

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 Minutes
Saturday, January 29, 2022 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: Dana Stirn, President 10:00am

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

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

Approval of the Agenda Approved as written

REPORTS OF OFFICERS

Dana Stirn: The BOT has been consolidating and digitizing all known policies along with Riviera office staff to review and determine which are being used and what are not as well as what policies need to be in place to establish consistency. Each month the BOT and staff are reviewing/discussing specific policies. Committee policy and charters and building charters for those committees that do not have one currently has been a focus. Charters provide guidance as to why a committee exists, what their purpose and responsibility is to the committee volunteers.

Focus has also been in creating resource and structure for the benefit of future BOTs. Working on things such as an annual calendar showing month by month important dates and events, a communications expectation and strategy plan, which includes the quarterly newsletter sent by U.S.P.S., email and published to the website.

Together with Nicola and office staff have been compiling resources and general training on how to be a BOT member and putting it all together in Binders, both hard and soft copies – for current and future BOTs. The BOT has also been working closely with Nicola and the RCC attorney about cleaning up previous property foreclosures and collections managed by organizations/groups we no longer use.

All current BOT members have completed their HOA/BOT orientation training required by policy.

Phil Ronning: As reported previously, the Budget Committee is expanding to a Finance Committee and currently has four members who will begin meeting next month.

Finance committee will select a firm from six proposals to assist in perform a Reserve Study, required yearly, and focuses on our depreciable assets, the length of life left and the funds we have set aside to replace them when the need arises.

Also, this committee will identify a new Investment Advisor who can assist in the prudent investment of our cash. Our cash balance has risen from \$780,586 (2010) to \$4,079,588 (2022) – about 50% consists of the Lake Josephine Riviera Water cash to gradually replace the water mains. Previous BOTs have been diligent in saving for this replacement project. Year to date we are only 7% behind our profit margin, which is expected. Feels that management has been doing a good job of managing costs and collecting revenues.

REPORTS OF COMMITTEES

1. ACC Committee, Murry Stewart, Chair No report other than things are running smoothly.

2. Compliance Committee, Joanne Mettler, Chair Thanks the BOT for hard work and quick response to questions. Committee has four members currently and is still looking for more volunteers. The committee met in December (2021) and January of this year and will meet again in February – meetings are the third Tuesday of the month at 11:00am. Would like to remind members to read the Covenants and Bylaws so everyone understands expectations.

3. ACC-Forestry Committee, Sonja Hopkins, BOT Committee Liaison Sonja is enjoying learning the ropes of ACC-Forestry. Even though most landscaping and plantings are in winter hiatus, the committee has responded to several emergency tree removal requests due to storms, snow and ice very quickly and sometimes within hours. Especially on undeveloped lots where trees have overgrown, are dead or dying resulting in an immediate threat to member's property. With our CDCM Dan Morgan's assistance, permits are posted and followed up appropriately.

In addition, the committee has reviewed 'land clearing tools,' and is preparing to make a recommendation to the BOT at next month's meeting about what modern tools that under the current Convents & Bylaws are permissible on an undeveloped lot. The committee is optimistic that this will provide more information and clarity for current and perspective members.

After more than two years' service, Beverly Papazian is stepping down. The RCC and Forestry Committee thanks her for her commitment and time. To fill this vacant position, the committee has recommended the appointment of Mark Prygoda, for BOT approval. Mark is relatively new to the Riviera and is excited help preserve the natural beauty of our community.

The ACC-Forestry committee is looking forward to serving the Riviera as the weather warms up and people start on their landscaping projects. The ACC-Forestry Committee meets the second and fourth Wednesday of the month at 10:00am.

4. Budget/Finance Committee, Phil Ronning, BOT Committee Liaison No Report

5. Golf & Greens Committee, Pete Anderle, BOT Committee Liaison: no update, seasonal hiatus

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

1. MOTION 2021-12-01: Motion to approve November meeting notes. Passed unanimously via electronic correspondence.

2. **1.** MOTION 2021-12-02: Motion to appoint Solomon Horn and Rick Cole to the Compliance Committee. Passed unanimously via electronic correspondence.

3. MOTION 2021-12-03: Motion to adopt revised Site Development Packet with 2007 Architectural Guidelines. Passed unanimously via electronic correspondence.

Marina Ramp replacement – permit approval for July 16th to September 15th; Working on updated construction bids and details for fulfilling 31 environmental credits from NOAA and NMFS.

