

MEETING MINUTES
BOT Monthly Meeting
Saturday October 31, 2020 @ 10am

The Riviera Board of Trustees Meeting is set for Saturday, October 31, 2020 at 10 am. To remotely join the meeting call 916-235-1420 and enter the pin 636938#

AGENDA

Riviera Community Club
Board of Trustees Meeting
October 31, 2020

Call Meeting to Order: President
President & BOT opening remarks.
Welcome new BOT Vice President George Stewart

REPORTS:

Architectural Control Committee (ACC) (Shirley Hughes, Chair)

- Brief update regarding ACC committee meeting to address and clarify internal processes.

Compliance Committee (Arthur Willets, Chair)– No report at this time

Finance Committee (No report at this time)

Golf & Greens Committee (No report at this time)

- BOT President Jan Nelson mentioned that the Golf & Greens committee will be meeting again in Spring 2020. Also, Trevor Thompson, at the direction of the committee, is working on new yardage signs for the 2nd & 7th holes on the golf course.

Guest Relations Committee (Jan Nelson, BOT President) – No report at this time

Manager's Report (Nicola McDonald, GM)

- The GM reported on current tasks: creating organizational chart, standards for staff & department reports, desk audits for all departments, status of meeting with Brown & Brown Insurance for 2020/2021 renewal, implementing Zoom for future BOT meetings, update on Pierce County culvert cleaning around the Riviera, Thanksgiving to-go menu available at the Lakeshore Restaurant, approval for Lakeshore Restaurant to participate in the upcoming Pierce County Restaurant Rally (30% discount for customers with 50% reimbursement provided by Pierce County through the Federal Cares Act), additional discussion regarding items on consent agenda.

Treasurer's Report (Jan Nelson, BOT 19/20 Treasurer)

- Discussion regarding working with the GM on the upcoming audit.

Water Department Report (Nicola McDonald, GM)

- Items to discuss listed on consent agenda

CONSENT AGENDA:

1. Approve appointment of RCC Member George Stewart to serve as Vice President on the Board of Trustees. **MOTION 2020-10-01**
2. Approve emergency purchase of stainless-steel screws for repair of Marina floats. Repairs authorized up to \$5,000 and item to be added to reserve study for future replacement. **MOTION 2020-10-02**
3. Approve purchase of water bottle filler for Golf & Grounds building as expense item at \$977.20. Installation and use of item will follow all current Covid guidelines. **MOTION 2020-10-03**
4. Approved in 20/21 budget – Reserve Water Budget Item purchase, Desktop PC HP Envy 750st. Budgeted in Water reserves for \$1,326.07 to be purchased this month, after review of 3 bids by the Board of Trustees. **MOTION 2020-10-04**
5. Approved in 20/21 budget – Reserve Water Budget Item purchase, Hammer head mole drilling machine for Lake Josephine Water – capital expenditure of \$10,212.61 (approved in reserve budget for \$15,000) **MOTION 2020-10-05**
6. Approve Committee assignments of BOT members as follows:
 - a. Architectural Control Committee: Jan Nelson & Pat Landye
 - b. ACC Forestry Committee: George Stewart & Jacob Dobie
 - c. Compliance Committee: Gretchen Sziebert & Jacob Dobie
 - d. Golf & Greens Committee: George Stewart & Pat Landye
 - e. Finance Committee (Ad hoc): Pat Landye & Jan Nelson
 - f. Guest Relations (Ad hoc): Jan Nelson & Gretchen Sziebert

MOTION to APPROVE CONSENT AGENDA and committee reports as stated above.

MOTION 2020-10-06: motion made by Gretchen Sziebert, second by Jan Nelson, passed unanimously.

NOTE: Annual meeting minutes from September 26, 2020 will be approved at the next annual member meeting.

NEW BUSINESS:

1. Motion: to approve purchase of Turfco Torrent 2 Blower, a pull-behind leaf blower for Golf & Grounds, as a Capital Expenditure from Reserve Acct at \$8,761.48. This item will replace purchase of two rental golf carts currently in reserves at \$6,059.70. **MOTION 2020-10-07: motion made by Gretchen Sziebert, second by Jacob Dobie, passed unanimously.**
2. Motion: to separate Forestry committee from ACC as in previous years. Email blast announcing the search for committee members will go out in November. **MOTION 2020-10-08: motion made by Pat Landye, second by Jacob Dobie, passed unanimously.**
3. Motion: to reinstate previous ACC permit fee structure including deposits. **MOTION 2020-10-09: motion made by Jan Nelson, second by Gretchen Sziebert, passed unanimously.**

4. Motion: to appoint the following RCC members to the RCC Guest Relations Committee: Kim Kowalski and Michael Downing. MOTION 2020-10-10: motion made by Jan Nelson, second by George Stewart, passed unanimously.
5. Motion: to approve lot line combination covenant for SEC/LOT #10/070 & 071 MOTION 2020-10-11: motion made by Pat Landye, second by Jacob Dobie, passed unanimously.
6. Motion: to approve lot line combination covenant for SEC/LOT 14/148 & 149 MOTION 2020-10-12: motion made by Pat Landye, second by Jan Nelson, passed unanimously.
7. Motion: to approve GM to offer up to \$1,500 for remediation of paint color on lot 01/073 MOTION 2020-10-13: motion made by Jan Nelson, second by Pat Landye, passed unanimously.

OLD BUSINESS:

No Old Business at this time

EXECUTIVE SESSSION:

1. *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 called at this time.

Member Comments: Joyce Young 11/060 and Bill Quinn 08/131.

MOTION TO ADJOURN

**MEETING MOTIONS
BOARD OF TRUSTEES MEETING
OCTOBER 31, 2020 @ 10AM**

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MOTION 2020-10-02 – to approve emergency purchase of stainless-steel screws for repair of Marina floats. Repairs authorized up to \$5,000 and item to be added to reserve study for future replacement.

MOTION 2020-10-03 – to approve purchase of water bottle filler for Golf & Grounds building as expense item at \$977.20. Installation and use of item will follow all current Covid guidelines.

MOTION 2020-10-04 – approved in 20/21 budget – Reserve Water Budget Item purchase, Desktop PC HP Envy 750st. Budgeted in Water reserves for \$1,326.07 to be purchased this month, after review of 3 bids by the Board of Trustees.

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Committee assignments of BOT members as follows:

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- h. ACC Forestry Committee: George Stewart & Jacob Dobie
- i. Compliance Committee: Gretchen Sziebert & Jacob Dobie
- j. Golf & Greens Committee: George Stewart & Pat Landye
- k. Finance Committee (Ad hoc): Pat Landye & Jan Nelson
- l. Guest Relations (Ad hoc): Jan Nelson & Gretchen Sziebert

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