

**BIRCH BAY VILLAGE COMMUNITY CLUB
BOARD OF DIRECTORS
REGULAR MEETING
AUGUST 20, 2009 7:00 P.M.
AT THE CLUBHOUSE**

MINUTES

ROLL CALL:

Sandra Stillion, President	Present
Deon Wiechmann, Vice President	Present
Al Hawks, Treasurer	Present
Ken Davidson, Secretary	Excused
Craig Telgenhoff	Excused
Ralph Falk	Present
Terry Sullivan	Present

ALSO PRESENT:

Ken Hoffer, BBVCC General Manager; Rachel Newton, BBVCC Bookkeeper

CALL TO ORDER:

President Sandra Stillion called the meeting to order at 7:00 pm.

AGENDA:

- **Motion made by Deon Wiechmann, seconded by Ralph Falk and carried to approve the agenda as written.**

HOMEOWNER'S PRESENTATION:

- **No presentations.**

MINUTES:

Regular Board Meeting of July 16, 2009

- **Motion made by Ralph Falk, seconded by Deon Wiechmann and carried to approve the Regular Session Board Minutes of July 16, 2009 as written.**

COMMITTEE REPORTS:

ACC – Ken Woods

- **Approved two propane tank enclosures, one floating dock, one mobile home replacement, and one modification/addition to existing home.**
- **Received one ACC member application; but since he could not be present at the last ACC meeting decided to hold off on voting until he can attend.**
- **Changes to the AR&R's 12.15 - sub-paragraph three changed to read:**
 - **“All docks shall be floating with an access ramp, due to the fluctuation of the lake water levels. To minimize the protrusion into the lake, the dock shall be parallel to the shoreline when possible and shall only be far enough from the shoreline to keep the floats from resting on the bottom.”**
- **Motion made by Deon Wiechmann, seconded by Ralph Falk and carried to approve the submitted changes to the AR&R's 12.15.**

GOLF COMMITTEE – Bob Simpson

- **Volunteers and staff have been pouring concrete for cart paths by hole #6.**
- **The Golf Club Championship was held from August 13-16, and the Champions will be listed in the bulletin.**
- **The Golf Course was closed for a couple hours during the Jr. Golf Program for safety.**
- **Review of the 5 year plan led to creating a rolling plan so projects can be funded as needed.**

- The 2010 budget requests are ready for the review for the Budget meeting on Monday. Requests and reasons are listed in the Golf Minutes from July.

LAKES COMMITTEE – Ken Hoffer

- Approval of two out of three Lakes committee applicants. Waiting on one resume before approving the third applicant into the committee.
 - Motion made by Deon Wiechmann, seconded by Al Hawks and carried to approve Ken Hecker and Al Stoutimore to the Lakes Committee.

MARINA COMMITTEE – Ken Hoffer

- First meeting in three months.
- Still looking into repairing the grid.
- New procedures for dock surveillance and compliance for the Guards and Field Compliance are in the packet for review.
- Gary Wilde is repairing the “Private Marina” sign at the jetty of the Marina.
- Need a volunteer with a boat to take a staff member to install the surveillance camera sign at the Marina entrance.
- Need to check if the permit to replace the pilings on the Marina is still valid.
- The Blaine Police Department requested use of the BBV Marina and launch area to bring a boat through; the request was granted.

SECURITY COMMITTEE – Wayne McFee

- Still working on a Mission Statement and Procedures for Security. Will review the draft during the September Security Committee Meeting.
- Handed out a draft Mission Statement and Incident Review Flow Chart for the Board to review.
- Do not feel it would be prudent for Roving Patrol to decrease in hours, especially in the middle of the night since it is a primary time to walk the Marina docks.
- Sandra Stillion stated that the security cameras were primarily intended to monitor the boat/trailer storage area and secondarily the Marina channel entrance; not the docks as of yet.

ROADS & DRAINAGE COMMITTEE – Jim Lockie

- Currently working on the ditches; currently been a slower process as the maintenance has needed the backhoe.
- Just finished road overlay and striping. As long as the oil prices stay consistent the road paving will be finished within the next few years.
- Discussing the possibility of a separate BBV committee to take care of the parks, restrooms, etc. Maybe split the Roads & Drainage meeting so that the first part is a business meeting and the second part would break into a Volunteer meeting session.

