

**Board of Trustees Monthly Meeting
Saturday May 22nd @ 10am**

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

AGENDA

1. Call Meeting to Order: Vice-President George Stewart
2. Members Present: George Stewart, Gretchen Sziebert, Pat Landye, Greg Kepner. Absent Jan Nelson
3. Approve Previous meeting minutes

BOT OPENING REMARKS

COMMITTEE REPORTS:

1. ACC Committee – no report at this time
2. Compliance Committee (Arthur Willetts, Chair / Joanne Mettler, Co-Chair)

Arthur Willetts-There was no meeting this Tuesday due to uncontrollable circumstances, but they are having a special meeting to go over policy for the committee as requested by the BOT and will put together something to satisfy both the board and RCC management. Still no Compliance person hired yet. Until we get that person hired, we are still at a stall point for processing the compliance reports that come in, however you can still submit on the website.

3. ACC-Forestry Committee (George Stewart, BOT Representative to the Committee)

George Stewart-Not much new to report. We have a few new requests for tree removal. Just as a reminder, if you want to remove any trees make sure to put in a request with RCC forestry committee first. All tree removal must be approved by the committee prior to removal, or you could be subjected to a fine of \$2500 per tree as per the covenants. So, please contact us first.

4. Budget/Finance Committee & Treasurer's Report (Patricia Landye, BOT Treasurer & Rep. to Committee)

a. Budget Committee had a meeting with the GM & BOT Treasurer on 05/20/21. Continuing work on the budget prior to final presentation to BOT.

Pat Landye-We had a budget meeting last week, it was a preliminary review of last year's budget and what was being proposed for this year. We decided we needed one more meeting before we could actually begin moving forward, so right now it is pending. There was not anything significant from last year, in some areas, money had not been spent that was budgeted. We don't expect any problem getting it approved for next year.

5. Golf & Greens Committee – No report at this time. First meeting was postponed, and new meeting date has not yet been set. (Meetings will generally be the 1st Tuesday of the month at 10am)
6. Member Relations Committee – No report at this time

CONSENT AGENDA from Study Session – 04/19/2021: No Consent Agenda items at this time.

NEW BUSINESS:

1. MOTION 2021-05-01: RCC Board of Trustees approves the Riviera Community Club 2021 Member Owner/Lot Owner Registration and Renter Information – Assignment of Member Rights Form, along with letter to members from Member Relations Committee on behalf of the Board of Trustees dated April 21, 2021 and mailed to members.
George Stewart wanted to make clear that regarding motion #1 that they are cleaning up old business and realize that they had not voted on it yet. They made a mistake and are trying to correct it at this point. Motion made by George Stewart, seconded by Pat Landye. Passed unanimously.
2. MOTION 2021-05-02: Motion to amend the Riviera Community Club 2021 Member Owner/Lot Owner Registration and Renter Information – Assignment of Member Rights Form allowing members to disregard the Date of Birth requirement on this form for anyone over the age of 25. Change applies to the following: Section 2 - Additional Occupants of Riviera Property (minor/adult children age 24 or less, or dependent at home/other) and Section 6 – Sponsored Guests (extended family/close friends/other) so they can be identified as child, teenager, or adult.
Greg Kepner made a comment that he agreed that the DOB should be removed from the document that it was not information that needed to be shared. George Stewart agreed with Greg and that he was pleased that the BOT choose to remove it. Motion made by George Stewart. Seconded by pat Landye. Passed unanimously.
3. MOTION 2021-05-03: Motion to approve ACC recommended variance for Sec/Lot #19/127 (Peterson) – Residence front entrance (door) does not face the front of the property/street.
Motion made by George Stewart, Greg Kepner seconded commenting that it had been approved by ACC prior to this board and it was beyond our span of control at this time. Passed unanimously.
4. MOTION 2021-05-04: Motion to approve building guidelines variance as recommended by ACC for Sec/Lot #07/081 (Smith-Connolly/Scallon) to allow for 1” variance in depth of front entrance overhang.
Motion made by George Stewart. Seconded by Gretchen Sziebert. Passed unanimously.
5. MOTION 2021-05-05: Motion to authorize the General Manager to purchase new server for the administrative office for the total cost of \$6,391.88.
George Stewart commented that it has needed to be replaced for some time. Nicola McDonald said that it has been needed for the past few years, that they can’t get new software programs until they get it. It will help with both older and any new systems we upgrade to. One is a new TOPS program that is being updated. Motion made by George Stewart. Seconded by Pat Landye. Passed unanimously.
6. MOTION 2021-05-06: Motion to authorize the Riviera Community Club sponsored Junior Golf Tournament at the Riviera Golf Course on Sunday July 25th, 2021.
George commented that we have sponsored this event every year, it is a great event for the kids. The riviera pays for the trophies. Motion made by George Stewart. Seconded by Gretchen Sziebert. Passed unanimously.

