

ZOOM MEETING

DRAFT

MEETINGS & MINUTES

**Board of Trustees Monthly Meeting
Saturday April 24th @ 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

In Attendance: Jan Nelson, George Stewart, Gretchen Sziebert, Patricia Landye. Absent: Greg Kepner
President & BOT Opening Remarks

GOLF & GROUNDS UPDATE: Trevor Thompson, Golf & Grounds Superintendent

COMMITTEE REPORTS:

1. ACC Committee (Jan Nelson, BOT Representative to Committee)
 - a. Sec. 6.05 - Compliance with Architectural Requirements & Rules – Defined and explained the rules and what's allowable on an unimproved vs improved lots.
 - b. Site Development Permit Process - Trees and other vegetation “it is the desire of the board of trustees to encourage each property owner to retain as much natural or native vegetation as possible to protect the quality of watershed, wildlife habitat, and overall aesthetics of the development.” – Discussed as it relates to the site development process.
2. Compliance Committee (Arthur Willetts, Chair / Joanne Mettler, Co-Chair) Arthur Willetts, Chair, gave report. They are gearing down just a bit with Mark gone, but the Riviera is looking for a new replacement they will get them into the fold and gearing up again. Reports are still being submitted to compliance and the scope has increased. Summer season is the busiest noticing things that need corrected. A call went out for new members please join the committee to keep our community as it should be.
 - * Question by Member Sherie Eiszele: she has had a reported compliance issue since September 2020 and would like an update as it has been quite a while. BOT President addressed the concern on the delay and will have an update soon. This issue has been elevated to the BOT and is no longer at the committee level.
 - * Question by Member George Berz: He asked to know the paint color that was approved on the new home on Lake Florence Dr as it is similar to his which was not listed as an approved color. BOT President and GM addressed his concern. BOT President said a meeting will be set up to determine any issues with house paint color.
3. ACC-Forestry Committee (George Stewart, BOT Representative to the Committee) report given by George Stewart. They had 10 tree removal requests for forestry. They try to go inspect quickly so they can respond to the owners quickly. 7 new removal requests, 3 for inspection after the request. They had 1 unauthorized tree removal which goes to compliance and has monetary penalties of up to \$2,500 per tree. All a member needs to do is contact the Riviera to fill out the tree removal form, pay the fully refundable permit fee, and the committee will come inspect. Sometimes a tree removal request will be granted with the requirement of planting new trees.

4. Budget/Finance Committee & Treasurer's Report (Patricia Landye, BOT Treasurer & Rep. to Committee)
 - a. Budget Committee had their first meeting in March and the Treasurer & GM are working on budget proposals for the committee to review at their next committee meeting.
5. Golf & Greens Committee (Meetings will be the 1st Tuesday of the month beginning May 4th at 10am)
6. Member Relations Committee (Jan Nelson, BOT President)
 - a. Full Membership mailing of new member forms this week
 - b. All Member Relations Town Hall documents are now available on the Riviera Community Club Website at www.RivieraClub.org/documents/.

CONSENT AGENDA from Study Session – 04/19/2021:

No Consent Agenda items at this time.

