

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 February 26, 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 10:01am

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, Present -Secretary Dana Stirn, Phill Ronning, Sonja Hopkins, Therese Pasquier. Peter Anderle via ZOOM

Approval of the Agenda Approved as written except for the addition of "MOTION 2022-02-08 appoint Rick Cole to ACC Committee" to New Business.

REPORTS OF OFFICERS

Dana Stirn, President– 2021-2022 BOT Focus is working on all projects to create a member-friendly experience while complying with the Riviera's governing documents and additional applicable regulations. Understands there has been inconsistencies over the years and hope that the approach they are taking is well-balanced. Asks for patience and grace as all changes cannot occur overnight – some things take time and of course, missteps can occur along the way.

A great example of this process is with regards to perc hole testing. Perc holes are required to discover the feasibility for lot development. The architectural requirements state that a permit is required to use motorized equipment on an undeveloped lot. Currently the use of motorized equipment is being used for this in the Riviera without permits and/or regulation. The proposed process will require a \$200 ACC Permit deposit fee that may be fully refunded once the perc holes are filled in after testing and approved. A benefit of this also connects members to the Riviera office staff and ACC early-on in the process of developing a property, to understand best practices and be provided with applicable resources.

The 2018 ACC Committee Charter has been reviewed by Dan Morgan, CDCM along with the ACC and recommended changes have been put forth for a vote in this meeting. See Motion 2022-02-07.

One highlight of the changes being proposed is -ACC determinations being communicated to members by Dan Morgan on behalf of the ACC vs the Chair writing and distributing these letters – leaning upon office staff instead of volunteers as it can be a very time-consuming process.

Another highlight is -the documenting of processes for approval/denial of project requests. The processes surrounding inspections and non-compliance - also making the determination that non-BOT members serve on ACC to provide separation between ACC recommendations to the BOT for things like rules and variances which are a specific duty

outlined in the governing documents for the ACC, also having separation for the BOT when a higher-level determination is necessary.

Work is underway to create a Site Exploration Packet to provide guidance on pre-development land changes such as perc holes. Also, a Site Modification Packet to assist members with property projects after a new-home build has taken place such as putting up a fence, shed or painting the house. These are all modifications – there will be an easy checklist that would not only benefit members for ease of understanding what needs to be provided to the ACC but then also for the ACC to have an easier way to review projects that have been submitted.

The BOT encourages member feedback - please reach out with ideas, comments and/or questions in these monthly BOT meetings or email directly to the BOT at rcboard@rivieraclub.org. The BOT is listening and when these channels are used the information is being used guide them in their efforts to represent the membership.

The next BOT meeting scheduled for March 26, 2022, will be hosted by Pete Anderle as Dana will be out of the country.

Pete Anderle, Vice President – The ADHOC Committee for Short Term Rentals has been selected and the first meeting will be held in the next few weeks and will provided an update at the next month’s BOT meeting.

Phil Ronning, Treasurer – Still awaiting the yearly audit to be completed as there has been a change. FASB, Financial Accounting Services Board, has a change for how our income is reflected in our financial statement.

Our TOPS accounting software update is awaiting the completion of the audit. The update will allow for more understandable financial statements. Historically, what has been distributed as financial statements has been a copy of the General Ledger. The new financial statements drawn from the TOPS upgrade will allow for subtotals – something the General Ledger does not show. An example is there are three profit settings. They are departments that not only create expense but also generate revenue, such as the restaurant, golf course and the water department. We will be reporting financial results for the month and year to date.

As of January 31, 2022 – The Riviera is \$15,736 ahead of budget for this fiscal year, which is stupendous. From the perspective of the balance sheet – Nicola, GM will be responsible for reporting the income statement i.e., statement of operations. As treasurer, the interest is in the balance sheet – status of assets (equity) which is the fiduciary duty of the BOT. Looking forward to the Reserve Study to be done, this will be instrumental in reconciling the association accounts and then reporting to the membership.

REPORTS OF COMMITTEES

1. **ACC Committee** Murry Stewart, Chair – ACC is running smoothly. Recommends Virginia Cummings as a new committee member – will be bringing this to the next BOT meeting. ACC meets the 1st & 3rd Wednesday of each month at 8:30am. Asks members to bring their ACC requests by the preceding Thursday to be eligible for the next meeting.
2. **Compliance Committee** Joanne Mettler, Chair – Committee now has five members and met on February 15, 2022. Discussion included Policies & Procedures, breaking community into sections for monitoring, compliance issues identified throughout the Riviera. Reiterates the importance of understanding the Covenants, especially regarding the Compliance Section 6.05 & 7.01-7.15. Thank you to the BOT for their hard work and members attending BOT meetings.
3. **ACC-Forestry Committee**, Sonja Hopkins, BOT Committee Liaison No report.
4. **Budget/Finance Committee**, Phil Ronning, BOT Committee Liaison See Treasurer’s report above.
5. **Golf & Greens Committee**, Pete Anderle, BOT Committee Liaison Pete Anderle – this committee will be meeting in April.

