

**BIRCH BAY VILLAGE COMMUNITY CLUB  
BOARD OF DIRECTORS  
REGULAR MEETING  
DECEMBER 16, 2010 7:00PM  
AT THE CLUBHOUSE  
MINUTES**

**ROLL CALL:**

Sandra Stillion, President	Present
Deon Wiechmann, Vice President	Present
Ralph Falk, Treasurer	Present
Ken Davidson, Secretary	Present
Terry Sullivan	Present
Craig Telgenhoff	Present
Peter Winterfeld	Present

**ALSO PRESENT:**

Ken Hoffer, General Manager; Esther Matter, Administrative Assistant

**CALL TO ORDER:**

President, Sandra Stillion, called the meeting to order at 7:01pm.

**AGENDA:**

- Motion made by Ralph Falk, seconded by Deon Wiechmann and carried to accept the Agenda with the addition of “Covered Patio Drawing” under New Business, and moving “Traffic Flow Control Devices Update (Crosswalk Wording)” to the Security Report.

**HOMEOWNER’S PRESENTATION:**

- Bob Simpson, Div. 13, Lot 7, requested that any Work Session of the Board be e-mailed with the distribution e-mails or posted more conveniently for the public.

**MINUTES:**

Regular Session Board Meeting of November 11, 2010.

- Motion made by Deon Wiechmann, seconded by Ralph Falk and carried to accept the Regular Session Board Minutes of November 11, 2010 as written.

Work Session Meeting of October 28, 2010.

- Motion made by Deon Wiechmann, seconded by Ken Davidson and carried to accept the Work Session Minutes of October 28, 2010 as written.

**COMMITTEE REPORTS:**

**ACC – Ken Woods**

- Shannon Parsons is the new chairman of the ACC.
- Recommend approval of a variance for Jeff & Holly Mulryan, Project #2010-63-127.
  - Motion made by Ralph Falk, seconded by Deon Wiechmann and carried to approve Project #2010-63-127, Height Variance, Div. 12C, Lot 92, Jeff & Holly Mulryan.
- Two tree removals were approved, one was located on the Golf Course and needs approval by the Golf Committee before moving forward; also approved a modification to an existing home and a new home construction.

- There are two vacancies on the Committee as Doug Clark's and Bill Knowlton's terms are ending. There were two volunteers to fill the vacancies: Bill Knowlton, who would like to stay on a second term, and a new person, Paula Rotondi.
  - Motion made by Ken Davidson, seconded by Craig Telgenhoff and carried to approve both Bill Knowlton and Paula Rotondi to the Architectural Control Committee.
- Bill Knowlton will be staying on as Vice-Chairman.

#### **GOLF COMMITTEE – Jim MacMillan**

- There was no December meeting, but through e-mail vote, a new member was recommended for approval on the Committee: Al Hawks.
  - Motion made by Deon Wiechmann, seconded by Terry Sullivan and carried to approve Al Hawks to the Golf Committee.

#### **LAKES COMMITTEE –**

- No meeting, nothing to report.

#### **MARINA COMMITTEE – Peter Winterfeld**

- Maintenance is working on fixing a hose leak on the Marina.
- The Committee is going to pass around ideas and suggested changes, through e-mail, for the Marina Rules & Regulations. The committee will not meet again until March, but by then they should be prepared to finalize and vote on the Marina Rule changes.
- Currently discussing placing signs on each Dock stating not to leave hoses tied up during the winter months.
- Since the crabbing season may be extended next year, will look into what to do with the crab moorage timeline.

#### **ROADS & DRAINAGE COMMITTEE – Harry Shearer**

- Working on draining Roger's Slough. Trying to get water flow to Kwann Lake, or have Public Works allow log removal.
- I & I will be coming out to inspect the plugged culverts, and submit a quote.
- Discussing a way to get more water flow out into the marina or bay by either rerouting one of the water pipes or fixing it.
- Shoulder sweetening on the roads will be done in the spring.

#### **SECURITY COMMITTEE – Wayne McFee**

- Three volunteers requested to fill vacancies on the Committee: Wayne McFee, who would like to run another term, and two new people, Betty Glassman and Don Berg.
  - Motion made by Ralph Falk, seconded by Ken Davidson and carried to approve Don Berg, Betty Glassman, and Wayne McFee to the Security Committee.
- The committee also requests approval for Wayne McFee to serve as chairman for a third consecutive year.
  - Motion made by Deon Wiechmann, seconded by Terry Sullivan and carried to approve Wayne McFee as Chairman of the Security Committee for a third consecutive year.
- Ric Simons is the new Vice-Chairman.
- Suggested changes to the General Rules & Regulations: under 5.1.2 add "Failure to yield to a pedestrian in a crosswalk" as letter "G", and add a \$100 fine for "failure to yield to a pedestrian in a crosswalk" in Appendix A after the Speeding fines.
  - Motion made by Deon Wiechmann, seconded by Terry Sullivan and carried to accept the suggested changes to the General Rules & Regulations as listed above.

