56 - 120	30
Aroclor 1248	2.00	4.00 ug/kg		30	56 - 120	30	56 - 120	30
Aroclor 1254	2.00	4.00 ug/kg		30	56 - 120	30	56 - 120	30
Aroclor 1268	2.00	4.00 ug/kg		30				
surr: Decachlorobiphenyl			40 - 126					
surr: Tetrachlorometaxylene			44 - 120					
1-Bromo-2-Nitrobenzene		ug/kg						
Hexabromobiphenyl		ug/kg						



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Metals by ICP/MS in Solid (EPA 6020B) Version: Sb,As,Cd,Cr,Cu,Pb,Se,Ag,Zn								
Antimony-123	0.150	0.200 mg/kg		20	75 - 125	20	80 - 120	20
Arsenic-75a UCT	0.100	0.200 mg/kg		20	75 - 125	20	80 - 120	20
Cadmium-111 UCT	0.0500	0.100 mg/kg		20	75 - 125	20	80 - 120	20
Cadmium-114 UCT	0.0500	0.100 mg/kg		20	75 - 125	20	80 - 120	20
Chromium-52	0.400	0.500 mg/kg		20	75 - 125	20	80 - 120	20
Chromium-53	0.400	0.500 mg/kg		20	75 - 125	20	80 - 120	20
Copper-63 UCT	0.340	0.500 mg/kg		20	75 - 125	20	80 - 120	20
Copper-65 UCT	0.350	0.500 mg/kg		20	75 - 125	20	80 - 120	20
Lead-208	0.0680	0.100 mg/kg		20	75 - 125	20	80 - 120	20
Selenium-78 UCT	0.500	1.00 mg/kg		20	75 - 125	20	80 - 120	20
Silver-107	0.100	0.200 mg/kg		20	75 - 125	20	80 - 120	20
Zinc-66 UCT	5.00	6.00 mg/kg		20	75 - 125	20	80 - 120	20
Zinc-67 UCT	3.00	6.00 mg/kg		20	75 - 125	20	80 - 120	20
Lithium		mg/kg						
Scandium		mg/kg						
Germanium		mg/kg						
Indium		mg/kg						
Terbium		mg/kg						
Mercury by CVAA in Solid (EPA 7471B) Version: None								
Mercury	0.00525	0.0250 mg/kg		20	75 - 125	20	80 - 120	20
Solids, Total (Metals Aliquot) in Solid (SM 2540 G-11) Version: None								
Total Solids		0.04000 %		20				
Ammonia-N (in Solid) in Solid (SM 4500-NH3 H-11) Version: None								
Ammonia-N	0.400	mg/kg NH3-N		20	75 - 125	20	90 - 110	20
Carbon, Total, Inorganic, Organic, Soot in Solid (EPA 9060A m) Version: None								
Total Organic Carbon	0.0200	0.0200 %		20	75 - 125	20	80 - 120	20
Solids, Total (on Preserved Solid Sample) in Solid (PSEP-PS) Version: None								
Total Solids, Sulfide	0.04000	0.04000 %		20				20
Solids, Total Volatile (Volatile Solids) in Solid (PSEP 1986) Version: None								
Volatile Solids	0.04000	0.04000 %		20				
Solids, Total, Dried at 103 -105 °C in Solid (SM 2540 G-11) Version: None								
Total Solids	0.04000	0.04000 %		20				
Sulfide, Solid Matrix (PSEP Prep) in Solid (SM 4500-S2 D-00 (PSEP)) Version: None								
Sulfide	1.00	1.00 mg/kg		20	75 - 125		75 - 125	20



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Analyte	MDL	Reporting Limit	Surrogate %R	Duplicate RPD	Matrix Spike %R	RPD	BlankSpike/LCS %R	RPD
Solids, Total, PSEP (Organics Aliquot) in Solid (PSEP 1986) Version: None								
Total Solids		0.01000 %		20				

Freeze and Hold All Container in Solid (ARI SOP 001S) Version: None

Receive Hold up to one year no analysis in Solid (ARI SOP 001S) Version: None



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Analyte	MDL	Reporting	Surrogate	Duplicate	Matrix Spike		BlankSpike/LCS	
		Limit	%R	RPD	%R	RPD	%R	RPD
Grainsize ASTM D6913/D7938 Sieve/Hydrometer in Solid (ASTM D6913/D7928) Version: None								
3 Inches (Percent Retained)	0.100	0.100 %						
2 Inches (Percent Retained)	0.100	0.100 %						
1.5 Inches (Percent Retained)	0.100	0.100 %						
1 Inches (Percent Retained)	0.100	0.100 %						
3/4 Inches (Percent Retained)	0.100	0.100 %						
5/8 Inches (percent retained)		%						
1/2 Inches (Percent Retained)	0.100	0.100 %						
3/8 Inches (Percent Retained)	0.100	0.100 %						
5/16 Inches (percent retained)		%						
4750 microns (percent retained)	0.100	0.100 %						
2000 microns (percent retained)	0.100	0.100 %						
850 microns (percent retained)	0.100	0.100 %						
425 microns (percent retained)	0.100	0.100 %						
250 microns (percent retained)	0.100	0.100 %						
150 microns (percent retained)	0.100	0.100 %						
106 microns (percent retained)	0.100	0.100 %						
75 microns (percent retained)	0.100	0.100 %						
63 microns (percent retained)		%						
32 microns (percent retained)	0.100	0.100 %						
31.2 microns (percent retained)	0.100	0.100 %						
22 microns (percent retained)	0.100	0.100 %						
15.6 microns (percent retained)	0.100	0.100 %						
13 microns (percent retained)	0.100	0.100 %						
9 microns (percent retained)	0.100	0.100 %						
7.8 microns (percent retained)	0.100	0.100 %						
7 microns (percent retained)	0.100	0.100 %						
3.9 microns (percent retained)	0.100	0.100 %						
3.2 microns (percent retained)	0.100	0.100 %						
1.9 microns (percent retained)	0.100	0.100 %						
1.3 microns (percent retained)	0.100	0.100 %						
<1.3 Microns	0.100	0.100 %						
< 1.0 microns (percent retained)	0.100	0.100 %						
<1.0 microns (percent passing)	0.100	0.100 %						
Total Gravel	0.100	0.100 %						
Total Sand	0.100	0.100 %						
Total Silt	0.100	0.100 %						
Total Clay	0.100	0.100 %						
Total Fines	0.100	0.100 %						



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Analyte	MDL	Reporting Limit	Surrogate %R	Duplicate RPD	Matrix Spike		BlankSpike/LCS	
					%R	RPD	%R	RPD
<1 Inches (percent passing)		%						
<3/4 Inches (percent passing)		%						
<1/2 Inches (percent passing)		%						
<3/8 Inches (percent passing)		%						
<4750 microns (percent passing)		%						
<2000 microns (percent passing)		%						
<425 microns (percent passing)		%						
<150 microns (percent passing)		%						
<75 microns (percent passing)		%						



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Terms and Conditions

Sample Receiving Hours:

Samples are routinely accepted from 07:30 to 18:00 (Pacific Time) Monday through Friday and 08:00 to 12:00 on Saturday at ARI's facility located at 4611 S. 134th Place, Suite 100, Tukwila, WA 98168. When samples must be delivered at other times, or a Sunday, or holiday, the Client must pre-arrange the delivery at least 24 hours in advance. With prior arrangement, samples may be placed in a secure locker at ARI's facility anytime 24 hours per day 7 days a week. Such samples will be officially received the next business day. Samples accepted at the premises after 3:00 p.m. on any day will be logged into the ARI LIMS data system on that day, but the turnaround time may be calculated starting the following morning at 7:30 A.M.