MANAGERS REPORT – Nicola McDonald, General Manager

George Stewart and Nicola McDonald wanted to let everyone know that they have called an emergency ACC meeting of the BOT specifically addressing the paint palettes. Gretchen Sziebert commented that it was as aggravating for us as it is the members. We know it is an issue and will address it immediately. Greg Kepner agreed.

Nicola McDonald commented that we have 93 people in attendance today and wanted to thank everyone for coming. She wanted everyone know that she has heard some comments and concerns from people about delays in getting back to them quickly. She explained we have been short staffed and there are a lot of items to deal with that are coming up, not only current but also past issues that they are having to address. They are all working very hard and the board and committees are doing a great job getting through this. We are working on getting this resolved and making sure all work is being done per the correct processes, procedures and covenants that were originally created. It truly is our goal, Myself and the board do not take our responsibilities lightly. We have hired a new office manager, but are still needing a Community Development and Compliance Manager which will help a lot with ACC and other things in the office.

- a. **UPDATE on new hire in Administrative Office**

We have a new hire in the office. Her name is Robin Kuykendall, she is the Membership Relations Manager, Administrative Assistant and Executive Assistant.
- b. **Fence Replacement at Ray Park is complete**

This project has been completed.
- c. **Current open employment positions in the Riviera**

The current open positions are: Community Development and Compliance Manager. We have had some good candidates for this position; however, they have lived off island and did not want to make the commute. We are diligently working on getting this position filled as it will be very helpful for ACC, the members and for overall office support. We are also hiring at the Restaurant for regular staff and seasonal.
- d. **Restaurant Update**

We want to thank everyone for their patience during this last year. We have been doing the best we can during these times. We have been understaffed and it has been difficult to hire during the pandemic. It has been difficult to plan with the constant changes. The entire restaurant industry has had instability in this last year as so many people have left the industry and tried to find other work. We are working to get people hired there as well. Please if you have any concerns or suggestions, we want to hear from you, please email me @ gm@rivieraclub.org. if we don't know about it, we can't fix it and we would like to help.
- e. **Golf Course Update**

The golf course has been doing very well, we have been busy and as of today, we have met and slightly exceeded our projected revenue this month. We have a great manager and team over there.
- f. **Junior Golf Tournament – July 25th, 2021**

We are excited about the Junior Golf Tournament. We are working on promoting it and hope for a good turnout this year. We may also be considering possible golf lessons as well.
- g. **Fish Stocking**

Lake Josephine and Pine Lake were both stocked on May 6th with 850, 9-11 inch Diploid Rainbow Trout, 150, 11-14 inch Diploid Trout and 230 1-3 pound Diploid Rainbow Trout. The split was 75/25% with the larger amount into Lake Josephine. I did not know what the difference between a Diploid and a Triploid Trout was, so Trevor let me know that a Diploid Trout is able to reproduce. He also took a video of when they were putting the fish into the lake we are going to try to upload it to the website.
- h. **Lake Jo Treatment for Milfoil (Approx. 2nd week of June)**

The state department has a new chemical they are using. The company that does it for us reports to the Department of Ecology as well as any testing that is done. We also have test kits on site and can do it if there are concerns. Please email gm@rivieraclub.org if you ever have any concerns and we will make sure it gets tested. We had members who shared a concern recently, we did test it and fortunately it came back negative and there were no issues, there was no toxic algae or pollen found. It was a small area, and it could have been from heavy winds.
- i. **Looking for ACC & Compliance Committee Volunteers**

If you are interested in volunteering for the ACC and Compliance Committee and are interested in being involved in the development process and how it works, compliance and keeping all of us accountable to our covenants that are our member rules, please email me at gm@rivieraclub.org and we will be happy to get that passed on to the committee chair. George Stewart also let us know that we are looking for one more person to be on the Forestry Committee.
- j. **Delayed Project – Lake Josephine Water Mainline Replacement on Country Club**

We have a report from Russ Rodocker who is the Water Department Superintendent. That this project has been delayed due to the lack of availability of parts. The construction industry is in short supply right now and he can not get the parts needed. Fortunately, this project is not an emergency, but was planned as a timeline project.
- k. **Backflow Test Notice**

Members who have an irrigation system, should have received a letter from Lake Josephine Water Department letting you know that a backflow assembly test needs to be done and that they can come out and test it for you for a fee or you can use an outside company to do it and just provide the report to the Water Department.
- l. **Committee & BOT annual policy review – June 2021**

The Covenants determine that the committees need to do an annual review of all policies. They are currently reviewing all the new and old policies to make sure nothing has been changed that should not have been or did not go through the proper

approval process. They are digging deep and will have a meeting in June as well as another to get all of this reviewed, then it will get passed on to the board.

OLD BUSINESS:

MEMBER COMMENTS

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