

RIVIERA COMMUNITY CLUB
Monthly Meeting Agenda
11016 Country Club Dr.
Anderson Island, WA 98303
Zoom Meeting



BOARD OF TRUSTEE MEMBERS
Dana Stirn, President
Peter Anderle, Vice President
Sonja Hopkins, Secretary
Phil Ronning, Treasurer
Therese Pasquier, Trustee

Board of Trustees Monthly Meeting
Saturday November 20, 2021, at 10am

To join this meeting click <https://us06web.zoom.us/j/83018503239>
or call 253-215-8782 Meeting ID 830 1850 3239#

AGENDA

Call Meeting to Order: 10:01am by Dana Stirn, President

Review of the Riviera Community Club Mission Statement *We are to provide an environment for quality life for members through excellent membership service and communications. Creating member value by listening to and understanding the concerns of the community. Safeguarding and proper use of community funds, the quality of all member- owned buildings and grounds and the impartial enforcement of the governing documents in our covenants.*

Roll Call: Sonja Hopkins, Secretary Present: Dana Stirn, Peter Anderle, Sonja Hopkins, Phil Ronning, Therese Pasquier.

Approval of the Agenda Amendment to the agenda under OLD BUSINESS: Add results of MOTION 2021-10-01: Motion by Dana Stirn, seconded by Pete Anderle, passed unanimously. Correct Murry Stewart spelling error under ACC Committee report.

Approval of Minutes: October 30, 2021, BOT meeting minutes Motion by Phil Ronning, seconded by Therese Pasquier, passes unanimously.

REPORTS OF OFFICERS President – Dana Stirn reports that the BOT has been working to consolidate and digitize all known policies and working with Riviera office staff to review and determine what’s being utilized, what’s not being utilized, what’s working, what’s outdated, where there are holes that need to be filled and identifying some policies that have conflicting information and making sure that they are verified. The intent of this comprehensive policy review is to get a grasp on where things are now and identify opportunities for improvement. We anticipate early next year coming out with thoughtful changes to help provide some additional structure and clarity to not only the BOT and committees but also office staff, and operations and procedures. All policy changes will come through monthly BOT meetings.

REPORTS OF COMMITTEES

1. ACC Committee, Murry Stewart, Chair No update.
2. Compliance Committee, Joanne Mettler, Chair No update.
3. ACC-Forestry Committee, Sonja Hopkins, BOT Committee Liaison No update.
4. Budget/Finance Committee, Phil Ronning, BOT Committee Liaison This committee does not yet exist and will not until the policies have been changed in the appropriate manner. Topics to be discussed are insurances, unusable Riviera lot’s best usage, on-site Annual Reserve Study and forensic audit.
5. Golf & Greens Committee – no update, on seasonal hiatus
6. Member Relations Committee, Dana Stirn, BOT Committee Liaison See MOTION 2021 11-04: Motion to dissolve Member Relations Committee due to competing priorities at this time.

OLD BUSINESS (including essential motions approved between monthly board meetings):

1. MOTION 2021-11-01: Motion to approve variance to allow member Weber's sec/lot# 11/050 fence, not to exceed 6' in height along Lake Josephine Boulevard, as their sole access to the home is via Agate Place. New fence addition must have stain to match existing fence. [Motion by Dana Stirn, seconded by Peter Anderle, passed unanimously via email.](#)
2. Marina Ramp replacement – Update on NOAA & NMFS – still waiting on final permit approval; Will need to determine means of fulfilling environmental credit requirements. [General manager will provide details in their report.](#)

NEW BUSINESS:

1. MOTION 2021-11-02: Motion to approve fulfillment of truck expenditure per approved annual budget to the maximum allowed amount of \$60,000. [Motion by Sonja Hopkins, seconded by Phil Ronning, passed unanimously. Anticipating coming in slightly under budget.](#)
2. MOTION 2021 11-03: Motion to appoint Murry Stewart as Chair and Annie Tustison as Vice Chair of the ACC. [Motion by Sonja Hopkins, seconded by Therese Pasquier, passed unanimously.](#)
3. MOTION 2021 11-04: Motion to dissolve Member Relations Committee. [Motion by Sonja Hopkins, seconded by Peter Anderle, passed unanimously.](#)
4. MOTION 2021 11-05: Motion to approve insurance renewal per Brown & Brown's review and recommendation at an increase of no more than the annual budgeted maximum allowed amount of \$159,000 for the 2021/2022 plan year. [Motion by Sonja Hopkins, seconded by Peter Anderle, passed unanimously. Anticipating coming in under budget.](#)

GENERAL MANAGER'S REPORT: Nicola McDonald, General Manager

Marina Ramp Replacement: Riviera staff are currently working on solutions to fulfilling the required conservation credits (due per Marina Ramp Project) options which will be reviewed and accepted by NOAA, The National Oceanic Atmosphere Administration and National Marine Fisheries Service. Simultaneously construction bids for the ramp replacement are being conducted for proper scheduling of the project in the approved work window. When staff is ready to present options believed will be accepted by the appropriate authorities listed above, a presentation will be provided to the BOT for review and will accept input on finalization and how they would like to move forward.

Golf and Grounds: Trevor Thompson, Golf and Grounds Superintendent will be leaving the Riviera as he and his family are moving out of the area with his family. Trevor will be missed by us greatly as he has done a phenomenal job for all of us in the Riviera and has been a valued and well-liked member of the Riviera team. Thank you to Trevor for his hard work and leadership. Thankfully, we have great talent with us already in Candy McElhenney, who is stepping into interim superintendent, has lived and worked for the Riviera for 24 years, 19 for Golf & Grounds and will be stepping into this role as interim Superintendent. She brings many years of experience and hands on knowledge with the Riviera. Candy is certified and licensed in her field, has participated in the installation and maintenance of our irrigation system throughout our parks and golf course as well as operated heavy machinery and has worked closely with our outside vendors. Candy will also be furthering her education through the Golf Course Superintendent Association – which provides many resources. So, for the next 90 days you will see her in this role. She has already reached out to vendors, men's & women's club presidents, and is available for any questions or issues moving forward.

Newsletter: Our first newsletter is near completion. You will see it in the first few weeks of December. We are considering for the future to have member input, guest articles, and issues members would like to discuss so that members can participate in our process of keeping everybody informed.

The Lakeshore: Thanksgiving Dinners to-go this year are available for take-out on Thursday 1:00pm to 4:00pm. An email blast went out this morning (11/20) with the dinner options available which are (1) Turkey Dinner \$16.99 or (2) Prime-Rib Dinner \$21.99. It's not required but appreciated if you call in ahead with your pre-order.

ACC Committee: This committee has been meeting regularly and has welcomed new members along with Dan Morgan, our Community Development and Compliance manager who will be working closely with this committee.

Compliance Committee: This committee will be meeting either late Nov/early Dec and has welcomed new members along with Dan Morgan, our Community Development and Compliance manager who will be working closely with this committee.

MEMBER COMMENTS

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

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 11:13a.m. by Dana Stirn

**MEETING MOTIONS
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2021**

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