To provide a supportive work environment for its employees, ARI reserves the right to refuse samples with short holding times or expedited turnaround times that would require staff to work on scheduled holidays. Scheduled holidays include; New Year's Day, Memorial Day, July 4th, Thanksgiving Day and Christmas Day. Adherence to holding times may not be guaranteed for samples delivered within these specified holiday periods.

Safety:

ARI will not accept any sample which in its judgment, may pose an increased health, safety or environmental risk during routine processing for which ARI is not equipped to handle. Radioactive samples (>250 uR/hr) are not accepted. It is a client's responsibility to notify ARI when their samples pose or are suspected to pose a health or safety risk.

ARI operates an extensive disposal program to ensure that all laboratory wastes, including samples, are disposed of safely in accordance with federal, state and local regulations. In effort to minimize waste, this program requires that samples be submitted only in the amounts specified by ARI. Samples arriving with volumes in excess may be subject to an additional charge for sample disposal. Clients may consult an ARI Project Manager for guidance on appropriate sample collection volumes.

Acceptable Samples:

Samples are considered acceptable when meeting the following requirements. ARI will attempt to resolve acceptability issues with clients when samples arrive at the lab. When specific acceptability issues cannot be resolved, samples will be returned to ARI's client. Analysis of non-conforming samples will be documented in ARI's final analytical report.

1. Timelines:

Holding Time is the maximum amount of time that may elapse between sample collection and sample preparation or analysis. Holding times are prescribed by regulatory agencies and documented in published analytical methods or Quality Assurance documents. Adherence to method specified holding times is required.

ARI will make every attempt to meet holding times specified in the applicable methodology or a contractual agreement. ARI's client is responsible for delivering samples to the laboratory with sufficient time to complete the analysis within the prescribed holding time. Samples may not be accepted when holding times have been exceeded or will be exceeded before analysis can take place unless the client authorizes analysis. When this happens, ARI will contact the Client to determine how to proceed with the analysis.

ARI reserves the right to assess rush surcharges for samples received with less than 72 hours remaining in the holding time from collection. These charges may also be applied if analytical requirements for already delivered samples are not received until there is less than 72 hours left in the holding time.

2. Sample Containers:

Sample must be submitted in an appropriate sample container with sufficient sample volume to perform all requested analyses. When ARI receives a sample with insufficient sample volume, the client will be contacted to determine how to process the sample. Inappropriate sample container material may affect analytical results; therefore, samples must be submitted only in approved sample containers. If insufficient sample volume is received by the laboratory to achieve published reporting limits for a specified analysis, the project manager (PM) will inform the Client and discuss options for reporting elevated limits or re-sampling.

3. Preservation:

Chemical or thermal preservation for samples may be required to halt or reduce natural degradation. All samples requiring preservation must be pre-preserved prior to arriving at ARI. ARI will provide sample containers with appropriate preservative upon request.

Samples requiring thermal preservation must be received at a temperature between ≥ 0.0 and ≤ 6.0 °C. Samples received on ice where insufficient time has elapsed between sample collection and sample receipt, are acceptable if the cooling process has begun.

ARI's client will be notified when samples are received outside of acceptable temperature range or without proper chemical preservation. ARI staff will attempt to preserve improperly preserved samples upon arrival but when such preservation is not possible, the samples may be refused unless the client authorizes analysis.

Water samples for volatile organic analysis (VOA) and ferrous iron (Fe+2) are exceptions. Due to the nature of these analytes and method requirements, the preservation is checked after the samples are analyzed. When aqueous VOA or Fe+2 samples do not meet preservation requirement it will be explained in the project narrative. Non-compliant samples analyzed under these conditions will be billed to the client.

4. Documentation:

Proper, full, and complete documentation must accompany each sample. At a minimum, this will include a Chain of Custody or similar document that includes:

- Sample identification(s) that match the container label(s)
- The date and time of sample collection
- Identification of the sample collector
- The client's identity
- The type of sample
- The analyses requested
- The type of preservation (when required)
- The turnaround time requested
- Special instructions for sample handling or analysis
- Name and signature of relinquishing party and date/time samples were relinquished to ARI.
- Name and signature of ARI staff receiving the sample including the date and time of receipt at ARI.

Additional documentation may be required including but not limited to: lists of project specific instructions (reporting limits, control limits, deliverable requirements etc.), USDA Regulated Soils or Tissue Import permit documents, etc.

All documentation must be legible and produced using indelible ink on durable (water-resistant) labels or paper. If the laboratory cannot decipher the identity of a sample, it may be rejected and the client notified.

ARI will attempt to contact the client to obtain any missing information. If the client cannot be immediately contacted, and hold times are not an issue, the sample(s) will be appropriately stored and will not be logged in until the information is acquired. However, if a delay in sample log-in could result in missed hold times for any of the requested analyses, ARI may proceed with log-in and analysis based on the information provided. In these cases, requested turnaround times may be exceeded and ARI is not liable for errors resulting from not having sufficient information to meet the client's expectations. The client will be liable for all analyses conducted to meet holding time requirements.

Changes to requested analyses received after samples have been accepted by ARI must be submitted by written request to ARI's Project manager. E-mail and/or fax requests are acceptable. Clients are responsible for cost incurred by ARI prior to receiving a request to modify requested analyses.

ARI will accept a sample or group of samples by signing the accompanying Chain-of-Custody record(s). Prior to ARI's acceptance of any sample, the entire risk of loss of or damage to such sample shall remain with the client. In no event, will ARI have any responsibility or liability for the action or inaction of any carrier handling shipment or delivery of samples to ARI.

Hazardous Waste:

ARI reserves the right to charge a disposal fee not to exceed \$10.00 per sample. ARI also reserves the right to return any sample to the Client. Client agrees to accept the return of such samples to its facilities and bear the costs for preparation and transport of the hazardous samples. All samples containing PCB concentrations greater than 50 ppm will incur a disposal fee of \$50.00 per sample due to transportation and disposal costs.



