

RIVIERA COMMUNITY CLUB  
Monthly Meeting Minutes  
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 May 21, 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 10am

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, Sonja Hopkins, Phil Ronning, Therese Pasquier, and Peter Anderle

Approval of the Agenda Approved as written except for the addition of **Motion 2022-05-06** Motion to approve purchase of Junior Golf Tournament trophies.

**REPORTS OF OFFICERS**

**Dana Stirn, President:** The updated job description for GM has been posted to Indeed, CAI and our website. There have been six applicants, none meeting the RCC minimum criteria. Additionally, the BOT has created a request for the proposal and targeted local property management companies to provide a response to their services, looking for general management support and more limited consulting, which would not replace any of our current staff or any of their duties. This had been tried a few years ago with no success however, given the challenging job market we really need to explore all options – what is viable and why and not viable and why not.

Key staff members will be included in the interview process. We are prioritizing a solution that provides stability for our organization.

Governing Documents – It is a stated duty of the BOT per RCC By-Laws that all RCC governing documents be reviewed annually. Updating our governing documents needs to be addressed in the near future as many discrepancies have been found and there is an opportunity for clarification and mirroring intent of the community. Examples of the governing documents causing issues include the voting process, paint colors on houses, ambiguity surrounding what is defined as a structure when owners are making physical modifications to their properties and yards. This has had an adverse impact on committees, BOTs, office staff and members. This topic is in the discussion stage. There will be ample opportunity for members to be a part of the conversation and provide feedback.

Through the review in conjunction with the Attorney – there have been two amendments that have been identified that could save the RCC thousands of dollars each year.

The first, that was identified by the last BOT is the Permission of Electronic Notice. This would allow members to opt in for electronic mail versus regular mail (U.S.P.S.) – so those who do not opt in would continue to receive their notices the same as now.

The second, is adjusting our foreclosure process to non-judicial, this is the prevalent method in WA state and is a more efficient process, less expensive and property is transferred at the time of sale – removing the extended Rite of Redemption period.

The BOT has been working with office staff to review and update the Marina and Campground policies. There will be a vote today in Motions 2022-05-03 and 2022-05-04. The current policies were last approved in January of 2019. The updates this BOT has made is the clarity of the language and essential processes that have changed. Example: Campground Policy refers to a Camping Card for tracking the Free Member Days – these are in fact tracked internally and electronically.

There have been complaints and discussion regarding use of Free Member Days and time limits at the campground. None of these have been changed, they remain the same. With the new reservation software system we will be able to track data for campground and marina use so any decisions that are made in the future would be as a result of looking through that data.

**Pete Anderle, Vice President:** Union negotiation is in progress – the cycle is every three years. There is significant change in the cost to the Riviera and negotiations may run past this month due to the nature of this process.

**Phil Ronning, Treasurer:** See Motion 2022-05-02 – Reserve Study, State Law requires that we do a Reserve Study every year. A reserve study is an analysis of our fixed equipment, the reserve (set aside) funds to replace this equipment. This law is in place so that associations are not negligent in not setting aside enough money to fund replacement in the future. Every three years, the Reserve Study is with an outside professional who comes out to the island to assess our fixed assets, book value, and the dollar amount set aside for depreciation. This dollar amount can only be used to replace previously purchased assets. This will happen by the end of June.

**Sonja Hopkins:** Resigns as Secretary as of today due to becoming a full-time caregiver for her sister-in-law who was previously in a Memory Care Facility. States that for the integrity of the Secretary's responsibilities, she is no longer able devote her time and focus adequately. After working alongside this BOT, she is very impressed with the quality of this BOT, has learned a lot and will never be acquiescent about what is going on here on the island in the future.

**Dana Stirn** – A notification to membership will go out asking for interested members to apply for this open (Secretary) BOT position.

## REPORTS OF COMMITTEES

1. ACC Committee, Murry Stewart, Chair – Asks the community when they have projects to please reach out to the ACC – the process is easy and very streamlined. Please reach out to Dan Morgan, CDCM and he will walk you through everything that is required for submittal and approval of projects.
2. Compliance Committee, Joanne Mettler, Chair No report
3. ACC-Forestry Committee, Sonja Hopkins, BOT Committee Liaison No report
4. Budget/Finance Committee, Phil Ronning, BOT Committee Liaison No report
5. Short Term Rental Committee, Peter Anderle, BOT Committee Liaison Seeking attorney clarification on what can and cannot be done.
6. Golf & Greens Committee, Pete Anderle, BOT Committee Liaison Notices to committee to go out this week for first meeting date.

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

Motion 2022 05-01: Approval of March Board of Trustee Meeting Minutes, approved by Peter, Sonja, Phil, and Dana

Marina Ramp replacement – no updates at this time.

NEW BUSINESS:

1. **Presentation by Dan Morgan, Community Development & Compliance Manager** Responsible for Compliance and supporting the Compliance, ACC and ACC-Forestry Committees. Joined the office staff last year and instantly found the office staff to be positive and a great cultural environment focused on helping members. Grateful for the welcome and kindness from the community. With his role as Community Development Manager – tasks greatly vary from day-to-day, but he is most proud of clarifying procedures and supporting documents to make them easy to read, understand and member friendly.

