

**MEETING MINUTES AND MOTIONS**

**BOT Monthly Meeting**

**Saturday November 21, 2020 @ 10am**

To join this meeting click <https://zoom.us/j/92974042342> or call 1-253 -215-8782, Meeting ID: 929 7404 2342

**AGENDA**

Call Meeting to Order: President Jan Nelson  
President & BOT opening remarks

**REPORTS:**

ACC Committee (Shirley Hughes, Chair)  
Compliance Committee (Arthur Willets, Chair)  
Finance Committee (No report at this time)  
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, GM)

GM Report: GM Nicola McDonald reported on the following items:

- Managers meeting was held with all department managers and the GM. Discussion points were hiring practices in the Riviera, preparing for next years departmental budgets, and general information regarding Riviera properties.
- Update RE: the Interlachen Park drainfield replacement by Pierce County. The project is to take place November 30<sup>th</sup> – December 11<sup>th</sup>. PC will have equipment and material staged on the parking lot area of the park during this period.
- The GM attended a Pierce County District 27 Fire Commissioners meeting via Zoom.
- The annual Riviera audit will take place December 9<sup>th</sup> & 10<sup>th</sup>. The audit is being conducted by the firm Clarke Whitney.
- Restaurant Update – the Restaurant Rally was a great success for the Lakeshore Restaurant. When all the final numbers are tallied the GM will provide a report and send the information out to members via email. A motion sensor was installed at the front door of the restaurant so staff are able to hear when customers enter the facility. The GM also purchased new music service so we have consistent quality music at the restaurant. We have a new Covid mandate that has closed all indoor dining. The GM is planning for outdoor seating and that should be available soon. Members will be notified by email for updates. We have special orders-to-go for Thanksgiving also.
- REMINDER – there will be no BOT MEMBER meeting in December. The next BOT Member meeting will be held on Saturday January 30<sup>th</sup>. A BOT study session will be held December 21, 2020.

## CONSENT AGENDA from Study Session 11/16/20:

1. MOTION 2020-11-01: to approve the General Manager to sign all Brown & Brown Insurance renewal documents for 2020/2021 for the total premium amount of \$143,328.75.
2. MOTION 2020-11-2: to state that all Riviera Community Club Members must first come to ACC committee to apply to vacate their lot lines. Once approved, Members can then proceed to Pierce County. Riviera ACC will accept either type of Pierce County lot line vacate: tax purposes only or legal plat change.
3. MOTION 2020-11-03: to rescind RCC participation in the Northwest Laborers-Employers Health & Security Trust for medical coverage for non-bargaining full time regular RCC employees.
4. MOTION 2020-11-04: to reinstate monthly medical insurance stipend of \$700 per month for RCC management positions as follows: General Manager, Assistant General Manager, and Restaurant Manager/Chef.
5. MOTION 2020-11-05: to appoint Kristan Kennedy to the Anderson Island Community Association Board (AICAB).
6. MOTION 2020-11-06: to approve minutes from BOT meeting on 10/31/2020.
7. MOTION 2020-11-07: to approve consent agenda as stated above. **Motion made by Gretchen Sziebert, Second by Jacob Dobie. Janice Nelson – yes. George Stewart – yes. Passed unanimously. (Patricia Landye was not in the meeting for the vote).**

## NEW BUSINESS:

1. MOTION 2020-11-08: to approve Lot Line Vacate for Sec/Lot #01/136 and #01/137 (Sziebert) **Motion made by George Stewart, second by Jacob Dobie. Jan Nelson – yes. Pat Landye – yes. Passed unanimously. (Gretchen Sziebert recused herself from the vote)**
2. MOTION 2020-11-09: to approve General Manager signing Right-of-Entry document regarding storing of project materials at Interlachen Park for the upcoming Pierce County drainage pipe & catch basin replacement project. **Motion made by Gretchen Sziebert, second by George Stewart. Passed unanimously.**

OLD BUSINESS: **No old business as this time.**

## 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 was held at this time.**

## MOTION TO ADJOURN

**MEETING MOTIONS  
BOARD OF TRUSTEES MEETING  
NOVEMBER 21, 2020 @ 10AM**

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