Analytical Resources, LLC
Analytical Chemists and Consultants

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Anchor QEA, LLC
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Sample Storage and Disposal:

ARI will archive water samples for 30 days, soil samples for 60 days, and frozen solids or tissues for 1 year from collection. When this time expires, ARI will return the samples to the client or properly dispose of the samples. ARI reserves the right to charge for storage when a client requests longer sample archival or delivers samples that are not analyzed. Samples that arrive at ARI with a request to be placed 'On Hold' by the client are done so at the client's risk. It is the client's responsibility to notify ARI prior to 24 hours of the expiration of the holding time to proceed with any analysis. Samples released from hold that are approaching expiration of holding times may incur rush fees to complete the extraction/analysis.

Minimum Fee:

A seventy dollar (\$70) minimum charge is required for sample log-in and processing per work order received. This charge applies even if samples are placed on hold and then cancelled. Samples placed on hold and not analyzed may be subject to charges equal to 25% of the original analytical fee.

Reporting Limits:

ARI's reporting limits are based on method detection limit (MDL) studies and demonstrated analyte response. These limits consider sample weights or volumes, and extract or digest volumes as specified in ARI Standard Operating Procedures (SOP). Reporting limits are matrix dependent. The sample matrix may preclude achievement of published reporting limits. ARI's analysts will endeavor to analyze samples as concentrated as possible based on the matrix. It is at the discretion of ARI to define the point at which sample overload will damage the analytical system.

QA Acceptance Criteria:

ARI calculates and publishes acceptance limits for QA parameters including but not limited to LSC spike recovery, matrix spike recovery and replicate RPD. These limits are based on historic data, reviewed at least quarterly and updated as necessary. ARI's published QA acceptance criteria may change between the time a quotation is prepared and when samples arrive at ARI's facility.

Turnaround Time:

Turnaround time (TAT) constitutes the number of working days between sample receipt and due date for delivery of the analytical results. If the due date falls on a weekend or holiday, the TAT will extend to the following business day. ARI shall make every reasonable effort to meet any due dates quoted or acknowledged. Upon the request of the Client and subject to ARI's approval, ARI may agree to use its best efforts to perform services for the Client on an expedited basis. ARI reserves the right to assess a surcharge for expedited (RUSH) services. If expedited services cannot be performed and the results thereof provided in writing by the specified date, ARI will, subject to the provisions and to the extent available, provide verbal results by telephone to the Client on such specified date to fully satisfy its obligations. Please see quote for expedited (RUSH) service pricing.

Additional services:

Additional services may be required to accurately analyze samples. These services may include pre-screening, digestion, filtration, dilution, or distillation, turbidity analysis, special shipping, handling, or disposal processes and may result in additional costs.

Additional Terms and Conditions

Acceptance, Agreement:

Clients may order analytical or related services from ARI by purchase order, by telephone (followed by written confirmation from the Client), by e-mail, by fax, or by a negotiated contract. Any such order by Clients shall constitute acceptance of ARI's offer to do business with the Client under these Terms and Conditions. Client's delivery of samples to ARI shall also constitute acceptance by Client of these Terms and Conditions.

It is the client's responsibility to verify that ARI holds the certifications, accreditations or approvals required by the data user prior to submitting samples.

Assignment:

This agreement is not intended to create any rights in any third party, including any party with whom the client has contracted, except as expressly provided herein.

Changes:

Any changes to this agreement must be confirmed in writing by ARI and the client. If changes are made after the originally requested testing is initiated or has been completed, the client must accept payment responsibility for those services. ARI is not responsible for holding times that are exceeded due to such changes initiated by clients.

Client Disclosure:

The Client warrants that any sample containing any hazardous substance will be packaged, labeled, transported, and delivered in accordance with applicable laws and that the presence of any known or suspected hazardous substances be disclosed in writing, prior to or accompanying any shipment.

Collection:

In the event of default in payment of services rendered, the Client is responsible for reasonable collection/legal fees.

Confidentiality:

All sample data are confidential to the client paying for the services. ARI will not release the data to a third party without authorization from the client.

Credit:

In the absence of an established credit arrangement and/or an authorized purchase order, all sample charges must be pre-paid prior to processing.

Data Delivery:

ARI will prepare and deliver to the Client a written report of the results of ARI's services with respect to a sample upon completion of all services ordered for that sample. For most services, the Client may designate the format and content of such report in accordance with one of ARI's standard report formats (see Data Deliverables Summary). Verbal, fax, or e-mail preliminary results may be given in advance of the final written report of results. Such preliminary results are tentative results only and are subject to change based upon ARI's quality assurance review procedures. ARI shall not be liable in any way for damages incurred by the Client as a result of the Client's relying on verbal, fax, or e-mail preliminary data.

Discounts:

Economy-of-scale discounts are available and are determined by the number of samples and the nature and scope of the requested analyses. Quotations are provided free of charge. For established clients, discount rates are reevaluated annually, and a new rate is applied to future invoices based upon the previous year's volume of work, type of analyses, ease of scheduling, and work continuity. For clients with intermittent analytical needs, discounts may be extended based upon the quantity of work submitted at one time.

Disputes:

If a dispute should arise to the performance of the services to be provided under this agreement, and should that dispute result in litigation, it is agreed that the prevailing party shall be entitled to recover all reasonable costs incurred in the defense of the claim, including staff time, court costs, attorneys' fees, and other claim-related expenses.

Documents:

The documents ARI furnishes to Client are intended for Client's exclusive reliance and internal use and not for advertising or other types of general distribution or publication. Client agrees to obtain ARI's written permission for any exception. Any unauthorized use or distribution shall be at Client's sole risk without liability to ARI.



Analytical Resources, LLC
Analytical Chemists and Consultants

Ali Judkins
Anchor QEA, LLC
Birch Bay 2026

Analytical Services Quotation

Printed: 8/12/2026
Effective: 07-Aug-2026
Expires: 31-Dec-2026

Samples will be discarded 90 days after submission of a final report unless other instructions are received.
--

Entire Agreement:

Unless superseded by a signed contract, these standard Terms and Conditions are an integral part of the agreement between ARI and Client. Further, the agreement, including these Terms, constitutes the entire agreement between ARI and Client relating to the project and any written or oral representations, assurances, commitments, or agreements by ARI not contained herein are void.

Expert Services:

Should ARI be requested to provide expert testimony or consulting services related to this agreement, ARI shall be compensated at the prevailing rate charged for similar services in the U.S. The parties shall reach written agreement as to ARI's compensation before ARI shall provide such services or testimony.

Fee Schedule:

Prices are subject to change without notice. Prices listed herein include one original hardcopy of the analytical report in ARI Type 1 or 2 format sent by U.S. mail. Prices also include electronic deliverables in ARI's ARIEL format upon request.

Additional charges will apply for specific QA/QC hardcopy report formats, such as EPA CLP or PSDDA QA2 data deliverables (see Type 3 and 4 in Data Deliverables section). Additional charges may apply for customized hardcopy or electronic deliverables that differ significantly from the standard ARI formats.

ARI's prices include sample containers delivered to the Client's facility within the continental US. International shipping costs are not included. ARI reserves the right to invoice for Client-specified rush delivery or special handling of sampling containers.