NEW BUSINESS:

1. MOTION 2022 01-01: Motion to approve Lot Line Vacate Request for Lots 23/61 & 62, Rivera.
Sonja moved, seconded by Therese Pasquier, passed unanimously.
2. MOTION 2022 01-02: Motion to approve Lot Line Vacate Request for Lots 3/32 & 33, Maple/Kuykendall.
Sonja moved, seconded by Phil Ronning, passed unanimously.
3. MOTION 2022 01-03: Motion to appoint Mark Prygoda to the Forestry Committee.
Sonja moved, seconded by Phil Ronning, passed unanimously.
4. MOTION 2022 01-08: Motion to approve time change to 10am for the Forestry Committee.
Sonja moved, seconded by Phil Ronning, passed unanimously.
5. MOTION 2022 01-04: Motion to approve 2022 Golf Tournament Schedule.
Sonja moved, seconded by Phil Ronning, passed unanimously.
6. MOTION 2022 01-05: Motion to reduce deck RCC permit fee from \$600 to \$200.
Sonja moved, seconded by Phil Ronning, passed unanimously.
7. MOTION 2022 01-06: Motion to approve fulfillment of new greens roller at \$23,814.
Annual budget amount is \$18,000, however an additional \$5,814 is required due to impact of inflation
Sonja moved, seconded by Phil Ronning, passed unanimously.
8. MOTION 2022 01-07: Motion to approve revised Committee Policy.
Sonja moved, seconded by Phil Ronning, discussion included that policy has been updated to consolidate attributes of all committees, such as role of Chair and Vice Chair, ability to meet virtually in addition to in-person, need for non-disclosure agreements, and delegating to committee charter documents unique specifics applicable to that committee, such as number of members. Will be posted online this week and hard copies can be requested in the office. Goal to have all committee information available on member page of RCC site in upcoming months, passed unanimously.
9. MOTION 2022 01-08: Motion to establish Short-Term Rental ad hoc committee.
Sonja moved, seconded by Phil Ronning, discussion included a call going out to members this week for volunteers that will include additional information. Goal is to have representatives both STR owners and non owners with multiple viewpoints, passed unanimously.
10. MOTION 2022 01-09: Motion to approve Lot Line Vacate request for Lots 4/92 & 93, Brown, contingent upon final release of easement from Tanner Electric.
Sonja moved, seconded by Therese Pasquier, passed unanimously.
11. MOTION 2022 01-10: Motion to approve Lot Line Vacate request for Lots 9/52 & 53, Hopkins, contingent upon final release of easement from Tanner Electric.
Sonja moved, seconded by Phil Ronning, passed unanimously.

HAZARD MITIGATION PLAN: John Cammon, Maintenance Superintendent

This plan is also available on our website under Documents. This is the third 5-year renewal of our Hazard Mitigation Plan and would welcome input from the community by email to john@rivieraclub.org. Should there be a disaster in the Riviera we are at the top of the list with FEMA due to us having a plan in place. Working with Pierce County and having this plan gives us many resources. We are currently working on a disaster preparedness plan that involves what to do – where to go – who to call in the event of a disaster.

GENERAL MANAGER'S REPORT: Nicola McDonald, General Manager

The Annual Audit is almost complete.

Our upgrade with TOPS, our accounting system software has been on hold – as soon as the audit is completed, we are hoping to implement the new system very soon. Highlights of the new system include better financial reporting, general operational information in an easier to read format and available more often. It will also include an online bill-pay option in the very near future.

An email will be going out with first quarter financial information.

Incredibly pleased to report that Candace McElhenney has decided to stay on as our Golf & Grounds Superintendent after acting as interim Superintendent. The community has reached out with glowing remarks and support for Candace. The Riviera is looking to fill Candace's former position on the G&G team as well as hiring seasonal workers. Notice of these positions are soon to follow.

At the Lakeshore, Troy is planning a Wine & Dine night – date to follow.

Internally, each department is finalizing their Annual Evaluations, going through with updating our plans, SOP's, procedural policies, trying to expand with more detailed information every year so that whomever is involved has more data from us and sets the foundation for the future.

There was a lot of positive feedback from our first Quarterly Newsletter – many members reached out to let us know how much the information in there was appreciated. The next issue will be out late February. Highlights will include updates on Capital projects, acquisitions, Hazard Mitigation plan. If anyone has ideas or any information, they would like us to expand on, please reach out at contact@rivieraclub.org and let us know.

