



DRAFT
MEETINGS & MINUTES
Board of Trustees Monthly Meeting
Saturday March 27th @ 10am

To join this meeting click <https://zoom.us/j/92357548608> or call 1-253-215-8782 Meeting ID 923 5754 8608#

AGENDA

Call Meeting to Order: President Jan Nelson
President & BOT Opening Remarks

COMMITTEE REPORTS:

1. ACC Committee (Jan Nelson, BOT Representative to Committee)
 - a. Temporary Sheds
 - b. Permitting Requirements for Sheds & Fences
 - c. Use of tarps policy
2. Compliance Committee (Arthur Willetts, Chair / Joanne Mettler, Co-Chair) **Report given by Joanne Mettler, Co-Chair.**
3. ACC-Forestry Committee (George Stewart, BOT Representative to the Committee)
4. Budget/Finance Committee & Treasurer's Report (Patricia Landye, BOT Treasurer & Rep. to Committee)
 - a. **Budget Committee had their first meeting on Thursday March 11th and the Treasurer & GM are working on budget proposals for the committee to review at their next meeting in April.**
5. Golf & Greens Committee (Will meet in April – date TBD)
6. Member Relations Committee (Jan Nelson, BOT President)
 - a. All Member Relations Town Hall documents are now available on the Riviera Community Club Website at www.RivieraClub.org/documents/. **Member Relations Committee is looking for member feedback on all Town Hall information. Please email membership@rivieraclub.org**

CONSENT AGENDA from Study Session – 03/22/2021:

1. MOTION 2021-03-01: Motion to approve fence replacement at Ray Park to match lot line per survey on record with the Pierce County Auditor's Office, Recording #202005225004, filed May 22, 2020. **Motion made by Jan Nelson, seconded by Patricia Landye, passed unanimously.**
2. MOTION 2021-03-02: Motion to purchase and implement the Paylocity upgrade for Employee Time & Tracking systems for an average of \$1,300 per year. **Motion made by Jan Nelson, seconded by George Stewart, passed unanimously.**

MOTION 2021-03-03: Motion to APPROVE CONSENT AGENDA as stated above. MOTION made by Jan Nelson, second Pat Landye. Passed Unanimously.

NEW BUSINESS:

1. SABA – Bad Debt write-off due to statute of limitations. Will retroactively attribute to fiscal year 2019/2020.
 - a. MOTION 2021-03-04: All uncollected balances (\$327,752.51) that were previously turned over to SABA Collections in February 2014, with the exception of those accounts in which a summary judgement or other legal action was taken (\$9,169.97), will be written off with an effective date of September 30, 2020 as the 6 year statute of limitations on collection of debt has expired. MOTION by Jan Nelson, second George Stewart. Passed Unanimously.
 - b. MOTION 2021-03-07: Motion to direct the GM to obtain three (3) RFP's from a professional IT consultant to conduct an analysis and provide a recommendation regarding our current email systems, organizational software, hardware, servers, and integration of new software updates and implementation, at a cost not to exceed \$5,000. MOTION by Jan Nelson, second George Stewart, passed unanimously.
2. LOT LINE VACATE
 - a. MOTION 2021-03-05: Motion to approve lot line vacate for 07/032 & 07/033 (Evans)
 - i. MOTION by Jan Nelson, second George Stewart. Passed Unanimously.
 - b. MOTION 2021-03-06: Motion to approve lot line vacate for 02/110 & 02/111 (Erickson)
 - i. MOTION by Jan Nelson, second Pat Landye. Passed Unanimously.
3. MANAGER'S REPORT – Nicola McDonald, General Manager
 - a. Restaurant update – Indoor dining, 50% capacity, 10 per table, all other Covid requirements still in place. Hiring for Kitchen Staff ASAP.
 - b. Restaurant P&L Update
 - c. Golf Course P&L Update
 - d. Hiring for new and seasonal positions at the Riviera Community Club
 - e. Paylocity – Time & Labor Software: for employee hours, department tasks, and budget tracking

OLD BUSINESS:

EXECUTIVE SESSION (as needed):

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.

MOTION TO ADJOURN

**MEETING MOTIONS
BOARD OF TRUSTEES MEETING
MARCH 27, 2021 @ 10AM**

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GENERAL MANAGER'S REPORT:

Thank you for everyone who attended this morning's Board of Trustees Zoom meeting!

I am sending this email out as a re-cap of the General Managers report, and I welcome any comments or questions at GM@RivieraClub.org.