Force Majeure:

ARI shall not be responsible for non-performance or delay in work to be performed caused by Client, Client's employees, agents, or contractors, or caused by factors beyond ARI's control such as acts of governmental authorities, unanticipated physical conditions not now known, labor disputes, or natural disasters.

Indemnity:

The Client shall indemnify and hold harmless ARI from any and all claims, suits, judgments, damages, losses, liabilities, expenses, payments, taxes, duties, fines, and/or other costs (including but not limited to liability to other parties) arising out of (a) the presence of hazardous substances in any sample of the Client, (b) accidents occurring during shipment and delivery of any sample, (c) events or delays caused by the Client or its agents, (d) negligence by the Client in use, interpretation, or application of results provided by ARI. Tests and observations will be conducted using appropriate test procedures and laboratory protocols. If the Client requests test procedures that vary from our standard or recommended procedures, Client agrees to hold ARI harmless from all claims, damages, and expenses arising out of that direction.

Inspection:

The Client may inspect ARI's facilities at its premises during normal business hours. ARI may limit or deny inspection privileges if, in the reasonable judgment of ARI, such limitation or denial is necessary or advisable for reasons of health, safety, protection of ARI's competitive position and/or preservation of confidential information.

Insurance:

ARI represents and warrants that it and its agents, staff and consultants employed by it, is and are protected by worker's compensation insurance and that ARI has such coverage under public liability and property damage insurance policies which ARI deems to be adequate. Certificates of all such policies of insurance shall be provided to Client upon written request.

Intellectual Property:

Methods, procedures, innovations, discoveries, and equipment developed and employed by ARI for any specific analytical project shall remain the sole property of ARI unless otherwise agreed upon in a signed contract with Client.

Law, Governing:

The validity and construction of these Terms and Conditions shall be governed by the laws of The State of Washington. In the event of any dispute relating to or concerning these Terms and Conditions, the parties hereto will submit exclusively to the jurisdiction of any court of competent jurisdiction sitting in the state of Washington, and will comply with all requirements necessary to give such court exclusive jurisdiction thereof.

Liability:

The liability and obligation of ARI is limited to repeating the services performed or, at the sole option of ARI, refunding in full or part fees paid by the Client for such services. Repeating the services may be subject to the Client providing at the Client's expense an additional sample, when necessary, due to expired analytical holding time or insufficient sample volume available to repeat the service. Except for the provisions specifically stated herein, ARI shall have no liability, obligation, or responsibility of any kind for any losses, costs, expenses, or damages (including but not limited to any special, indirect, incidental, or consequential damages) for any representation or warranty of any kind with respect to ARI's services. No action, regardless of form, arising out of or brought in connection with any services provided under this agreement may be brought by the client more than one (1) year after the performance of said services by ARI. It is expressly agreed that ARI shall have no liability to Client unless the liability arises out of the willful misconduct or gross negligence of ARI or its duly authorized employees.

Notices:

Client shall promptly inspect completed data packages and shall notify ARI of any defects or nonconformity within thirty (30) days of receipt. Failure to provide timely notification to ARI, or provide payment for services which client had the opportunity to inspect, shall be considered acceptance of such services except as to latent defects which reasonable and timely inspection would not have revealed.

Payment:

All fees are charged or billed directly to the client. The billing of a third party will not be accepted without a statement, signed by the client and third party, which acknowledges and accepts payment responsibility.

If Client directs ARI to invoice a third party, Client agrees to be responsible for ARI's compensation until ARI receives the third party's written acceptance of all terms of our agreement and until ARI agrees to extend credit to that party. Unless ARI's written acceptance of a billing substitution is given prior to acceptance of samples, Client agrees to be responsible for ARI's compensation even if the third party is subsequently accepted by ARI.

In the event Client fails to pay ARI within sixty (60) days following the invoice date, ARI may consider the default a total breach of this agreement and ARI may, at its option, terminate all duties without liability to Client or to others.

Retention of Samples and Records:

After analytical results are reported to the Client, ARI shall retain copies of the reports and all associated raw data for a period of 7 years, after which all documentation will be recycled. If the client requests additional copies of analytical reports during the retention period, ARI reserves the right to assess additional charges for the preparation of such reports. It will be at the discretion of the laboratory Project Manager to assess these charges.

Sample Delivery Group (SDG):

An SDG consists of any group of twenty or fewer samples of the same matrix, designated for the same analysis, and received within a 7 day period.

Scheduling:

Scheduling of samples and delivery of reports as detailed in the turnaround specifications in the SOW are subject to the following conditions: a) the samples are received within the time periods originally agreed upon in the attached Schedule or Statement of Work (SOW) and the corresponding ARI quotation to Client, and b) there is no identifiable matrix interference associated with the sample(s).



Analytical Resources, LLC
Analytical Chemists and Consultants

Ali Judkins
Anchor QEA, LLC
Birch Bay 2026

Analytical Services Quotation

Printed: 8/12/2026
Effective: 07-Aug-2026
Expires: 31-Dec-2026

Samples will be discarded 90 days after submission of a final report unless other instructions are received.
--

Services:

Where applicable, ARI will use analytical methodologies that conform to U.S. Environmental Protection Agency (EPA), state agency, American Society for Testing and Materials (ASTM), Association of Official Analytical Chemists (AOAC), Standard Methods for the Examination of Water and Wastewater, Puget Sound Estuary Protocols (PSEP), or other recognized methodologies if necessary; or appropriate due to the nature or composition of the sample or otherwise based on the sole judgment of ARI. Occasionally, project circumstances may require non-traditional analytical methodologies that are not identical to EPA, state or agency protocol. Such testing will be undertaken in a manner consistent with recognized scientific analytical procedures and good laboratory practices.

Standard Operating Procedures (SOPs):

ARI performs all analytical procedures per method-specific SOPs. These documents are available to our clients upon verbal or written request. The Client may be asked to review and sign an agreement of non-disclosure prior to release of any SOP. All SOPs remain the property of ARI.

Subcontracting:

ARI will not subcontract any samples to other laboratories, for any reason, without first notifying the Client. If subcontracting is necessary, samples will be sent only to analytical laboratories that are pre-approved by ARI's Client.

Suspension:

ARI is aware that field or project conditions sometimes change. Client may order performance of all or any part of the services suspended at any time by written notice. ARI may refuse to resume performance of the suspended services at its discretion, and shall be compensated for services completed through receipt of the notice, and for the reasonable cost of suspending and resuming work.

Use of Data:

All results provided by ARI are strictly for the use of the Client and ARI is in no way responsible for use of such results by the Client or third parties. All results should be considered in their entirety and ARI is not responsible for the detachment, separation or other use of any portion of the results. Data produced by ARI are ARI's property until the bill for the analytical work is paid.

Waiver:

Failure by either party to enforce any of the terms in any particular instance shall neither constitute a waiver of its rights under this agreement, nor shall it constitute a continuing waiver or preclude subsequent enforcement thereof.