Review of Campground Policy: This policy is currently in review by the BOT in the next few weeks. Here is some clarification that members have been asking for: Members receive 14 Free Member Days per lot owned. These 14 days are applicable to the Marina and/or RV/Tent sites. Park Models are not included with Free Member Days. A member may gift free days to a guest or another member – no one person may receive more than 14 Free Gift Member Days per year. The current policy states that all stays are capped at 28 days, max. The only exceptions must be approved by management and these stays are geared more toward members who are in the building/project process in the Riviera. These types of stays during the busy season will be heavily reviewed as we cannot have too many people staying too long and not allowing space for other members to enjoy their amenity. Pierce County Code 18A.38.020, provides guidance of 120 days maximum per 12-month period. Our policy matches PC Code, so this is our policy as well.

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

MEETING MOTIONS
BOARD OF TRUSTEES MEETING
JANUARY 29, 2022 @ 10AM

MOTION 2021-12-01: MOTION TO APPROVE NOVEMBER MEETING NOTES. PASSED UNANIMOUSLY VIA ELECTRONIC CORRESPONDENCE.

MOTION 2021-12-02: MOTION TO APPOINT SOLOMON HORN AND RICK COLE TO THE COMPLIANCE COMMITTEE. PASSED UNANIMOUSLY VIA ELECTRONIC CORRESPONDENCE.

MOTION 2021-12-03: MOTION TO ADOPT REVISED SITE DEVELOPMENT PACKET WITH 2007 ARCHITECTURAL GUIDELINES. PASSED UNANIMOUSLY VIA ELECTRONIC CORRESPONDENCE. MARINA RAMP REPLACEMENT – PERMIT APPROVAL FOR JULY 16TH TO SEPTEMBER 15TH; WORKING ON UPDATED CONSTRUCTION BIDS AND DETAILS FOR FULFILLING 31 ENVIRONMENTAL CREDITS FROM NOAA AND NMFS.

MOTION 2022 01-01: MOTION TO APPROVE LOT LINE VACATE REQUEST FOR LOTS 23/61 & 62, RIVERA. SONJA MOVED, SECONDED BY THERESE PASQUIER, PASSED UNANIMOUSLY.

MOTION 2022 01-02: MOTION TO APPROVE LOT LINE VACATE REQUEST FOR LOTS 3/32 & 33, MAPLE/ KUYKENDALL. SONJA MOVED, SECONDED BY PHIL RONNING, PASSED UNANIMOUSLY.

MOTION 2022 01-03: MOTION TO APPOINT MARK PRYGODA TO THE FORESTRY COMMITTEE. SONJA MOVED, SECONDED BY PHIL RONNING, PASSED UNANIMOUSLY.

MOTION 2022 01-08: MOTION TO APPROVE TIME CHANGE TO 10AM FOR THE FORESTRY COMMITTEE. SONJA MOVED, SECONDED BY PHIL RONNING, PASSED UNANIMOUSLY.

MOTION 2022 01-04: MOTION TO APPROVE 2022 GOLF TOURNAMENT SCHEDULE. SONJA MOVED, SECONDED BY PHIL RONNING, PASSED UNANIMOUSLY.

MOTION 2022 01-05: MOTION TO REDUCE DECK RCC PERMIT FEE FROM \$600 TO \$200. SONJA MOVED, SECONDED BY PHIL RONNING, PASSED UNANIMOUSLY.

MOTION 2022 01-06: MOTION TO APPROVE FULFILLMENT OF NEW GREENS ROLLER AT \$23,814. ANNUAL BUDGET AMOUNT IS \$18,000, HOWEVER AN ADDITIONAL \$5,814 IS REQUIRED DUE TO IMPACT OF INFLATION SONJA MOVED, SECONDED BY PHIL RONNING, PASSED UNANIMOUSLY.

MOTION 2022 01-07: MOTION TO APPROVE REVISED COMMITTEE POLICY. SONJA MOVED, SECONDED BY PHIL RONNING, PASSED UNANIMOUSLY.

MOTION 2022 01-08: MOTION TO ESTABLISH SHORT-TERM RENTAL AD HOC COMMITTEE. SONJA MOVED, SECONDED BY PHIL RONNING, PASSED UNANIMOUSLY.

MOTION 2022 01-09: MOTION TO APPROVE LOT LINE VACATE REQUEST FOR LOTS 4/92 & 93, BROWN, CONTINGENT UPON FINAL RELEASE OF EASEMENT FROM TANNER ELECTRIC. SONJA MOVED, SECONDED BY THERESE PASQUIER, PASSED UNANIMOUSLY.

MOTION 2022 01-10: MOTION TO APPROVE LOT LINE VACATE REQUEST FOR LOTS 9/52 & 53, HOPKINS, CONTINGENT UPON FINAL RELEASE OF EASEMENT FROM TANNER ELECTRIC. SONJA MOVED, SECONDED BY PHIL RONNING, PASSED UNANIMOUSLY.