

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 March 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: Peter Anderle, Vice 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: Peter Anderle Phill Ronning, Sonja Hopkins and Therese Pasquier, Absent: Dana Stirn

Approval of the Agenda Approved as written except the addition of MOTION 22-03-04 to New Business.

REPORTS OF OFFICERS

President – Dana Stirn, President’s Report, read by Vice-President Peter Anderle – The BOT continues to review Campground and Marina policies in preparation for approval in May, prior to our summer season.

The Site Exploration Packet is soon to be completed.

REPORTS OF COMMITTEES

1. ACC Committee, Murry Stewart, Chair There are many new homes and projects in progress. Committee is running smoothly. Committee has one seat open.
2. Compliance Committee, Joanne Mettler, Chair Met March 15 for monthly meeting. David Kirkland has joined the Compliance Committee and is an asset to the committee as he has been on the committee previously. Discussed submission process and are reviewing the committee charter and policies.
3. ACC-Forestry Committee, Sonja Hopkins, BOT Committee Liaison No report.
4. Budget/Finance Committee, Phil Ronning, BOT Committee Liaison Annual audit has been submitted as finalized. Anxiously awaiting the TOPS software update that will take place April 1. Looking forward to the appointment of new committee members, see MOTION 2022 03-02. First meeting will next month. First order of business will be the Reserve Study – the analysis of dollars stored for replacement of assets as they come due, i.e., water main replacement project, etc. Committee will also be reviewing RCC investments, past and future.
5. Short Term Rental Committee, Peter Anderle, BOT Committee Liaison Committee met on March 13 for first meeting to set Committee Chair and Vice Chair. (see MOTION 2022 03-02).
6. Golf & Greens Committee, Pete Anderle, BOT Committee Liaison Will hold first meeting in April. Committee member invite has been sent calling for volunteers for this years committee.

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

Motion 2022 03-01: Approval of February Board of Trustee Meeting Minutes. Motion by Peter Anderle, seconded by Therese Pasquier, approved 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. There will be ample communication regarding finalized project timeline with goal of minimizing member disruption– NO UPDATE at this time.

NEW BUSINESS

1. MOTION 2022 03-02: Motion to appoint Jeff Nolta as Chair and Brian Schmidt as Vice Chair of the Short-term Rental Committee. [Sonja moved, seconded by Phil, passed unanimously.](#)
2. MOTION 2022 03-03: Motion to appoint Amy Reagan, Phyllis Zander, Arthur Willetts and Bill Quinn to the Budget (& Finance Committee.) [Sonja moved, seconded by Therese, passed unanimously.](#)
3. MOTION 22-03-04: [Fence repair, approval of expenditure as an unallocated capital expense, in the amount of \\$3,369.60. Sonja moved, seconded by Phil, passed unanimously. Fence was damaged by a fallen tree from a neighboring property.](#)

GENERAL MANAGER'S REPORT: Nicola McDonald, General Manager

Side note: AV system in MSR is being researched for upgrade as it is an approved capital expenditure in 2021-2022 budget.

A call for committee volunteers was sent this morning. ACC has one open seat, Compliance has two open seats and Golf & Greens has three seats open. Please email GM@rivieraclub.org with your contact details and statement of interest.

Golf Cart Barn Cleaning/Stripe Painting Project will happen April 11-15. An email has been sent to members with details. All member's personal belongings and carts must be removed for this purpose. Members off-island can contact the business office at 253-884-4093 or by email contact@rivieraclub.org or golfshop@rivieraclub.org to set up possibilities for cart/personal item removal. We know this is an inconvenience, but this deep cleaning is necessary as it is long overdue. Thank you for your understanding and help to make this project go as quickly and easily as possible.

Annual Audit is complete, waiting for final review and acceptance by the BOT at their next meeting.

Marina Buoy replacement was started about six weeks ago, however only one buoy was completed. The remaining two will have to be anchored differently, which required changes to our current permits. Final approval was received last week, and the work will be completed in the next month.

Pine Lake and Lake Josephine will be stocked May 12th. Details to be emailed to membership and discussed at the next BOT meeting as well.

TOPS upgrade is happening April 1. The office will be open and able to take payments, however, other account capabilities will be limited. Please call the business office with questions at 253-884-4093. We apologize for the inconvenience but are looking forward to utilizing the upgraded software which has been needed for a long time.

Lake Josephine Water Dept Superintendent, Russ Rodocker will be giving a presentation at the April 30 BOT meeting with detailed information regarding the Water Dept and upcoming projects. He will be available for questions.

The Lakeshore Restaurant is doing very well. Year to date, the restaurant is almost \$50,00 above expected budget revenue. Of course, labor costs are up significantly, but overall, even with those costs up, they are currently \$22,000 above projected revenue through the end of February.

There are many events coming up at the Lakeshore – April will have live music, a wine event, an Easter buffet. Coming in the next few months is a Comedy Night, Karaoke Night, Mother’s Day Brunch, Father’s Day BBQ. These events are sent in an email blast and will be updated as events are scheduled. Flyers will be posted at the restaurant and the bulletin board at the business office, along with info in the newsletter.

Restaurant is currently hiring full time and part time positions – kitchen and front service staff.

The menu will have changes coming and new bar drinks added. Some price increases may be implemented due to inflation of food prices, alcohol, and supplies.

Hours will be extended as we move closer to the summer season.

Golf Shop is currently \$8,000.00 above projected revenue year-to-date. New apparel & supplies also are now available.

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 11:20

MEETING MOTIONS
BOARD OF TRUSTEES MEETING
MARCH 26, 2022 @ 10AM

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MOTION 2022 03-02: Motion to appoint Jeff Nolta as Chair and Brian Schmidt as Vice Chair of the Short-term Rental Committee. Sonja moved, seconded by Phil, passed unanimously.

MOTION 2022 03-03: Motion to appoint Amy Reagan, Phyllis Zander, Arthur Willetts, and Bill Quinn to the Budget (& Finance Committee.) Sonja moved, seconded by Therese, passed unanimously.

MOTION 22-03-04: Fence repair approval for \$3369.60. Sonja moved, seconded by Phil, passed unanimously. Unallocated capital expenditure – unplanned. Fence damaged by a fallen tree affecting a member's property.