



Birch Bay Village Community Club (BBVCC)
Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee
Date/Time of Meeting: August 10, 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:

1 - Call Meeting to Order: 3:00 pm

Roll Call, Quorum Present: ☒ Yes ☐ No

Approval of Agenda: **Approve agenda**
☒ Approved ☐ NOT Approved

Moved by: Jason McElyea **Seconded by:** Mike Lebwow **Approved**

Approval of Minutes: July 13, 2026

☒ Approved ☐ NOT Approved

Moved by: Jason McElyea **Seconded by:** Maureen Server **Approved**

2 – Member Presentations (3-minute max):

None.

OLD BUSINESS

3 - Speed Enforcement Program

The compliance officer reported on enforcement activities, including moving the speed trailer to a new location which resulted in 25 citations with 2 more pending. The compliance officer recommended the committee explore purchasing a new radar trailer from Traffic Logix for \$19,600-19,700 including installation. Community members are learning how to avoid our only speed camera. A second unit could help reduce the offending speeders all around the village. The committee reviewed a repeat offender case involving multiple vehicles from the same property with 17 total citations, and the individual requesting a hearing. The committee also discussed challenges with public behavior issues requiring \$100 fines. The compliance officer noted that the weekend compliance officer has taken over weekend citation duties while also now handling administrative tasks associated with those citations.

11- Incident Reports (this item was moved up in the agenda to allow compliance officer to return to work)

The committee reviewed several incident reports, including a golf cart policy violation where multiple citations should be issued but are pending decision, and a reckless-driving incident where the vehicle has not yet been located through camera systems. The Chair explained the current process for handling incident reports, noting that not all reports are shared with the committee and that responses are provided within 1-2 hours without making specific action commitments.

Dave Owen discussed an existing HOA incident reporting policy from February 15, 2001 that has not been actively used for some years now by recent management teams. He requested the committee develop an incident flow chart to better define the chain of events and responsibilities when incidents occur, including specific roles for the compliance officer, office staff and board notifications. Dave Owen plans to share the existing unused policy with the board and management, and wants to discuss incident reporting procedures at their next meeting to address information filtering and value judgments about reporting significance.

The committee discussed a recent injury incident due to a ditch erosion hazard on village property. Dave Owen emphasized the need for proper documentation and investigation of such incidents. The Assistant General Manager reported that maintenance has been identifying and filling in other erosion areas after heavy rainfalls.

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

The parking lot lighting project is nearing completion, with work expected to finish by the end of the week.

5 – BBV Security Manual- update on legal review

There is no update to provide.

6 – Emergency Action Info/ Evacuation Plan

Maureen provided an update on the tsunami evacuation plan, sharing that the Whatcom County Sheriff's Division of Emergency Management approved the preliminary plan and confirmed that only the lower portion of the village would be affected by tsunami waves if they ever reached up to 9-12 feet. A recommendation was made to encourage early evacuation and to avoid using boats during tsunamis.

7 – 2027 Budget

The committee discussed the 2027 budget review and the compliance officer's suggestion for a \$20,000 increase for another radar camera trailer. The committee raised concerns about current low usage of the TrueVision lidar gun and questioned whether the compliance officers were properly trained and if the



calibration was being logged correctly. The committee debated whether to approve the new trailer purchase or wait until more citations are issued using the available handheld device. They discussed concerns about lack of the TrueVision handheld device's usage. Maureen reported she has seen the compliance officer using it but does not know if that is resulting in citations being issued. The committee decided to request verification of training completion and calibration of the device from compliance. They agreed to request documentation of the TrueVision gun's training and usage and will not recommend to the Board a purchase for a new speed camera and trailer.

Regarding the current 2026 budget, the committee reviewed signage and barcode costs but determined they had insufficient information about potential changes in 2027, including the impact of the new North Star software system, and made no budget change recommendations. The committee plans to meet with office staff to discuss budget considerations before the September town hall meeting.

8- Covenants & Bylaws Revisions

No comments have been received yet from committee members.

9 – North Whatcom County Fire and Rescue Levy Lift

The committee reviewed general election voting results for the North Whatcom County fire and rescue levy lift, which currently shows 52.16% support with strong yes votes in the Birch Bay area.

10- Village Stop & Yield Signs Field Inspection Status

They discussed the status of stop and yield sign field inspections, with Michelle preparing photos for a report at the September meeting that will include location details and recommendations for potential additional signage.

Although this topic was not on the agenda, the committee discussed the golf cart policy and enforcement issues. Maureen reported poor compliance with registration requirements, observing that only a few golf carts had proper registration stickers during recent events. It was noted that some Pro Shop staff may not be properly registering cart owner information.

The Safety and Security Committee passed a motion to recommend linking golf cart registration with new trail pass fees at the golf course. The committee agreed that anyone seeking a trail pass must first show proof of golf cart registration. This would help support registration requirements, ease office staff burdens, and provide identification numbers for enforcement purposes.

Motion to recommend to the Board that golf cart registration be required before paying for and receiving trail passes or other golf activities.

Motion by: Billy Brown

Seconded by: Jason McElyea

Approved

NEW BUSINESS

11- Incident Reports

This was moved to the beginning of the meeting to allow compliance to return to work.

12- BBV Safety Manual

The committee noted that the safety manual review is being postponed until after major software platform integration projects are complete.



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

Regarding the bulletin, the committee decided to delay including tsunami evacuation information until more info is available, will wait to get data about board decisions on fireworks citations before including that information in the September bulletin.

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

None.

Motion to Adjourn at 5:06 pm

Motion by: Billy Brown

Seconded by: Mike Lebow

Approved

Next meeting is scheduled for September 14, 2026 at 3:00pm