NEW BUSINESS: Discussion by BOT President

1. Official member notifications (mail vs electronic communication) The Riviera Community Club is required by the covenants to mail all official communication to members (annual meeting information, etc) by USPS and cannot send this information only electronically, even if requested to do so by members.
2. BOT role versus GM role – during the hiring process. The GM is hired by the Board of Trustees to manage the operations of the Riviera, and as such makes the decisions on hiring new employees. The BOT is kept informed of such decisions, but does not play a role in hiring except for the position of GM.
3. Overview of covenant change process.
 - * Question by Daryl Beck – please don't make it all electronic communication. BOT Pres – we are aware of our community demographic and will give the opportunity for everyone to receive official Riviera information in their preferred way*
 - * Question by Joanne Mettler – when will FAQ's be on the website? BOT Pres soon – compiling now and will hope to have soon.*
 - * Question by David Birt 19/055/056 - question about member cards – how are we going to enforce this summer when we don't have cards? BOT Pres/Secretary - Cards will be issued but not mailed out. Members will be required to come into the office.*
 - * Question by Cherie – would like to be on the member relations committee as a vacation rental owner. BOT Pres – will invite volunteers and others to join the committee.*
 - * Question by Heather – short term rental owner and had a concern that there were no STR owners on the committee. BOT Pres – we had one who did not stay on the committee as a volunteer.*
4. MANAGER'S REPORT – Nicola McDonald, General Manager
 - a. Restaurant update - Hiring for Kitchen Staff ASAP
 - b. Restaurant suggestions, questions, & concerns – send all to GM@RivieraClub.org
 - c. Marina Ramp Project & Buoy Update
 - d. Restaurant P&L Update
 - e. Golf Course P&L Update
 - f. 2021/22 Budget in process with department managers
 - g. Hiring in process for office staff
 - h. Website design and update – **planning to update our website this year for easier use by members and better layout for finding information.**
 - i. Online calendars being created for golf course, amenities, tennis courts, parks, office hours, Martha E. Smith room, etc. These will be posted on the Riviera website once ready.

- j. Pierce County 2021 Rollback Relief Grant application – application has been made, waiting on response.

** Question by Kathy: 120/121 could we have the golf course path open to walkers maybe early morning or late seasonally?
BOT President: this idea has been discussed by the BOT in the past, but a solution has not yet been found. Discussion regarding annual cart path fee and use of the cart path by non-golfers.*

** Scott – 04/034 – cart paths pay fees and golfers pay fees. Walkers would need to pay fees.*

OLD BUSINESS:

1. Memorandum of Understanding & Hold Harmless agreement with Pierce County Fire District 27
MOTION 2021-04-01 – Motion to accept the MOU & Hold Harmless Agreement with Pierce County Fire Dept 27. Motion made by Jan Nelson, seconded by Patricia Landye. Passed unanimously.

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.

MEMBER COMMENTS:

Cherie 14/080– did not feel that they received the same welcome to join the Member Relations Committee as much as those who live on island full time. BOT Pres: anyone is welcome to join any committee. And members are still welcome. It can be difficult to catch new members up to speed. But members are welcome to attend and listen or are welcome to turn in a formal request to join to the BOT for appointment.

Heather 11017 Matthews Way – confirming if there is or is not room on the committees at this point. BOT Pres – yes, but there is a process and volunteers are needed more for implementation as the committee has been together for many months.

Josie Thompson 12/019 & 15/034 - would like the ACC process with more feedback and info from the Riviera or the committee. Questions about strategic plan for the membership implementation plan. Is the town hall information all there is for the plan or is there more information coming? BOT Pres – only a small percentage of members participated and gave feedback. The committee is open to more member feedback and knows that some changes and fine tuning will happen. First step is to get the member info back and then get cards out to members.

Ethen Thompson 12/019 & 15/034 – we don't vet people who buy lots but we are expecting people to be held to Riviera standards. Where is the information that the parks are being overwhelmed? BOT Pres – we do not believe the parks are always being overwhelmed, that is not the only issue, but that they are being used by non-members. Amenities are only for members and their invited guests.

02/026 Mike – comment – those who are interested in what the membership committee is doing he recommends they read the covenants and bylaws.

George Berz 01/073 – question on boat insurance and why its required? It was explained by another member that the boat insurance requirement was only for docking at the Marina.

Kathy Gadbois 01/120 121 – road maintenance by Pierce County has not been sufficient.

14/070 Cheri – membership mailing question about the document. Will it be collecting guest information also? BOT Pres – discussed the member form being mailed and the purpose and checking guests in and how that can happen.

MOTION TO ADJOURN Motion 2021-4-02 – Motion Patricia Landye, Second George Stewart, Passed Unanimously

**MEETING MOTIONS
BOARD OF TRUSTEES MEETING
APRIL 24, 2021 @ 10AM**

MOTION 2021-04-01: Motion to accept the Memorandum and Hold Harmless Agreement with Pierce County Fire District 27. Motion Jan Nelson, Second Patricia Landye, passed unanimously.

MOTION 2021-04-02: Motion to Adjourn the Meeting. Motion Patricia Landye, Second George Stewart, passed unanimously.