

ZOOM MEETING

**Board of Trustees Monthly Meeting Minutes
Saturday, June 26th @ 10am**

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

MEMBERS - TO SPEAK AT THE END OF THE BOARD OF TRUSTEES MEETING, PLEASE USE THE SIGN IN SHEET PRIOR TO THE START OF THE MEETING – FOR ZOOM PARTICIPANTS, PLEASE RAISE YOUR HAND

AGENDA:

Call Meeting to Order: President Jan Nelson 10:04 AM

Roll Call - Jan Nelson, George Stewart and Gretchen Sziebert are present for this meeting in person at the MSR and Greg is available by Zoom.

Approval of Minutes: November 2020 thru April 2021 (*Minute's waiting on BOT review prior to final approval*) –Motion made by Gretchen, second by Jan. Greg abstained from approval as he was not a part of the board at this time. Minutes approved. A member asked if they could vote, and George explained that this was a meeting where members do not vote as it was a Board of Trustees meeting. Voting by members occurs only when there is a Special Meeting called by the members or at the annual member meeting.

BOT OPENING REMARKS: Jan started with letting everyone know that there were financial documents available for members at the back of the room for review and would be posted with this meetings agenda on the website on Monday.

Special Membership Meeting held Saturday June 19, 2020

Jan wanted to personally thank the Riviera staff who stepped up and stepped in to meet this challenge of the Special Membership Meeting they worked very, very hard both logistically and physically, just being here to support all of the Riviera Membership. And, also, to thank Nicola for all of her hours and hours- 2 weeks prior to the meeting that it took to get it pulled together, including meeting all of the deadlines that were required to meet, it was quite an undertaking to do, again, just wanted to let her know that she really appreciates everything it took. Jan states this is for transparency to the membership. Nicola comments: We sent an email after the July 19 meeting, to update membership and Nicola is working to put the numbers together – we're not there yet, and then I will be able to fully update the board. Right now, we know that 689 lots were registered present, in person or by proxy, so there was a quorum with 667 lots counting as voting. The board was not voted to be removed. I am calculating the cost of everything which includes staff time, paper, envelopes, postage, attorney and absolutely everything involving that meeting. I am estimating that special meeting cost the membership about \$22,000. Jan states that the membership needs to know the special meeting was held correctly.

Email blast "Board Notes" – bi-weekly email updates from Board –

Jan – The board understands that it cannot communicate in an official capacity with membership in any way other than the U.S.P.S., however, despite that, we need to get word out to the membership more frequently – we are going to try doing a newsletter again. We are working on the logistics of that and in the meantime, we will be doing email blasts through the Riviera email system for members, also through Facebook and on the website, bi-weekly in between BOT and Committee meetings, so that members can know what is going on in the Riviera. We can then get feedback from membership. Gretchen – Members who are not digital – what happens then?

Resignation of Pat Landye, BOT Treasurer

Jan – Pat came to us with great experience and lifelong lessons with respect to other boards in communities such as ours. We want to thank her for her grace, insight and hard work with respect to getting our current budget underway in process. Thank you Pat.

Vacant BOT Position - response date of June 30th @ 4pm for interested members

Jan There is a call out for the vacant board position of treasurer. We have asked to have responses by 4pm on June 30th – to the BOT.

BOT annual policy review – rescheduled to July 2021

Jan - Our annual policy review has been postponed partially because of Covid – we wanted to be able to meet in person as there is a lot of paper documents to be shared so we will be much more effective meeting in person. The BOT policy meeting will be July 8, 2021.

Volunteers for Election Committee – Annual Meeting September 25th, 2021

Jan - We are soliciting volunteers for the 2021 Election Committee.

Safety issues –

Excessive heat; use of Martha E Smith room or Lakeshore Restaurant -

Jan - The Martha Smith Room and Lakeshore will be open to members who need to get out of the heat – they both have A/C.

General safety issues; call 911 or email Sheriff's Department via website

Jan - We are headed into our busiest weekend of the summer and the membership needs to know who to call in case of emergency – or non-emergent issues. We will get this posted. Non-emergent issues can also be reported via the Riviera Website.