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

1. MOTION 2022-02-01: Motion to approve pipe purchase for Lake Josephine Riviera Water capital plan in the amount of \$80,791.19. Passed unanimously.
2. MOTION 2022-02-02: Motion to approve expense for Pierce County tax payment on foreclosed lots in the amount of \$7,169.41. Passed unanimously.

Marina Ramp replacement – permit approval for July 16th to September 15th; Working on updated construction bids and final cost for fulfilling 31 environmental credits from NOAA and NMFS – no update.

NEW BUSINESS:

1. MOTION 2022 02-03: Motion to approve Lot Line Vacate Request for Lots 10/140, 08/030, 08/031, Davidoff. [Sonja moved, seconded by Phil Ronning, passed unanimously.](#)
2. MOTION 2022 02-04: Motion to approve the following volunteers to the ad hoc Short Term Rental Committee: Jennifer Carlson, Michael Downing, Eileen Hadden, Jeff Nolta, Robert Patterson, Bryan Schmidt. [Sonja moved, seconded by Phil Ronning, passed unanimously.](#)
3. MOTION 2022 02-05: Motion to appoint David Kirkland to the Compliance Committee. [Sonja moved, seconded by Phil Ronning, passed unanimously.](#)
4. MOTION 2022 02-06: Implement a \$200 Architectural Control Committee (ACC) permit fee, effective March 1, for perc holes, to be fully refunded once all applicable holes have been filled in. [Sonja moved, seconded by Phil Ronning, passed unanimously.](#)
5. MOTION 2022 02-07: Motion to approve revised ACC charter as distributed. [Sonja moved, seconded by Phil Ronning, passed unanimously.](#)
6. MOTION 2022-02-08: Motion to appoint Rick Cole to ACC. [Sonja moved, seconded by Phil Ronning, passed unanimously.](#)

GENERAL MANAGER'S REPORT: Nicola McDonald, General Manager

The Riviera operations are running smoothly. Annual employee performance reviews are being concluded.

The monthly manager's meeting will be held next week – will discussing capital projects for 2021-2022 and reviewing the current budget and starting to plan department budgets for next year and capital projects.

Golf & Grounds applicants have been interviewed to fill the open full-time position. There will be two seasonal hires, one for G&G and one for Buildings/Maintenance. There were over 10 applications – thank you to these applicants for their time for interviews. The new greens roller was delivered yesterday, and demo will happen next week as the ground was still frozen on day of delivery.

Lake Josephine Water Department has purchased all three of their capital reserve items – one ton flatbed truck, vac trailer and leak detection equipment. There will be an article in the next newsletter with information and pictures to share with membership.

Marina project is in final stages of planning for the whole project. Has met with an engineering firm. The original bids for this project are four years old – updated bids are necessary as well as availability of contractors for the dates of the project. The work must be completed between July 16th to September 15th. Hoping to only have 10 days of closure of

the Marina ramp. Ample information will be provided for members prior to the work being done for planning purposes of membership usage of the ramp. Members with reservations already made for that period, will receive a phone call.

Awaiting TOPS software update for the meeting with Clark Whitney Accounting Firm for the finalization of the annual audit. The update will happen mid-March. Information with respect to how it will relate to members will go out in newsletter, email and posted in the Business Office.

More member volunteers are needed for Compliance, Budget/Finance and Golf & Greens Committees – please look for an invitation email.

Union contract renews every three years – negotiations are open and will be happening in the next few weeks. Regular updates will be provided to the BOT and membership at the monthly meeting as we move through the process.

The Lakeshore is doing very well. Year to date, the restaurant is \$45,000 above expected budget revenue. Of course, labor costs are up significantly, but overall, even with those costs up, they are \$16,000 above expected revenue through January 2021. Our goal is to break even by the end of the year.

The Golf Shop is above expected revenue by \$7,000 for the year. FYI, there is a text alert system that is being used by Candy McElhenney for updates on closures. If you would like to be added to the text alerts, please send an email to contact@rivieraclub.org with your name, cell phone# and/or an email address for updates by email.

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 Dana Stirn - Adjourned 11:27

**MEETING MOTIONS
BOARD OF TRUSTEES MEETING
FEBRUARY 26, 2022 @ 10AM**

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