MANAGER’S REPORT: Ken Hoffer

- Road paving has been completed for the year; would like to do some sweetening of the shoulders.
- The next budget meetings are on Monday and Wednesday, August 24 and 26, at 7:00pm at the Clubhouse.
- In September, volunteers will start the remodel of the restroom at Sand Dollar Park.
- BBQ replacement at Sand Dollar Park and Sunset Park will be put on the Action Items List.
- Reviewed the Delinquent Account List; a few are pending sales, one is in escrow, the rest should be taken care of soon.
- Still missing the “lot maintenance fee” from about 40 lots. If they do not pay by December they will become “members not in good standing”.

- Birch Bay Village is one of the most prompt homeowner's associations in the area for placing liens on properties, ensuring that all money is paid at close of sale.
- Motion made by Al Hawks, seconded by Ralph Falk and carried to approve the Reserve Transfers for the second quarter:
 - \$309.23 from General Reserves into Operating for outage and reset of the camera system
 - \$6,618.50 from General Reserves into Operating for the Toro 5200 Fairway Mower
 - \$390.00 from General Reserves into Operating for the Pool resurface project
 - \$4,373.93 from General Reserves into Operating for Recreational Area restroom project
 - \$1,041.60 from General Reserves into Operating for the parking lot re-grade.
- The proposals from Reisner and Ace Tank for replacing the BBV Gas dock reader will run about \$12,000; the new card system would act more like a credit card and could later be used for dock access if upgrade of the key system is needed. Will be reviewed in more detail during the Budget meetings.
- Would like to put sanitary toilet seat covers in the Rec. Area restrooms.
- Maintenance staff is having a few problems with the lower gate door and installing a new knob for keys access.
- Replacing the cobble for the launch ramp at Lighthouse Park is complete.
- Paid part of the bill from the UST (Underground Storage Tank) inspection the other fee has been disputed.
- The credit card system has been set up at the office and is running well.

OLD BUSINESS:

- No Old Business items that haven't already been discussed.

NEW BUSINESS:

- No New Business items.

CORRESPONDENCE:

- No action on the correspondence.
- Been several complaints on disturbances from a rental property in BBV. Guards have been informed to issue citations when needed and keep an eye on the property; so far, the extra effort from patrol has helped lesson incidents and complaints.
- Have been a few complaints on a couple BBV Security guards. The Security staff represents the Village and should show more customer service type attitudes.
- Boats and Trailers must come through the visitor lane and must be decalced with at least an entry sticker that doesn't cost money; membership should be re-informed of this rule.

COMPLIANCE LIST:

- Security needs to be writing tickets at night for parking in illegal areas.
- The job description for the Marina compliance was reviewed; the position will start next week by Skip Bickers.

ACTION ITEMS LIST:

- Need to contact Jeff Morris-Read for input on the Website revisions.
- No action on Craig Telgenhoff's design for the front gate; maybe just enhance what's there, but not a whole redesign of the entrance area.
- Still working on redoing the Marina parking lot.
- Need an agreement that the BBWARM Tax Resolution will be billed to individual homeowner's and not the entire Village.
- Dog rules will be reviewed at a work shop.

- Need a written resolution on a timeline for placing liens on properties; discuss with Jeff Morris-Read.
- Dock float replacement is scheduled for September.
- Replacing Lighthouse Park equipment is scheduled for the fall.
- Need to speak with the County on installing a culvert on either side of the Village entrance up to one lot on either side.
- Ownership of 12A13 was confirmed.
- Add: replacing the BBQ's at Sunset and Sand Dollar Park. Contact Roy Morgan on designs for the BBQ's.
- Add: timeline on when the Marina piling permit expires.

ADJOURNMENT:

- Motion made by Al Hawks, seconded by Deon Wiechmann and carried to adjourn. Meeting adjourned at 9:15 pm.

Approved _____
Secretary: Ken Davidson

Attest: _____

Esther Matter

Recording Secretary: Esther Matter