COMMITTEE REPORTS:

1. ACC Committee (Jan Nelson, Acting Chairperson)

Request for ACC volunteers

Jan (speaking on behalf of ACC Committee) ACC Committee is still looking for volunteers. I've been talking to members in general and sharing ideas about the status of The Riviera – there are quite a few people out there with great background and knowledge of these issues, whether it is in permitting or design, etc. The commitment is the 2nd and 4th Wednesday of every month – at least/ hour and half, sometimes more. We review all the permitting activities for the Riviera. If you are interested, please submit your name.

Paint Pallet – relationship of approved Site Development packet and Covenants

Jan - This ACC Committee has been working hard all year on the paint pallet issue. We are trying to finalize policies regarding an approved paint palette – everything we touched seemed to go back to a previous time. So we were continually having to follow the trail back until we found that the ACC never had an actual paint palette. Colors were approved by the ACC Committee at the time. In order to have an approved color palette, there would need to be a membership vote to change the ACC Site Development policy in the same manner that changes to the covenants would be made. The covenants are very clear on site-development – you must submit your paint colors and they can be approved or unapproved according to the ACC Committee.

Number of permits and new homes – Jan – A lot of permitting has been happening at the committee level. Thank you for all your hard work with all of the permitting and the time you are putting in. Number of new homes in fiscal years -2019 (13) - 2020 (12) - 2021 (11). Nicola – we have just as many in process for this year.

2. Compliance Committee (Arthur Willetts, Chair / Joanne Mettler, Co-Chair)

Arthur - The Compliance committee did not meet this month due to unavailability of committee members and management due to the recall effort. We will have our meeting July 13, 2021. During this suspension we are still active in the community and doing our rounds.

Request for Compliance volunteers Arthur - This is a great time to volunteer for this community in the Compliance committee. It's a great way to learn how the board works, become familiar with covenants and bylaws. If you are willing to volunteer, please come forward.

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

George – If you want to cut down trees on your property, please come to the Riviera first for approval. Currently there is a \$2500 fine per tree if you remove without approval.

4. Budget/Finance Committee

Jan – Bill Quinn did a great job putting things together for this. It is important for membership to know that any money spent by the Riviera is based on providing an amenity to Riviera members. An amenity adds value to the quality of life for members here in the Riviera. These amenities are yours (the member's) and we want to make sure that the amenities that were here when you bought in remain for tomorrow and in the future. Last year we based our budget on the years past. We had no idea what this year would look like – we are tracking according to the approved budget. We are working on our budget for next year, taking into account this year's budget.

2020/2021 Treasurer's report

2021/2022 Budget process – It is critical we get this out to membership ASAP to give membership time to see before a vote is made as it is good to have feedback from the membership.

Standardized Financial packages 2

Jan – We are looking at standardizing the financial packages, so they are easier to read. Welcome’s questions.

5. Golf & Greens Committee – No report at this time. Meeting date is Wednesday June 30th @ 10am

6. Member Relations Committee – Membership ID program cards for Summer 2021 ON-HOLD

Jan - item from the beginning of the meeting that was missed – At every BOT meeting there is a sign-up sheet for members who want to speak at the end of the meeting and raise hands on ZOOM – you can speak for 3 minutes.

Gretchen – This current BOT has made their ‘work study session’ meeting on the Monday before the BOT Meetings, open for members to attend. They are not able to participate but are welcome to observe.