ACC: Large part of job is fielding calls and questions from people who have visited and are thinking about moving to the island, new Riviera owners starting the process of building, and members doing modifications to their existing properties and structures. Contact early in the building process helps everything go more smoothly to guide members through the ACC guidelines – from design to organizing applications, submitting to the committees and reaching approval. Over 100 submissions for ACC permits have come in in his eight months. 94% of them were approved the first time in front of the committee. Of the 94%, the few that need refined and tweaked their application were then approved, 99% of all submissions have been approved. This speaks to members getting to do what they want within the RCC Guidelines and Rules, and the committees are understanding and helpful to members. The ACC deposit program motivates members to finish their projects and allows him to see the projects, check in from time to time if someone needs help, and has resulted in over \$11,000 on deposits refunded to the members. This shows our progress and success with our ACC and permit process.

ACC-Forestry: We assist members with fallen trees, guidelines of permissions on undeveloped lots, help discern developed vs undeveloped lots, including what clearing methods are allowed. Having dangerous, diseased, or concerning trees (over 6 inches and one foot off the ground) is done through the Forestry Committee and can be permitted to be removed. Throughout the winter with windstorms and ice, there were many calls for concerning trees. Sonja was the BOT Liaison for Forestry and enjoyed working with her and she will be missed.

Compliance: The Compliance Committee is working hard to develop a holistic approach - and build awareness through education, outreach and offering assistance when needed, while also upholding the Covenants & Bylaws.

ACC & ACC-Forestry: Currently there are 35 homes in various stages of construction and 48 active permitted projects. Call into the office, or Dan directly – the ACC Committee meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month. The wait for approval can happen in as quickly as four days to the longest time which has been two weeks. Please reach out to us with any questions. The office will be open seven days a week – this is the best place to get the answers.

The TOPS upgrade is going to help tie everything together, in terms of communication, letters, direct communication with members.

Phil: Comments that a lot of people think that we (as current BOT) are the creators of the Covenants, we were given these Covenants & Bylaws and charged with applying them. Dan has done a masterful job in this – because a lot of people are not happy, but Dan seems to make them happy. He is also a problem solver and does a great job addressing the different angles. Asks Dan to talk about the tree that fell into Lake Josephine.

Dan: Recently a tree fell into Lake Josephine, which can have environmental and county implications even though the tree originated from a member's property. This tree had fallen in the dead center of two member's lots – and the Riviera owns Lake Josephine which complicates matters. After a few months discussion with the multitude of parties and no one wanting to take ownership of the problem, the Riviera, under the efficient Leadership and Candy (Grounds Superintendent) handled the removal of the tree in the proper manner.

Nicola: Comments that Dan has been here eight months and communication has improved with members. Members are coming to him early in the process preventing issues later. In the last fiscal year over 400 lots changed ownership; in 18 months it is over 500. Dan is responsive and aware of what is going on and has been able to get members started on the right path ahead of time. Dan is busy – gets a lot of phone calls.

2. MOTION 2022 05-02: Motion to approve on-site Reserve Study, by Ceed Core, for \$3,848.17  
Sonja moved, seconded by Phil, passed unanimously.
3. MOTION 2022 05-03: Motion to approve updated Marina Policy  
Sonja moved, seconded by Phil, passed unanimously.
4. MOTION 2022 05-04: Motion to approve updated Campground Policy  
Sonja moved, seconded by Pete, passed unanimously.
5. MOTION 2022 05-05: Motion to approve purchase of Bullseye Quickgroom, capital expenditure amount of \$6,630.38  
Sonja moved, seconded by Pete, passed unanimously.
6. Motion 2022-05-06: Motion to approve purchase of Junior Golf Tournament trophies.  
Sonja moved, seconded by Pete, passed unanimously.

#### GENERAL MANAGER'S REPORT: Nicola McDonald, General Manager

General reminder of events at the Lakeshore: Bingo on Wednesdays at the Lakeshore @ 5:00pm. Bingo is put on by American Legion – proceeds go to different groups around island and the Riviera Community. Weekend breakfast will be starting June 4 & 5 – Saturdays Sundays only. Restaurant will have extended hours starting Memorial Day weekend. Wine Tasting on Thursday, May 26 Maryhill Winery – 6 to 8pm, appetizers and eight different wines will be offered for tasting. Karaoke, June 11, McNeil & the Prisoners, June 18 – hoping for an outdoor event, weather permitting. Father's Day BBQ Buffet, June 19 11am-6pm / Adults \$25.99 – kids 10 & under @10 - please call for reservations 253-884-3344.

Pickleball, hosted by members, is played Tuesdays & Fridays 9am-11am at the Interlachen tennis courts. Open to all – would love to have some new players – questions – please email [nissonbd49@gmail.com](mailto:nissonbd49@gmail.com).

Business Office extended hours beginning Memorial Day weekend thru Sept 30, 2022 – Saturday 9am – 4pm & Sundays 10am – 3pm. Stop in for things like guest passes, fishing passes, payments, general information, etc.

#### 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 11:09am

MEETING MOTIONS  
BOARD OF TRUSTEES MEETING  
MAY 21, 2022 @ 10AM

Motion 2022 05-01: Approval of March Board of Trustee Meeting Minutes, approved by Peter, Sonja, Phil and Dana

MOTION 2022 05-02: Motion to approve on-site Reserve Study, by Ceed Core, for \$3,848.17  
Sonja moved, seconded by Phil, passed unanimously.

MOTION 2022 05-03: Motion to approve updated Marina Policy  
Sonja moved, seconded by Phil, passed unanimously.

MOTION 2022 05-04: Motion to approve updated Campground Policy  
Sonja moved, seconded by Pete, passed unanimously.

MOTION 2022 05-05: Motion to approve purchase of Bullseye Quickgroom, capital expenditure amount of \$6,630.38 Sonja moved, seconded by Pete, passed unanimously.

Motion 2022-05-06: Motion to approve purchase of Junior Golf Tournament trophies.  
Sonja moved, seconded by Pete, passed unanimously.