Warranty:

ARI will perform its services using that degree of care and skill ordinarily exercised under similar conditions by reputable members of ARI's profession practicing in the same or similar locality. No other warranty, expressed or implied, is or has been made by ARI.

Definitions:

"ARI" shall mean "Analytical Resources, LLC" and its employees, servants, agents and representatives.

"Captions or Descriptive Titles" of the Sections of these Terms and Conditions are solely for convenience of reference and shall not define, limit or affect in any way the provisions, terms and conditions hereof or their interpretation.

"Client" refers to the person or business entity ordering the services to be performed.

"Fee" shall mean the amount or sum payable to ARI by the Client for ARI's services rendered.

"Hazardous Substance" shall mean any material or substance of any kind which is (or potentially is) poisonous, toxic, radioactive, explosive, flammable, or otherwise hazardous, or the handling, transport, disposition and/or disposal of which poses (or potentially poses) any hazard or risk to the environment or the safety and health of persons handling it.

"Premises" shall mean the site of ARI's laboratories and facilities.

"Quotation" shall mean ARI's standard form of Sales Quotation (as such form may be amended from time to time by ARI), appropriately completed, and executed by an authorized representative of ARI (whether or not executed by the Client).

"Receipt Date" shall mean the date on which a sample is delivered and accepted by ARI.

"Sample" or "Samples" shall mean any material or substance delivered by the Client to ARI hereunder on which one or more specific tests or analytical procedures are (or are to be) performed. A single delivery of material or substance by the Client, whether or not in one or more containers, may comprise one or more samples.

"Terms and Conditions" shall mean these Terms and Conditions and any additions or amendments agreed to in writing by ARI.

"Work" means the specific analytical, testing, or other services to be performed by ARI as set forth in ARI's service agreement, the Client's acceptance thereof and these General Conditions.



Gravity Consulting
32617 SE 44th St
Fall City, WA 98024

To: **Anchor QEA**

Gravity Consulting is pleased to submit this proposal. See attached Gravity's quote along with payment terms and schedule of charges.

Gravity Consulting (Gravity) specializes in the support of marine studies from shallow river systems to deep oceans. Although a small business, Gravity is the largest provider of research vessels and specialized marine environmental sampling equipment on the West Coast of the United States. Gravity supports environmental, oceanographic, geotechnical, biological and geophysical field studies providing equipment and technology to help clients solve their in-water challenges. From custom trace contaminant sampling equipment to our proprietary sediment coring systems Gravity has the staff, experience, and resources to successfully complete all aspects of your field studies.

Marine projects present some of the most demanding conditions and it is critical to have an experienced team that understand how to evaluate the risks and liabilities associated with each task. Our team has the experience to collect and analyze data in a site-specific manner that can manage costs while maintaining maximum safety and quality control of data collection. Gravity excels in the ability to utilize available technologies and develop site specific procedures to get the data your team needs.

Thank you for the opportunity provide this quote. Please contact me if you should have any questions.

Sincerely

Shawn Hinz
Senior Managing Partner
Gravity Consulting LLC



32617 SE 44th ST
Fall City, WA 98024
Phone: (425) 281-1471

QUOTE

Quote #	Date
6195	7/31/2026

Client:
Anchor QEA

Start	End
7/31/2026	7/26/2027

Project: Eelgrass survey Birch Bay Village

This quote is for anticipated costs to conduct an Eelgrass Survey. This quote assumes labor for planning, document review, kick off meeting, data acquisition, data processing, reporting and mobilization costs.

DESCRIPTION	UNIT TYPE	QTY	UNIT PRICE	AMOUNT
Task 1. Planning, Design, Meetings				
Survey Scientist	hour	4	145.00	580.00
Task 2. Field Work				
Labor				
Survey Scientist	Day	1	1,450.00	1,450.00
Boat Captain	Day	1	1,250.00	1,250.00
Overtime Hourly Rate (Per Person)	hr		125.00	
Vessel				
RV Spieden - 26' Survey Boat	day	1	700.00	700.00
Equipment				
Marine Biosonics Sonar	Day	1	250.00	250.00
DT- Video camera system	Day	1	200.00	200.00
Trimble R10 RTK System	Day	1	145.00	145.00
Expenses				
Vessel Fuel	day	1	125.00	125.00
Per Diem (each person)	Day	2	249.00	498.00
Task 3. Data Processing, Reporting				
Survey Scientist	hour	18	145.00	2,610.00
Task 4. Mobilization				
Mob/Demob	Lump Sum	1	3,200.00	3,200.00
Thank you for your business!			Subtotal	11,008.00
			Total	11,008.00

Assumptions and Notes:

* Please see attached Payment Terms & Schedule of Charges



Gravity Consulting
32617 SE 44th St
Fall City, WA 98024

Project: Eelgrass survey Birch Bay Village

SCOPE OF SERVICES - Gravity Consulting LLC (Gravity) will perform the Services proposed or defined in writing and approved by Client in accordance with the following Commercial Terms.

PERMITS AND SITE ACCESS - Client is responsible for all project required collection permits and site access agreements. Any citations or fines for failure to provide permits or site access agreements will be the responsibility of the Client and Gravity will not be held accountable or listed as a party on any infractions.

BILLING RATES - Charges for all equipment and personnel will be calculated and billed on the basis of the quoted billing rates. Hours over budgeted day rates will be billed at overtime rates as clarified in the quotation.

STANDBY TIME – Charges for equipment and labor due to delays such as weather, vessel or access and permit delays will be billed at: full day rates for labor, travel costs, moorage, storage fees and 50% of equipment day rates.

CANCELATION – If a project is cancelled with less than 48 hours of notice prior to start of work all mobilization, planning and one day of standby will be charged to the Client.

OTHER DIRECT COSTS - Other Direct Costs are all costs and expenses incurred by GRAVITY attributable to the performance of Services together with a ten percent (10%) fee. Other Direct Costs include subcontracts, materials, reproduction, shipping charges, special fees, permits, special insurance and licenses, and miscellaneous costs. Travel and travel-related expenses and equipment purchased for a project are computed based on actual cost plus a ten percent (10%) fee.

PER DIEM – allowance for lodging, meal and incidental costs incurred while traveling on Client Projects will be billed at the listed GSA rate for that locality. If the Client does not accept the billing of Per Diem and requires receipts for lodging, meal and incidental costs GRAVITY must be notified during the bidding process of the work.

INVOICING AND PAYMENT - Invoices will include a listing of Staff Categories, hours worked in providing Services, Billing Rates, Equipment Costs and the Other Direct Costs. Billing Rates on invoices are not limited to those used to estimate the cost of Services, all Billing Rates provided in the Commercial Terms may be included on an invoice. Invoices will be sent electronically. Original receipts will be available for review at Gravity's office but will not be released unless agreed in advance as part of Clients contract agreement. Payments can be made by electronic funds transfers or manually to the address appearing on the invoice due upon receipt. Invoices not paid within 60 days are subject to interest from the 31st day at the rate of 1½% per month (18% per annum). Gravity may, after written notice to Client suspend Services without liability until the Client has paid in full all amounts due GRAVITY for Services rendered and expenses incurred, including interest on past due invoices.

ESTIMATES OF COSTS - Gravity's estimates of costs and schedules are for Client's budget and planning assistance only. Cost and Schedule estimates are based on Gravity's best judgment of the requirements known at the time of the proposal. Gravity will endeavor to perform the Services and accomplish the objectives within the estimated costs and Schedule, but in no event shall Gravity's estimate be interpreted as a not-to-exceed or fixed price. If Client requires a firm-fixed price proposal GRAVITY must be notified during the bidding process of the work. Gravity shall be entitled to a change order for additional compensation or additional time to perform its work, if work outside the Services is requested or required to be performed by Gravity.



Gravity Consulting
32617 SE 44th St
Fall City, WA 98024

To: Anchor QEA

Subject: Sediment Vibracorer Sampling - Birch Bay Village

Gravity Consulting is pleased to submit this proposal. See attached Gravity's quote along with payment terms and schedule of charges.

Gravity Consulting (Gravity) specializes in the support of marine studies from shallow river systems to deep oceans. Although a small business, Gravity is the largest provider of research vessels and specialized marine environmental sampling equipment on the West Coast of the United States. Gravity supports environmental, oceanographic, geotechnical, biological and geophysical field studies providing equipment and technology to help clients solve their in-water challenges. From custom trace contaminant sampling equipment to our proprietary sediment coring systems Gravity has the staff, experience, and resources to successfully complete all aspects of your field studies.

Marine projects present some of the most demanding conditions and it is critical to have an experienced team that understands how to evaluate the risks and liabilities associated with each task. Our team has the experience to collect and analyze data in a site-specific manner that can manage costs while maintaining maximum safety and quality control of data collection. Gravity excels in the ability to utilize available technologies and develop site specific procedures to get the data your team needs.

Thank you for the opportunity provided by this quote. Please contact me if you should have any questions.

Sincerely

A handwritten signature in dark ink, appearing to read "Shawn Hinz", written in a cursive style.

Shawn Hinz
Senior Managing Partner
Gravity Consulting LLC



QUOTE

32617 SE 44th ST
Fall City, WA 98024
Phone: (425) 281-1471

Quote #	Date
6196	7/31/2026

Client:
Anchor QEA

Start	End
7/31/2026	7/26/2027

Location of Work

Birch Bay, WA

Sediment Vibracorer Sampling - Birch Bay Village

This quotation is for anticipated costs associated with the collection of sediment vibracore and Grab samples. The estimated costs are for labor, equipment, and travel related expenditures. The day rate for labor is based on a 10-hour workday; any hours exceeding this duration will be billed at the applicable overtime hourly rate. The anticipated number of core liners assumes three attempts per station. Mobilization and demobilization charges cover project setup and travel, while additional planning or reporting support will be invoiced at the specified hourly rates below.

DESCRIPTION	UNIT TYPE	QTY	UNIT PRICE	AMOUNT
Task 1. Planning & Reporting				
Senior Scientist	hour	4	145.00	580.00
Task 2. Field Work (2 cores & 2 grabs)				
Labor				
Captain	Day	1	1,250.00	1,250.00
Scientist/Deck Crew	Day	1	1,250.00	1,250.00
Overtime Hourly Rate (Per Person)	hr		150.00	
Vessel				
RV Tieton - 34' Landing Craft	Day	1	1,100.00	1,100.00
Equipment				
RIC 5500 Vibracorer	Day	1	700.00	700.00
Power Grab Sampler	ft	1	3.50	3.50
Trimble 461 GPS & Hypack Software	Day	1	135.00	135.00
Expenses				
Vessel Fuel	Day	1	200.00	200.00
Mooring & Parking	Day	1	89.00	89.00
Per Diem (each person)	Day	2	259.00	518.00
Consumables				
Coring Barrel & Rigid Liner	ft	40	9.50	380.00
Coring Fingers & Supplies	Day	1	180.00	180.00
Task 3. Mobilization & Demobilization				
Mob/Demob	Lump Sum	1	3,200.00	3,200.00
<i>Thank you for your business!</i>			Subtotal	9,585.50
			Total Estimate	9,585.50
Contingency Rates				
Vibracoring Daily Rate	Day	1	5,300.00	5,300.00
Standby Rate	Day	1	3,200.00	3,200.00

Additional Equipment Options	Day Rate
Real-Time Recovery Sensor (measures internal corer recovery)	\$250
Underdock corer System (extends vibracoring in lower overhead space)	\$450
Mobile Field Lab Trailer (26' trailer with lab tables for processing)	\$150
Expandable Field Lab (20x20 building with locking doors & insulation)	\$250
Processing Barge (40 x 12 ft barge for processing core samples)	\$500
Generator for site power (8000 kw generator for remote sites)	\$150
Support Skiff (16' work boat for hauling cores or staff)	\$400
Core Dolly (for hauling cores on shore)	\$25

Assumptions and Notes:

* Please see attached Payment Terms & Schedule of Charges



Gravity Consulting
32617 SE 44th St
Fall City, WA 98024

Payment Terms and Schedule of Charges

SCOPE OF SERVICES - Gravity Consulting LLC (Gravity) will perform the Services proposed or defined in writing and approved by Client in accordance with the following Commercial Terms.

PERMITS AND SITE ACCESS - Client is responsible for all project required collection permits and site access agreements. Any citations or fines for failure to provide permits or site access agreements will be the responsibility of the Client and Gravity will not be held accountable or listed as a party on any infractions.

BILLING RATES - Charges for all equipment and personnel will be calculated and billed on the basis of the quoted billing rates. Hours over budgeted day rates will be billed at overtime rates as itemized in the quotation.

STANDBY TIME – Charges for equipment and labor due to delays such as weather, vessel or access and permit delays will be billed at: full day rates for labor, travel costs, moorage, storage fees and 50% of equipment day rates.

CANCELATION – If a project is cancelled with less than 48 hours of notice prior to start of work all mobilization, planning and one day of standby will be charged to the Client.

OTHER DIRECT COSTS - Other Direct Costs are all costs and expenses incurred by GRAVITY attributable to the performance of Services together with a ten percent (10%) fee. Other Direct Costs include subcontracts, materials, reproduction, shipping charges, special fees, permits, special insurance and licenses, and miscellaneous costs. Travel and travel-related expenses and equipment purchased for a project are computed based on actual cost plus a ten percent (10%) fee.

PER DIEM – allowance for lodging, meal and incidental costs incurred while traveling on Client Projects will be billed at the listed GSA rate for that locality and season. If the Client does not accept the billing of Per Diem and requires receipts for lodging, meals and incidental costs, GRAVITY must be notified during the bidding process of the work.