PREVIOUS CONSENT AGENDA – June 17, 2021

(BOT members present: Jan Nelson, George Stewart, Gretchen Sziebert, Greg Kepner)

MOTION 2020-06-01: Motion to Place Membership ID program on hold and rescind motion 2021-02-02 purchase of Badge Pass Solutions software, member ID software. Motion by Jan Nelson, Seconded by Gretchen Sziebert. **Motion passed unanimously** (motion required unanimous consent)

MOTION 2020-06-02: Motion to nominate Gary Smith to the interim position for the Riviera Community Club Board of Trustees due to the resignation of Pat Landye as Riviera Community Club Board of Trustees, Treasurer. Motion by Jan Nelson, Seconded by Gretchen Sziebert. Jan Nelson - Yes, Gretchen Sziebert - Yes, George Stewart - Yes, Greg Kepner – No. **Motion Denied** (motion required unanimous consent)

MOTION 2020-06-03: Motion to put forth the selection of Gary Smith as the Neutral Member in Good Standing as Election Chair for Special membership meeting on June 19, 2021. Motion by Jan Nelson, Seconded by Gretchen. Jan - Yes, Gretchen - Yes, George - Yes, Greg – Yes. **Motion passed unanimously.** (Motion required unanimous consent)
Selection rejected by Friends of Riviera.

MOTION 2020-06-04: Motion to vote to approve proceeding with collection of accounts with balances in excess of \$3,000 with STRICHARTZ ASPAAS PLLC. Motion by Jan Nelson, Seconded by Gretchen. **Motion passed unanimously.** (Motion required unanimous consent)

MOTION 2020-06-05: Motion to approve proceeding with setting the sale on the foreclosures that were transferred from Condo Law Group to STRICHARTZ ASPAAS PLLC. Motion by Jan Nelson, Seconded by Gretchen. **Motion passed unanimously** (motion required unanimous consent)

PREVIOUS CONSENT AGENDA – June 18, 2021

(BOT members present: Jan Nelson, George Stewart, Gretchen Sziebert, Greg Kepner)

MOTION 2020-06-06: Motion to put forth the selection of David Wolfe as the Neutral Member in Good Standing for Election Chair at Special membership meeting on June 19, 2021. Motion by Jan Nelson, Seconded by Gretchen Sziebert. Jan Nelson - Yes, Gretchen Sziebert - Yes, George Stewart - Yes, Greg Kepner – No. **Motion passed.** (Unanimous consent not required)

MOTION 2020-06-07: Motion to put forth the selection of Phyliss Zander-Brown as the neutral Member in Good Standing to receive proxy votes for Special membership meeting on June 19, 2021. Motion by Jan Nelson, Seconded by Gretchen Sziebert. Jan Nelson - Yes, Gretchen Sziebert - Yes, George Stewart - Yes, Greg Kepner – Yes. **Motion passed unanimously.**

MOTION 2020-06-08: Motion made to hire Paul McClintock, PRP to represent Riviera members as parliamentarian at the Special Membership meeting on June 19, 2021. Motion by Jan Nelson, Seconded 3 by Gretchen Sziebert. Jan Nelson - Yes, Gretchen Sziebert - Yes, George Stewart - Yes, Greg Kepner – No. **Motion passed.** (Unanimous consent not required)

CONSENT AGENDA from BOT Study Session – June 21, 2021:

(BOT members present: Jan Nelson, George Stewart, Gretchen Sziebert)

MOTION 2021-06-09: to suspend the purchase of Badge Pass software for the Membership Program pending future discussion with BOT, Members, and Membership Committee. Motion made by Jan Nelson, 2nd by Gretchen Sziebert, passed unanimously.

MOTION 2021-06-10: to approve a roof pitch variance on a new site development permit for sec/lot# 01/131 (Pasquier) from 4/12 pitch to 3.75/12. Motion made by Gretchen Sziebert, 2nd George Stewart. Gretchen Sziebert YES, George Stewart YES, Jan Nelson, ABSTAIN.

MOTION 2021-06-11: to approve lot line vacate for sec/lot# 07/104, 107, 108 (Eiszele).
Motion made by Gretchen Sziebert, 2nd Jan Nelson, motion passed.

MOTION 2021-06-12: to approve lot line vacate for sec/lot# 03/031 & 032 (Maple/Kuykendall)

MOTION 2021-06-13: to rescind MOTION 2020-10-13 to approve GM to offer up to \$1,500 for remediation of paint color on lot 01/073 (Berz). Motion by Jan Nelson, 2nd Gretchen Sziebert. Jan Nelson YES, Gretchen Sziebert YES, George Stewart, recused himself from the vote. Motion passed.

