

RIVIERA COMMUNITY CLUB
Annual Member Meeting
11016 Country Club Dr.
Anderson Island, WA 98303
Martha E. Smith Room &
ZOOM



BOARD OF TRUSTEE MEMBERS
Jan Nelson, President
George Stewart, Vice- President
Gil Lamb, Secretary
John Lincoln Mettler, Treasurer
Vacant Position, Trustee

Annual Member Meeting
Saturday, Sept 25, 2021 @ 10:00am

To join this meeting click <https://us06web.zoom.us/j/81425013424>
or call 1-253-215-8782 Meeting ID 814 250 13424# This meeting is being recorded.
All members please sign-in and annotate if you desire to speak at the end of meeting.

1. **Call Meeting to Order:** Jan Nelson, President @ 10:07a.m.
2. **Call for the vote:** Jan Nelson, President – Members who are voting in person, may do so at this time.
3. **Introduction of Board Members and Guests:**

Jan Nelson, President	Vacant Position, Trustee
George Stewart, Vice President	Paul McClintock, Parliamentarian
Gil Lamb, Secretary	David Wolf, Election Committee
John Lincoln Mettler, Treasurer	
4. **Motion to Adopt Agenda:** Motion by Gil Lamb to adopt Sept 25,2021 agenda as written, seconded by George Stewart, passed.
5. **Announce Quorum:** Gil Lamb, Secretary – 317 Proxies are needed for establishing a quorum. The quorum is met as there were 567 votes cast by directed proxy prior to the opening of this meeting.
6. **Announcement:** Jan Nelson, President – Pursuant to our Covenants and Bylaws, the only business items open for discussion are those in which the whole membership has been notified. In this case, the election of the Board of Trustees is the only topic in which the membership has been notified.
7. **Minutes Availability:** Gil Lamb, Secretary - Minutes from the 09/26/20 Annual Member Meeting as well as the 06/19/2021 Special Membership Meeting are available here today and on the Riviera CC website.
8. **Motion to Approve Minutes:** Motion by Gil Lamb to approve the 09/26/2020 Annual Membership Meeting Minutes as written, seconded by Lincoln Mettler.
9. **2021/2021 Candidate Introduction:** Gil Lamb, Secretary – A total of 5 positions are open. The three (3) highest vote getters will have 2-year terms, and the next two (2) highest vote getters will have the remaining 1-year terms for those positions. Eleven (11) Candidates: Peter J Anderle, Shawn P Davis, Christopher Frye, Lynn Cox-Hakanson, Jerry Hines, Sonja Lorrigan Hopkins, John Lincoln Mettler, Therese Ngo Pasquier, Phillip L. Ronning, Gabriel Sachwitz, Dana Erickson-Stirn.
10. **Call for Voting Closure:** Gil Lamb, Secretary – Voting is now complete, and ballots will be counted by the Election Committee.

Annual Member Meeting
Saturday - September 25th, 2021 - 10:00am

11. Year-End Report: attached.

Golf & Grounds Superintendent – Trevor Thompson
Building Maintenance Manager -Tanner Siridakis
Water Department Manager -Russ Rodocker
Golf Shop Manager - Annie Burg
Restaurant Manager - Troy McCulloch
Financial Summary - Lincoln Mettler, BOT Treasurer
Operations Summary - Nicola McDonald, General Manager

12. Status Update: Jan Nelson, President – Comments by Board of Trustees:

Relating to a potential Covenant Change of Electronic Communication for Members, the current Board of Trustees is recommending that the 2021/22 Board of Trustees reinstate the Governing Documents Committee with the intent to review and make recommendations on the document prepared by Riviera Attorney to propose to amend the Covenants to membership for electronic communication purposes.

Policies for review and approval by 2021/22 Board of Trustees – the 2020/21 BOT will provide a listing of all known or proposed policies to new BOT.

Survey Results – These will be available at the meeting and posted on the Riviera Community Club website the following week.

13. Announcement of Election Results: Jan Nelson, President – call meeting from recess. Thank you to David Wolfe on behalf of all the Riviera for this election, your time put in and efforts to make this election happen.

14. Election Committee: David Wolf, Election Committee comments on process; thank you to members of Election committee and especially to Christine Rodocker, who without - this could not happen. George Stewart – Thank you for your time put in for this election. Amy Reagan, Valerie Peters, Ingrid Steele, Kathy Gadbois, Laurie Keele, Julie Downing, Michael Downing, Susan Hatch, Lara Benhert, David Wolfe (chair) and again Christine Rodocker.

Annual Member Meeting
Saturday - September 25th, 2021 - 10:00am

15. Election Announcement: Gil Lamb, Secretary – Count summary, write-in list, election results and comments. There were 735 votes. (comment: this is believe to be over double the previous years and the largest number of votes cast in recollection.)