INVOICING AND PAYMENT - Invoices will include a listing of Staff Categories, hours worked in providing Services, Billing Rates, Equipment Costs and the Other Direct Costs. Billing Rates on invoices are not limited to those used to estimate the cost of Services, all Billing Rates provided in the Commercial Terms may be included on an invoice. Invoices will be sent electronically. Original receipts will be available for review at Gravity's office but will not be released unless agreed in advance as part of Client's contract agreement. Payments can be made by electronic funds transfers or manually to the address appearing on the invoice due upon receipt. Invoices not paid within 60 days are subject to interest from the 31st day at the rate of 1½% per month (18% per annum). Gravity may, after written notice to Client suspend Services without liability until the Client has paid in full all amounts due GRAVITY for Services rendered and expenses incurred, including interest on past due invoices.

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I have read, understand, and accept the listed rates and Specific Terms of this Agreement.

Shawn Hinz, Senior Partner, Gravity Consulting LLC _____

Client: _____



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

August 20, 2026

To: BBVCC Board of Directors

From: David Franklin, GM

RE: Semia Renovations Parking Lot Lighting Project Change Order Expense Authorization

BIRCH BAY VILLAGE COMMUNITY CLUB

EXPENSE AUTHORIZATION

Project: Parking Lot Lighting Project – Electrical Change Order

Contractor: Semia Renovations

Change Order Amount: \$5,900–\$6,900

Purpose

Approval is requested for additional electrical work associated with the Parking Lot Lighting Project. The proposed change will separate the boat yard electrical outlets from the light pole power circuits so that powered storage stalls will continue to receive power when the lighting timers turn the parking lot lights off.

Scope of Work

Semia Renovations will install an additional wire through the existing conduit system to separate the lighting circuits from the outlet circuits. The work includes:

- Installation of additional #10 THHN conductors in conduits serving #10 wiring;
- Installation of additional #8 THHN conductors in conduits serving #8 wiring;
- Labor and all required electrical connections; and
- Reconfiguration necessary to provide independent power to the boat yard outlets and light poles.

The final cost may vary depending on how the existing wiring was originally installed and the condition and accessibility of the existing conduit system.

Budget

The estimated cost for this additional work is:

Low Estimate: \$5,900

Maximum Estimate: \$6,900



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www.bbvcc.com

Management recommends authorizing the change order at a not-to-exceed amount of \$6,900 to allow the contractor to complete the work without requiring additional authorization if existing conduit or wiring conditions increase the installation effort.

Management Recommendation

Management recommends approval of the change order. Separating the boat yard outlets from the lighting circuits will prevent powered storage stalls from losing electricity when the parking lot lighting timers shut off and will provide a more functional and appropriate electrical configuration for the facility.

Recommended Board Motion

Motion: *I move to approve a change order with Semia Renovations for the Parking Lot Lighting Project to separate the boat yard electrical outlets from the light pole power circuits, including installation of additional conductors, labor, connections, and associated electrical work, in an amount not to exceed \$6,900, and authorize Management to proceed with the work.*



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

August 20, 2026

To: BBVCC Board of Directors

From: David Franklin, GM

RE: Turner HR Services Capital Projects and Asset Manager Search Proposal and Expense Authorization

BIRCH BAY VILLAGE COMMUNITY CLUB

EXPENSE AUTHORIZATION

Project: Search and Selection – Capital Projects & Asset Manager

Consultant: Turner HR Services, Inc.

Amount Requested: \$15,000, plus direct recruitment expenses

Purpose

Approval is requested to retain Turner HR Services, Inc. to conduct the recruitment and selection process for BBVCC's Capital Projects & Asset Manager position. Turner HR recommends this title because the position encompasses both long-term asset management and responsibility for capital projects from planning and budgeting through permitting, bidding, construction, and closeout.

Scope of Work

Turner HR will manage the recruitment and selection process, including:

- Development of the search strategy, position and recruitment materials, advertising, social media, and network outreach;
- Ongoing communication with prospective applicants and candidates;
- Review and screening of applicant materials and coordination with BBVCC's screening group;
- Scheduling and facilitation of virtual screening interviews;
- Development and facilitation of the onsite interview and selection process;
- Employment background and criminal checks; and
- Assistance with finalist communications, job offer finalization, and negotiations.

Budget

The professional fee for the recruitment and selection process is \$15,000, including consultant time and materials development. The fee will be billed in three monthly installments of \$5,000. Additional



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modifications to the agreed selection process are billed at \$125 per hour. Advertising and background-check fees are additional, as are any candidate travel or lodging expenses authorized by BBVCC.

Management Recommendation

Management recommends retaining Turner HR Services to conduct the search. The Capital Projects & Asset Manager will have significant responsibility for BBVCC's capital improvement program, infrastructure and asset planning, consultant and contractor management, permitting, construction oversight, and long-term capital planning. A structured professional recruitment process is appropriate to develop a strong candidate pool and assist BBVCC in identifying and selecting a qualified individual for this position.

Recommended Board Motion

Motion: *I move to approve retaining Turner HR Services, Inc. to conduct the recruitment and selection process for the BBVCC Capital Projects & Asset Manager position for a professional fee of \$15,000, plus reasonable advertising, background-check, and authorized candidate recruitment expenses, and authorize Management to execute the agreement and proceed with the search.*



2026 SERVICES AGREEMENT

This Services Agreement ("Agreement") is entered into between Turner HR Services, Inc. ("Consultant") and Birch Bay Village Community Club ("Client") to outline the terms and conditions under which services will be provided.

1. Scope of Services

Consultant agrees to provide the following services:

- Human Resources consulting to support the recruitment and selection of an Executive Director
 - Other general HR consulting services may be provided as mutually agreed.
-

2. Compensation

The Client agrees to compensate the Consultant as follows:

- **Executive Director Recruitment & Selection**
 - \$15,000 for recruitment and selection activities identified in the scope of work which includes time and materials development.
 - **General HR Consulting Services**
 - Additional modifications to the process beyond attached scope of work (i.e., adding separate additional interview days, etc.) will be charged at standard \$125 per hour rate.
 - **Billing Policy:**
 - Fee is billed in three equally divided amounts (\$5,000) with first amount at month-end the month service begins and subsequent amounts the following months.
 - **Other Costs:**
 - Advertising and background check fees paid for by the client (details provided on invoice).
 - Costs associated with the candidate participation in the process (such as travel and lodging) are paid directly by the Client.
-

3. Right to Terminate.

The Client has the right to terminate this Agreement with or without cause effective on written notice given after payment of any due fees.

Disclaimer

The services provided by Turner HR Services, Inc. are for Human Resources Consulting purposes only and **do not constitute legal advice**. Clients are encouraged to seek legal counsel for matters requiring legal interpretation or risk assessment.

Acceptance and Signatures

By signing below, both parties agree to the terms outlined in this Agreement.

Turner HR Services, Inc.