MOTION 2021-06-14: to accept the resignation of Riviera Board of Trustees Member Pat Landye, effective June 16th, 2021. Passed unanimously.

MOTION 2021-06-15: MOTION TO APPROVE CONSENT AGENDA AS WRITTEN with the exception of:

MOTION 2021-06-11: to approve lot line vacate for sec/lot# 07/104, 107, 108 (Eiszele).

MOTION 2021-06-12: to approve lot line vacate for sec/lot# 03/031 & 032 (Maple/Kuykendall)

Motion by Jan Nelson, 2nd by George Stewart, passed unanimously.

Jan addressed an item missed at the beginning of the meeting. David Wolfe, chair of the Election Committee for the Recall election, sent an email to Nicola to publicly thank all the members of the committee that works so hard for so many hours: Jim Cook, Lara Behnert, Susan Smith, Susan Hatch, Heather Kirk, Shawn Davis, Eileen Hadden, Kathy Gadbois, Amy Reagan.

NEW BUSINESS:

1. Effective, timely and more frequent communication to membership a. Covenant change for annual meeting to allow for use of Electronic Transmission for RCC Business; includes ability to “Opt out.” Jan – hoping to get this into the packet for the annual meeting.
2. Survey to Membership to be developed based on member comments. Jan – we are looking into this – it is great to see new faces and member participation.
3. Action Item log Jan – This and a survey will be going out to membership for their input.
4. Better tools for accessibility to information Jan – hoping to purchase new server that will allow us to get a new software system to offer better information sharing.

MANAGER’S REPORT: Nicola McDonald, General Manager

Not on Agenda – Update from Water Dept. – this last month the total water pumped was 3.9 million gallons. Three new water services, they’ve begun fine tuning the hydrants in the Riviera. And started backflow testing throughout the Riviera.

- a. Restaurant Update Doing great and very busy. Hired four new staff this month. We are lower in costs than projected. Having some issues and always working on them - the online ordering is so busy that sometimes the restaurant seems empty and people are wondering why food is taking so long. Online ordering was great for continuing service through Covid and people continue to order with that platform. To go orders can also sit outside – gazebo, etc.
- b. Golf Course Update End of May reporting \$5000+ more than projected in revenue due to guest fees, member fees, merchandise and other sales. The Golf Shop is open to anyone – snacks, gift items, etc.
- c. Junior Golf Tournament – July 25th, 2021 Ages 6-17, Green fees, balls and pictures given. Need more participants – spread the word. Some children’s clubs available at the course. Completely Free Day and all kids are welcome.
- d. Lake Jo Treatment for Milfoil (June 29th or 30th. an email blast will be going out to members with finalized info)
- e. Looking for ACC & Compliance Committee Volunteers An email is going out soon as a reminder to members that there are open positions on all committees.

New Additional Business Office Hours – Saturday 10-4, Sunday 10-3

Check-out row boats and paddle boats @ Restaurant – honor system check outs – working on the viability of this.

OLD BUSINESS:

- 1. Marina Ramp replacement Nicola – Current status ‘delayed’- anticipated final approval date range by U.S. Army Core of Engineers March – September 23, 2021. Once approved, the State Dept. of Natural Resources will need a few months to complete the process before the work can begin. All permits are in place.
Update on Buoys at the Marina: #1 is off reservations due to depth at low tide and failing anchor. We have approval to move buoys out farther so low tide won’t be an issue. This should happen within the next six months.
- 2. TOPS accounting software upgrade Nicola - In process – should be completed this summer. It has been on hold due to GM change and other issues that have come up – goal to have done in this fiscal year. Secure data will be backed up in the cloud and on our new server.
- 3. Compliance – Riviera staff new hire Scheduling interviews and still looking to hire a Dev. & Compliance Manager.

MEMBER COMMENTS:

Each member may identify at start of meeting as wishing to speak at end of meeting on any subject. Time limit previously established at 3 minutes each.

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: