

Riviera Community Club  
Board of Trustees Minutes

Date: March 25, 2017

Call Meeting to order: 10am

Present: John Saatela, President—Tony Hooks, Vice President—Kaylee Strausbaugh, Secretary  
Pat Owen, Treasurer—Gary McDonald, Trustee

Absent: None

**Motion #2017-03-01**—Kaylee Strausbaugh moved to adopt the Consent Agenda of March 25, 2017.

*Seconded by Pat Owen, motion carried unanimously.*

President and BOT opening remarks.

John Saatela informed the attendees that reports of various committees will be presented at each monthly BOT meetings.

**New Business**

**Motion #2017-03-02**—Kaylee Strausbaugh moved to approve to appoint RCC member Gary McDonald to the RCC Board of Trustees.

*Seconded by Tony Hooks, motion carried unanimously.*

Discussion: Gary McDonald introduced himself.

**Motion #2017-03-03**—Kaylee Strausbaugh moved to accept/approve the 2015/2016 Audited Financial Statements of RCC.

*Seconded by Tony Hooks, motion carried unanimously.*

**Motion #2017-03-04**—Kaylee Strausbaugh moved to approve the current Board of Trustee members and the General Manager as authorized check signers.

*Seconded by Pat Owen, motion carried unanimously.*

**Motion #2017-03-05**—Kaylee Strausbaugh moved to approve the Records & Retention Policy and eliminate unnecessary boxes of old documents.

*Seconded by Tony Hooks, motion carried unanimously.*

Discussion: Bill Palmer informed the attendees of the new policy and that it is currently being implemented and that permanent documents are to scanned for retention.

## **Old Business**

The new phone system is in process and should be completed by April 11<sup>th</sup>.

The formation of Lake Josephine Riviera Water as its own entity is still being worked on.

Incorrect references to AndersonIsland.org website relating to who it represents has been addressed and Bill has met with Ron Finney from Northwoods productions.

Discussion on Reports

### **ACC Committee**

Pat Owen informed the attendees that the Myer/Kite house that was moved to the Island now has all necessary permits to begin placement of the house.

### **Compliance Committee**

Tony Hooks informed the attendees that the committee is newly formed and will meet twice per month, three BOT members will be involved, Pat Owen, Tony Hooks and Kaylee Strausbaugh. The committee is currently seeking additional volunteers.

### **Finance Committee**

Pat Owen informed the attendees that the committee meet and reviewed and approved the 2015/2016 audit. Bill informed the attendees that the recommendations of the auditor, which were minor have been implemented. The audit will be posted on the website.

### **Golf & Greens Committee**

Tournament dates have been set for this year and are available on the website.

### **Manager's Report**

Attached to minutes on the website.

### **Treasurer's Report**

Bill Palmer explained the new format of the report to the attendees, also mentioned that the format may be revised/simplified.

### **Water Department Report**

Russ Rodocker informed the attendees that the water department will be part of the monthly BOT meetings.

The month of February pumped 2.2 million gallons of water with a loss of 490,000 gallons. Water samples submitted for January 2017 were deemed clean.

Krista Ullis has attended and completed the Cross-Connection Control class which will be supportive of the Water Department regarding membership questions and concerns.


Emergency processes regarding the Water Department are being researched.

RCC water placed 2<sup>nd</sup> the annual best tasting water competition.  
Accounts receivable is now invoicing water usage overages, for the month of February there were only 29 with overages out of approximately 798 homes.  
Water pressure varies, this is due to elevation of the home as water must pump uphill.

Meeting adjourned: 11:30 am

  
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John Saatela, President

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Tony Hooks, Vice President

  
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Kaylee Strausbaugh, Secretary

  
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Pat Owen, Treasurer

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Gary McDonald, Trustee