- Committee also suggests three new crosswalks at the corners of Salish and Sehome, minus the side with the Guard House.
  - Motion made by Craig Telgenhoff, seconded by Ralph Falk and carried to approve the additions of three new crosswalks at the intersection of Salish Road and Sehome Road.
- Ken Hoffer will inform the Guards not to open the Gate arm until the member lane is clear.
- The cameras at the Marina Trailer Storage area are working again. The infrared lights are not working; Digiop is currently looking into the problem.
- The Guard's current monitor for the Digiop cameras is not working; a new monitor should be in by next Thursday.

#### ACTION ITEMS LIST:

- Ken Hoffer is still working on setting up a meeting with Whatcom County representatives concerning the BBV tax assessment.
- The piling permit was approved; the next step is scheduling a time to repair/install the pilings and then apply for a Building permit. Ken Hoffer will check with the person who dredges to see if they also do pilings.
- Need a design for the Office remodel before approval.
- Security personnel submitted some suggested changes for the Guard House.
- The new drainage maps for BBVCC are now available at the Office.
- The lights along the Clubhouse parking lot path were installed.
- Cost of power for the Trailer Storage area: Power will only be turned on from November to March at a \$25.00 a month charge, members must pay for Storage and Marina usage for the year, members using power must use a heater supplied by the Office with a \$25.00 deposit, at the end of the year charges from power will be assessed and if there is a need for a refund it will be pro-rated and given back to the users, and members who are not intending to use power may park in a power spot that is not already assigned, Skip Bickers, BBVCC Field Operations Coordinator, will monitor the parking area to make sure no one is plugged into power who has not paid.
  - Motion made by Deon Wiechmann, seconded by Ralph Falk and carried to accept the policy for Power at the Marina Trailer Storage area as stated above.

#### MANAGER'S REPORT: Ken Hoffer

- L & I rates will be going up in January. Clerical will be going up 1.33 cents, maintenance will be going up 8.75 cents, and marina will be going up 16 cents. Trying to keep charges down, for example, Maintenance logs meetings under clerical instead of maintenance.
- Since the last report, \$4,000 has been received from members who haven't paid 2010 dues.
- A letter of engagement will be sent to Hank Nornberg with Ernest Jonson & Company to come out to perform the audit.
- ❖ By consensus the Board will sell the Dump Truck to the highest bidder.
- 4<sup>th</sup> Quarter Reserve Transfers:
  - From General Reserves into Operating-
    - \$1,514.25 for Marina Parking Project
    - \$1,886.56 for Lower Gate Refurbish
    - \$4,557.08 for K2500 PU Refurbish
    - \$1,134.68 for Maintenance Building Refurbish
  - From Road Reserves into Operating-
    - \$47.74 for Culvert Repairs
  - Motion made by Ralph Falk, seconded by Deon Wiechmann and carried to approve the 4<sup>th</sup> Quarter Transfers as listed above.

**UNFINISHED BUSINESS:**

- Whatcom County Public Works is having a maintenance meeting on December 20<sup>th</sup>, Ken Hoffer asked if they could discuss Roger's Slough, and mentioned that BBVCC is willing to help with the work. Also, the County did clean the ditch in front of BBVCC.
- Discussed the current architectural plans for the Front Gate; will contact a few more companies in Bellingham and set up a meeting so as to get more local ideas and designs.

**NEW BUSINESS:**

- JWR Design submitted a plan for the Clubhouse Patio. The patio will go out the west side of the Clubhouse, and will include a roof, heat, power, skylights, and removable walls.
  - Motion made by Deon Wiechmann, seconded by Peter Winterfeld and carried to accept the design by JWR and move forward with the Clubhouse patio project. Craig Telgenhoff will oversee the project.
- ❖ New flooring for the Office and Maintenance Restrooms: By consensus the Board would like vinyl flooring installed around \$3100 by Lynden Floor, unless "Flexitec" is the same price or less, then that will be installed instead.
- The process for dredging has been started; the work probably will not start until October due to the permit process. Ken Hoffer will check on the exact timeline.

**CORRESPONDENCE:**

- There was a vandalism incident on Nootka Loop, a Boat was spray painted and the house was egged; looking into the culprit.

**COMPLIANCE LIST:**

- Nothing to report.

**ADJOURNMENT:**

- Motion made by Deon Wiechmann, seconded by Ralph Falk and carried to adjourn. Meeting adjourned at 10:12pm.

Approved \_\_\_\_\_  
Secretary: Ken Davidson

Attest: \_\_\_\_\_

Esther Matter  
Recording Secretary: Esther Matter