RESTAURANT UPDATE:

We are now officially in phase 3 of the Washington Governor's safe start plan, which means we are at 50% capacity in the restaurant for indoor dining! I know many of you are excited about this expansion in dining capacity, and the staff are working hard to accommodate everyone who would like to enjoy a night out at the Lakeshore restaurant.

We are also now able to seat up to 10 guests per table, with no same household restrictions, so if you've been waiting to go to dinner with a few friends now that can happen! I would recommend calling ahead to the restaurant and making reservations for larger parties so the staff can plan appropriately. PLEASE NOTE: ALL other covid restrictions are still in place during this phase.

The restaurant is currently looking for an additional full-time kitchen staff member. This position will require evening and weekend availability, and you can access an application at the Riviera website at Rivieraclub.org/aboutus/employment.

The most recent Lakeshore Restaurant P&L statement (thru 02/28/21) reports revenue at \$12,275 less than budgeted YTD, but this percentage of lost revenue is still much lower than most restaurants in Washington State. We have been very busy during the month of March and I expect this upward trend to close the revenue gap by the end of our fiscal year (09/30/21). Our expenses are down \$18,500 from projected budget numbers. This is to be expected as our costs should reflect our revenue trends. We are working to continue to reduce costs while still providing a high level of quality and service for Riviera members and other restaurant guests.

Thank you to all the members who have faithfully supported the Lakeshore restaurant during this challenging time! It has been just over a year since we were forced to temporarily close the restaurant doors due to Covid. And whether dining outside in the middle of winter or ordering meals to-go and enjoying them at home, your faithful patronage is truly appreciated.

The Lakeshore Restaurant is OUR amenity as members, and I look forward to reporting a continuing trend of increased revenue, along with new dining & beverage options and exclusive benefits for members in the coming months.

RIVIERA GOLF COURSE

The most recent Riviera Golf Course P&L statement reports us within \$100 of revenue projections and \$2,049 under budgeted expenses (thru 02/28/21). Our monthly greens fee revenue and merchandise sales have been consistently higher this fiscal year as compared to the same months last year. The course is being well maintained by our Golf & Grounds crew, led by Superintendent Trevor Thompson, who is continually looking for ways to improve the beauty and play on the course.

The Riviera is hiring a full-time seasonal Golf & Grounds crew member (April to September) and information on this position can be found on the Riviera website at rivieraclub.org/aboutus/employment.

WE ARE HIRING AT THE RIVIERA COMMUNITY CLUB

The Riviera is currently hiring for the following positions:

- Seasonal Golf & Grounds Position / Full-Time from April – September
- Seasonal Part-Time Golf Shop Attendant
- Seasonal Campground Host
- Seasonal Marina Host
- Kitchen Staff Member
- Member Relations Manager
- Community Development and Compliance Manager

On Monday all job descriptions will be posted on the Riviera website along with additional details and information on how to apply. For questions regarding employment at Riviera Community Club, please email GM@rivieraclub.org.

PAYLOCITY UPGRADE - TIME & LABOR TRACKING SOFTWARE

I am upgrading our payroll software to include a digital workforce management system for all Riviera employees. This system will allow staff to track their time & labor, along with specific tasks, scheduling, and appropriate department allocation. This new software will enable managers to easily schedule employees according to jobs and tasks needed and will also help us properly attribute the work being completed to the correct department. This system is fully customizable for the Riviera organization and our budgets, departments, and staff (including seasonal hires).

The time & labor tracking software will also allow managers to view and approve in real-time any requests for vacation, sick leave, and other benefits and payroll items. We will be able to review live, accurate reporting of current employee status and assigned tasks within all departments. This program will streamline our time tracking, task and labor allocation, and provide truly accurate data for us to accurately budget and plan for future amenity maintenance and staffing needs.

WEBSITE UPDATE

I have been updating the website to create consistent messaging and ensure the information reflects Riviera Community Club's private amenities for members and invited guests only. This website update is a work in progress, and I welcome any ideas or suggestions you may have sent to GM@riveraclub.org.

In addition, all Member Relations Committee Town Hall meeting documentation is now posted on the website – this includes the power point slides, the Q&A's, and the Pierce County documentation regarding short term rentals. The recording of the Town Hall meeting will soon be posted also for viewing. I encourage you to review the documents and watch the recording to understand the plans and goals for our Riviera Member amenities.

Please don't hesitate to reach out anytime to GM@riveraclub.org with questions, comments, or suggestions. I enjoy hearing from Members and welcome the opportunity to work together and *Celebrate Membership in the Riviera Community Club!*