

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
Vacant, Secretary
Phil Ronning, Treasurer
Therese Pasquier, Trustee

Board of Trustees
Monthly Meeting Minutes
Saturday June 25, 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: Therese, Trustee Present: Therese Pasquier, Peter Anderle, Dana Stirn

Approval of the Agenda Approved as written with the addition of MOTION 2022 06-04: Appointment of Phil Ronning as General Manager and MOTION 2022 06-05: Appointment of Bill Quinn to the BOT.

REPORTS OF OFFICERS

Dana Stirn –19 applicants for the General Manager position, 3 had a phone interview, 1 moving on to a ZOOM formal interview. 3 property management companies have shown interest. The BOT understands that finding the right person for the position will take some time, therefore, Phil Ronning has stepped down from Treasurer and BOT member and will take on the interim General Manager position for 90-days, with possible 90-day extension if the position hasn't been filled. Phil will be holding a meet & greet with members during first 90-days.

A call for candidates for the BOT will be going out as there will be four open positions open for election. Please reach out to the BOT if anyone has any questions. Candidates are asked to submit a one-page bio. The BOT would like to have all candidate's information in the next four weeks and ready for the annual member packet mailing to membership.

The Riviera is not considering purchasing the Anderson Island General Store.

Peter Anderle – Contract negotiations are still in progress with the Laborer's Union for Riviera Employees. A contract should be inked in the next 30 days.

REPORTS OF COMMITTEES

1. ACC Committee, Murry Stewart, Chair **No report**
2. Compliance Committee, Joanne Mettler, Chair **No report**
3. ACC-Forestry Committee, Phil Ronning, BOT Committee Liaison **No report**
4. Budget/Finance Committee, Phil Ronning, BOT Committee Liaison **Will be included in GM's report.**
5. Short Term Rental Committee, Peter Anderle, BOT Committee Liaison **No report**
6. Golf & Greens Committee, Pete Anderle, BOT Committee Liaison **Committee met and chose Chair & Vice-Chair, will be included in the next BOT meeting for BOT approval.**

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

Motion 2022 06-01: Approval of May Board of Trustee Meeting Minutes, approved by Peter, Phil, Therese, and Dana

Marina Ramp replacement [This project will most likely be pushed to 2023 – due to all permits not yet being in place.](#)

NEW BUSINESS:

1. MOTION 2022 06-02: Motion to approve Associate Membership application for Gerry Fabre
[Therese moved, Pete seconded, passed unanimously.](#)
2. MOTION 2022 06-03: Motion to appoint Jerry Hines to the Board of Trustees
[Therese moved, Dana Seconded, Therese – aye, Dana – aye,, Pete – no; motion denied.](#)
3. MOTION 2022 06-04: Appointment of Phil Ronning as General Manager
[Therese moved, Pete seconded, passed unanimously.](#)
4. MOTION 2022 06-05: Appointment of Bill Quinn to the Board of Trustees.
[Therese moved, Pete seconded, passed unanimously.](#)

GENERAL MANAGER'S REPORT

Provided by Phil Ronning, Interim GM:

[Need to organize existing policies, consolidate and fill in identified holes. Policy is set by the board and procedure is implemented by staff. Personnel policy in need of review as well.](#)

[Need continues for meaningful financial reports, which Bill will be helping with as output from TOPS isn't meeting anticipated expectations. This includes Operating Statements - what did we do this month and how it changes our position. GM responsibility to provide the Board with meaningful information that can then be provided to members with respect to the financial performance of the organization.](#)

[On Tuesday, a consultant is coming to assist in the preparation for the Reserve Study, which is a multiple day on-site process. The Reserve Study is an analysis of our physical assets, their depreciable life left and how much we have set aside to ensure we have enough money in the bank to replace assets when they need to be replaced. It appears the RCC has historically mixed capital budget expenditures with reserve expenditures. Reserve expenditures are only to replace existing assets. New assets need to come out of operating capital.](#)

[My background is Hospital Administration. The principal role of Hospital Administrator is to manage the operations but most importantly to manage relations with physicians. The situation here between the members and management is similar to the relationship between physicians and Hospital Administration. Making sure member's needs are met. You are the reason we are here, and our job is to be responsive to you.](#)

[I would like to have a meet & greet, providing an opportunity for members to express your concerns and ideas, and you can find out what my position is on operations. Those who I've met over the years, and more recently people have said we have consistently had a problem with the board interfering with day-to-day management activities. And this has been reported as an ongoing issue.](#)

[The Board governs, management manages. I am going to do my best to ensure that the Board doesn't have to feel obliged to be involved in daily operations. We've discussed this at length on our board. If the manager is ineffective in resolving issues, that does not authorize and give opportunity to Board members to interfere with day-to-day activities.](#)

[The more I learn about this position, the better I will be able to assist the Board in identifying what is required of the GM, including capabilities and characteristics of the person we need in the role. I will also be learning where things are to assist the new GM in orienting him/her to operations and ensuring a smooth transition.](#)

Therese – Thanks Phil for stepping in to help with this as there needs to be stability for our employees right now and it is a difficult job market. We felt Phil was a good fit and there are expectations from the board.

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 10:54am

MEETING MOTIONS
BOARD OF TRUSTEES MEETING
JUNE 25, 2022 @ 10AM

MOTION 2022 06-01: Approval of March Board of Trustee Meeting Minutes
by Peter, Phil, Therese, and Dana.

MOTION 2022 06-02: Motion to approve Associate Membership application for Gerry Fabre
Therese moved, seconded by Pete, passed unanimously.

MOTION 2022 06-03: Motion to appoint Jerry Hines to the Board of Trustees
Therese moved, seconded by Dana, Therese – yaye, Dana – yaye, Pete - no, motion denied due to not
enough BOT members.

MOTION 2022 06-04: Appointment of Phil Ronning as Interim General Manager
Therese moved, seconded by Pete, passed unanimously.

MOTION 2022 06-05: Appointment of Bill Quinn to the BOT.
Therese moved, seconded by Pete, passed unanimously.