

**MEETING MINUTES & MOTIONS**  
**BOT Monthly Meeting**  
**Saturday January 30<sup>th</sup>, 2021 @ 10am**

To join this meeting click <https://zoom.us/j/95411972543> or call 1-253-215-8782, Meeting ID: 954 1197 2543

**AGENDA**

Call Meeting to Order: President Jan Nelson

President & BOT Opening Remarks

- Discussed why we implemented ACC fees (refundable) and why that was reinstated.

**REPORTS:**

ACC Committee (Jan Nelson, BOT Representative to Committee) – REPORT: meets twice per month, purpose is to issue permits. Anything that alters the exterior of your house or your lot. Anything addressed in 6.05 – nothing can be done to any lot without going to ACC first for permit approval

Compliance Committee (Joanne Mettler, Co-Chair) – REPORT: clarity of covenants. Expanded review of sections 6.02 – 7.11 – submit thru portal on website. pics and info, working together with other committees. Currently the Compliance Committee is addressing 21 items but that does not include anything submitted in January. Lots of stuff to review for the committees who are working together. Looking for additional members on the compliance committee.

Forestry Committee (George Stewart, BOT Representative to the Committee) – REPORT: Currently interviewing candidates who have applied to be on the committee. Reviewed purpose of committee and explained that ACC has been and will continue to be very busy so that's why Forestry was separated. Meeting the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month @ 9am. Meetings should start in March.

Finance Committee (Patricia Landye, BOT Representative to Committee) – REPORT: Committee report given by Jan Nelson. We are creating a standardized finance package for the Riviera members to review for the future.

Golf & Greens Committee (No report at this time)

Guest Relations Committee (Jan Nelson, BOT President)

Treasurer's Report (No report at this time)

Manager's Report (Nicola McDonald, General Manager)

**CONSENT AGENDA from Study Sessions - 12/21/2020 and 01/25/2021: - read into the record by BOT Secretary Gretchen Sziebert**

1. MOTION 2020-12-1: Motion to approve reinstatement of Riviera ACC and (ACC) Forestry Permit Fees, effective January 1, 2021.
2. MOTION 2020-12-2: Motion to approve Associate Membership Application for Tracee DeGrande & Bill Strader – Application Submitted 10/17/20 (NOTE: BOT has placed a hold on future Associate Membership Applications)
3. MOTION 2020-12-3: Motion to approve lot line vacate for 23/029 & 23/030. This lot line vacate is retroactively approved to 04/03/2019.
4. MOTION 2021-01-01: Motion to have Riviera GM create a master spreadsheet for tracking of all ACC/Forestry/Compliance Committee activities (lot line vacates, fees, fines, status of member standing, and all related actions) for use by BOT, Committee Members, and staff, along with requiring all committee members to sign a non-disclosure agreement.
5. MOTION 2021-01-02: Motion to have the BOT President to sign engagement letter with Jennifer Aspaas with STRICHARTZ ASPAAS PLLC, as legal representation for Riviera Community Club and for review of all current foreclosure and collection activities.
6. MOTION 2021-01-03: Motion for Lake Josephine Water, acting on behalf of Riviera Community Club, to immediately discontinue providing pin locate services.
7. MOTION 2021-01-05: to approve minutes from BOT meeting on 11/21/2020.

**MOTION 2021-01-06: to APPROVE CONSENT AGENDA as stated above. Motion by Gretchen Sziebert – 2<sup>nd</sup> by George Stewart – passed unanimously.**

**NEW BUSINESS:**

1. MOTON 2021-01-07: to approve purchase & renewal of 5-year contract with RainBird for golf course irrigation system maintenance services & software for \$12,194.30 + tax, budgeted in the RCC Non-Water Reserve Expenditures for \$13,270.33. **Motion by Gretchen Sziebert, 2<sup>nd</sup> by George Stewart - passed unanimously.**
2. Open Board of Trustees Position – **discussed by BOT President Jan Nelson.**
3. Open Architectural Control Committee Position - **discussed by BOT President Jan Nelson.**
4. Guest Relations Town Hall Meetings – Anticipated for February 2021
5. Golf Course – **Discussion and review by the GM – reminders to golfers & members.**
  - a. Access is for Golfers Only
  - b. Respect for Private Property

**OLD BUSINESS:**

1. "DO YOU KNOW" – ACC & Covenants Section 6.05 – BOT intends to do an email blast "mini-series" to members re: ACC & Covenants with an emphasis on Section 6.05.

**EXECUTIVE SESSION:**

Motion to adjourn and call for Executive Session under: RCW 64.38 at a time and date to be determined for the purpose of discussion personnel matters; consulting with legal counsel and consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association and matters involving the possible liability of an owner to the association.

*NO Executive Session on 01/30/2021*

**MOTION TO ADJOURN – adjourn at 11:41am - MOTION made by Gretchen Sziebert, second by George Stewart, passed unanimously.**

*This Board of Trustees Meeting held on 01/30/2021 had 23 participants including BOT members, Riviera GM, and members who either joined the zoom meeting through video or by phone.*

MEETING MOTIONS  
BOARD OF TRUSTEES MEETING  
January 30, 2021 @ 10AM

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**MOTION 2021-01-02:** Motion to have the BOT President to sign engagement letter with Jennifer Aspaas with STRICHARTZ ASPAAS PLLC, as legal representation for Riviera Community Club and for review of all current foreclosure and collection activities.

**MOTION 2021-01-03:** Motion for Lake Josephine Water, acting on behalf of Riviera Community Club, to immediately discontinue providing pin locate services.

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**MOTION 2021-01-06:** to approve consent agenda as stated above.

**MOTON 2021-01-07:** to approve purchase & renewal of 5-year contract with RainBird for golf course irrigation system maintenance services & software for \$12,194.30 + tax, budgeted in the RCC Non-Water Reserve Expenditures for \$13,270.33.

## 2020/2021 ACC Site Development & Permit Process Fees

Permit Fees reinstated by Board of Trustees Effective as of: January 1, 2021

Permit fee for activity below is paid to Riviera Community Club at the office. Permits are valid from date of issue through the applicable permit period. The entire fee will be **refunded** to member when full compliance with Riviera regulations (including final inspection) has been assured. If the Architectural Control Committee (ACC) does not approve the Site Development Plan, the entire permit fee will be refunded promptly. No interest is to be paid on monies held in abeyance.

All fees are refundable \*

*\*Failure to comply with all Architectural Control Committee (ACC) requirements will result in a minimum fine equal to a sum double the amount of the original permit fees, or as outlined in any current membership approved Penalties, Fines and Forfeitures document. These fines will result if no attempt is made by the member to seek resolution through the ACC or the Board of Trustees prior to expiration of permit period.*

**Permit Fees (effective 01.01.2021) are as follows:**

TYPE OF ACTIVITY (new or alteration)		PERMIT FEE
1. Site Development Plan	Permanent Dwelling - site built or manufactured (new or remodeled)	\$ 1,500
2. Outbuilding	Garage or Carport	\$ 600
Outbuilding	Deck, Patio, or Sunroom	\$ 600
Outbuilding	Shed - Only Riviera Permit Required (Piece County permit not required for shed under 200 sq ft)	\$ 200
3. All other authorized activity	Fences, Driveway, & Miscellaneous Structures	\$ 200
4. Forestry	FORESTRY (ACC) Committee - Tree removal (and reforestation)	\$ 200