BIRCH BAY VILLAGE

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. **HOMEOWENER 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 NECEESSARY

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 Polices 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-031with 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