Kara Turner, Owner

Signature: _____

Date: _

Birch Bay Village Community Club (BBVCC)

David Franklin, General Manager

Signature: _____

Date: _____

Contact Information

Kara Turner

Turner HR Services, Inc.

441 E Wiser Lake Road, Lynden, WA 98264 Cell:

360.739.55

Birch Bay Village Country Club (BBVCC) Asset Engineer Search Scope of Work

SEARCH PHASE	DETAIL	TIMELINE TBD
1. Search Strategy Development Phase		
	Meetings with General Manager and other relevant parties to finalize position materials (position description, salary range, etc.) and finalize process steps Recruitment materials development Talent Search initiation (position advertising, social media, and network outreach) Support ongoing communication with inquiries and candidates at each phase of process	<i>Timeline to be determined if client moves forward with project.</i>
2. Position First Consideration Date: TBD (position open until filled)		
3. Applicant Review Phase		
	Review and sort of all candidate materials submitted based on qualifications Candidate packets shared with screening group on shared platform Virtual meeting with screening group to decide on candidates to move forward and review potential screening interview questions.	
4. Virtual Screening Interview Phase		
	Schedule & set up virtual screening interviews Facilitate and participate in zoom screening interviews with team including team debrief to determine onsite candidates Communicate candidate turndowns	
5. Onsite Interview Phase		
	Development of onsite selection process components (example activities often include tour, interviews, written/presentation exercise, etc.) Facilitate onsite interview process & other selection activities (1-2 days) Employment background and criminal checks	
6. Job Offer Phase		
	Communicate turndowns to other finalists Assist with any finalization of job offer or negotiations	

Project Consulting Fee: \$15,000 for selection scope of work outlined above which includes time and materials development. Additional modifications to the above process (adding separate additional onsite events/days) will be charged at standard rate of \$125 per hour. Fee is billed in three equally divided amounts with first amount (\$5,000) at month-end the month service begins and subsequent amounts the following months.

Other Costs: Advertising and background check fees paid for by the client through invoicing process. Costs associated with the candidate's participation in the process (such as travel and lodging) are paid directly by the Client.

Based on the job description, I would **change the title from “Asset Engineer.”** The position is broader than a traditional engineering role: it owns asset-management planning, reserve/capital planning, consultant and contractor management, permitting, bidding, construction oversight, and presentations to the Board and committees. The role also has substantial responsibility for developing and administering capital projects from scope and budget through bidding, construction, and closeout.

Recommended Title

My first choice would be **Capital Projects & Asset Manager.**

I like this better than “Asset Engineer” because it accurately describes the two major components of the position without suggesting that a Washington PE license is required. The current qualifications say a Washington PE is *preferred but not required*, which makes an “Engineer” title somewhat less clean.

Other good options, depending on how BBVCC wants to position the role:

Title	My assessment
Capital Projects & Asset Manager	Best overall fit
Infrastructure & Capital Projects Manager	Strong; emphasizes roads, drainage, marina and facilities
Asset Management & Capital Projects Manager	Very accurate, slightly more formal
Infrastructure Asset Manager	Good, but understates construction/project management
Capital Projects Engineer	Good only if BBVCC wants to primarily recruit engineers
Senior Project Engineer	Too engineering-focused for the full scope
Public Works/Infrastructure Manager	Could work, but may sound too governmental

I would **not require a PE unless BBVCC intends for the employee to personally perform engineering work that requires licensure rather than managing outside engineering consultants.**

Qualifications I would recommend

The existing qualifications are generally appropriate, but I would broaden the education requirement and tighten the experience language. Right now it requires a bachelor's in Civil Engineering or closely related field and 5–8 years of capital improvement experience. Given the actual duties, that may unnecessarily eliminate excellent capital-project or public-works candidates.

I would use something closer to:

Education

- Bachelor's degree in civil engineering, construction management, project management, facilities/infrastructure management, or a closely related field.
- Relevant combination of education, technical training, and progressively responsible experience may substitute for the degree requirement.

Experience

- **Minimum five years** of progressively responsible experience in capital project management, civil infrastructure, construction management, public works, facilities/infrastructure management, or a related field.

- Demonstrated experience managing capital projects from planning and budgeting through design, permitting, procurement, construction, and closeout.
- Experience administering consultant and construction contracts.
- Experience developing capital improvement plans, asset replacement schedules, reserve studies, or long-term infrastructure plans strongly preferred.
- Experience with roads, stormwater/drainage, buildings, utilities, marina or waterfront infrastructure desirable.
- Experience working with boards, commissions, HOAs/community associations, public agencies, or similar stakeholder groups desirable.

Licenses/certifications

- Valid driver's license.
- Washington Professional Engineer license **preferred, not required**.
- PMP, CCM, EIT, or related project/construction certification could also be listed as desirable.

I would also consider deleting “**leadership and personnel management**” from the required skills unless this person will actually supervise employees. The description appears primarily to involve leadership of projects, consultants and contractors rather than direct staff supervision.

Washington pay range

For **Birch Bay/Whatcom County**, I would recommend a 2026 salary range of approximately:

\$105,000 – \$135,000 annually

with a hiring target around **\$110,000 – \$125,000**, depending on experience.

That range is supported reasonably well by the current regional market. Bellingham project engineers are averaging about **\$104,800**, while construction project managers average roughly **\$102,000–\$123,500**, depending on the source and role definition. A current Washington municipal engineering listing shows civil engineers at roughly **\$97,600–\$119,600 annually**, and a 2026 Washington construction-engineer posting shows **\$112,882–\$142,834**.

The City of Bellingham currently lists Engineer I at approximately **\$100,224–\$121,404 annually**, which is another useful local benchmark. Because this BBVCC job carries significantly more independent capital planning, contracting, budgeting and construction-management responsibility than a typical Engineer I, I would put it above that level.

How I would structure the range

Capital Projects & Asset Manager

Recommended range: \$105,000 – \$135,000

- **\$105,000–\$113,000**: solid candidate meeting minimum requirements, limited asset-management or waterfront experience
- **\$113,000–\$125,000**: experienced capital-project/infrastructure manager with strong contracting, budgeting and construction experience
- **\$125,000–\$135,000**: highly experienced candidate with significant infrastructure/asset-management experience, coastal or marina experience, and/or Washington PE

If BBVCC decides that a **Washington PE will be required** and expects the position to exercise independent professional engineering judgment, I would move the range upward to approximately **\$115,000–\$145,000**. Statewide Washington project-engineering compensation is higher, with current market data showing substantial numbers of roles above \$115,000.

My recommended combination for BBVCC would therefore be:

Capital Projects & Asset Manager

Bachelor's degree in engineering, construction management or related field, or equivalent combination of education and experience; **5+**

years of progressively responsible capital-project/infrastructure experience; PE preferred but not required.

Salary range: \$105,000–\$135,000.

This also gives BBVCC a larger recruiting pool than requiring a civil engineer while still attracting candidates capable of managing engineers and contractors.