Dana Stirn.....617	Jerry Hines.....389	Gil Lamb.....121
Sonja Hopkins.....445	Chris Frye.....382	Lynn Cox-Hakanson.....103
Philip Ronning.....429	Shawn Davis.....214	April Uriarte.....1
Therese Ngo Pasquier.....422	Gabriel Sanchez.....198	Mike Wallentiny.....1
Peter Anderle.....410	Lincoln Mettler.....195	Jan Nelson.....1

16. Motion to Certify Election: Gil Lamb moves to certify election results, seconded by George Stewart, passed.

17. Board of Trustees: Jan Nelson, President – Thanks for previous BOT service and introduction of new BOT.

18. Member Comments: Jan Nelson, President –Member Discussion – Limit of 3 (three) minutes per Member.

19. Motion to Adjourn Meeting: Gil Lamb, Secretary – Meeting adjourned at 1:43pm.

Annual Member Meeting
Saturday - September 25th, 2021 - 10:00am

Year-End Department Report: continued

Golf & Grounds Superintendent, Trevor Thompson

Thanks to the Golf & Grounds staff who are steadfast in their commitment and give their best efforts to keep our Lakes, Parks, Golf Course, and other amenities in our unique community for all members to enjoy. Has been working on maximizing efficiency and using time wisely to spread out attention to all amenities. We have been implementing new aerifying techniques on the Golf Course with new machinery. The pull behind blower has save much time for us to take care of the parks and marina hill and will aid in efficiency of cleaning up the falling leaves in the next few months. The golf course has been having irrigation issues, but we are continually working on that and will be able devote more time as the summer season has ended. We have removed several problem trees around the community. No major issues this summer season around the community like in years previous. The marina hill has been cleaned continually including the gutters on a regular basis. Lake Josephine and Pine Lake were stocked with 1300-1500 fish this year. Irrigation water pulled from Lake Josephine for the Golf Course and has been monitored for historical fact. Pine Lake parking area will be completed in Sept. Campground was busy this season with no major issues. Sale of firewood has met our goal. Looking ahead we are installing automated irrigation in parks to help with keeping them green throughout the season. Larger, sturdier trash cans will be replacing existing cans at parks, finger docks and around the community to improve aesthetics and hopefully cut down on illegal dumping. Purchasing a greens roller for the Golf Course. Acquiring new machinery this year will really help streamline our processes and cut down time spent on the golf course and efficiency of the department while splitting time to devote to the many common areas. Cleaning and maintaining the marina hill is a top priority. Parking lot lines at the admin/golf course, Lakeshore and Marina lots will help with traffic control. Again, thanks staff in his department and others throughout the Riviera for working together to help keep the Riviera Community in great shape.

Building Maintenance, Tanner Sirdiakis

First and foremost, loves working in the Riviera Community, maintenance crew is great and all staff in the Riviera is awesome. This department is responsible for all the buildings around the Riviera, including bathrooms, campground park models and we focus on the cleanliness of these areas. Due to supply chain problems and price of goods, we were not able to do some of the projects we had lined up for this year. We really focused on the sanitation side of maintenance through the pandemic. Repaired marina floats, fencing, septic areas, etc. This year will be updating bathrooms and installing new roofing on buildings. There were some unanticipated costs but managed to stay under budget. Looking forward this year to various projects that are visible, e.g., new mailbox standards, roofs, fresh paint, etc.

Lake Josephine Water, Russ Rodocker

Has been with the Riviera since 1993 and about 20 years ago started with the water department which has become his passion. Lake Jo water Dept belongs to a co-op of 25 water systems. Co-op meets once a month to collaborate with legislation, grants, problem issues and works together to meet state regulations and improve and maintain water systems. Thanks to Lake Jo Water Dept staff and their continued efforts to manage through the last year with Covid and the challenges faced. The Riviera Water system was built 1968-1972 and serves approx. 1/3 of the island. This system has three water towers and holds 630,000 gallons of water, 32 miles of main line in the ground, another 9.4 miles of one inch service lines that just go to the properties. Our service is different than others because of the fact it has a service line to every property including undeveloped and having to maintain them as that is predominately where leaks are found. Currently using three of nine wells and are doing great with pumping capability. Lake Jo Water currently holds 356 acres /ft of water rights, 116 million gallons and only using 56% of those water rights. It could double the number of homes and still be within those rights. Getting these water rights

Annual Member Meeting
Saturday - September 25th, 2021 - 10:00am

is a complicated issue – and started a few years back getting in line for rights and is at the top of the list for that and only are bumped one down if we're not eligible at that time, but when the time comes, will be in great shape. There are currently 886 water connections – schools, store, fire station in addition to homes in the Riviera. The Lake Jo water system is a class A public municipal water system, not private but we are privately owned and very regulated. This year 52 million gallons of water was pumped, had 15 new connections. Water samples included lead, copper, nitrate, iron, gross alpha, radium, manganese, and coliform – and all below state minimum. Focus on water this year has been on leak detection and repair of leaks. We will be purchasing a correlator system that will allow us to keep this service in-house. Covid has wiped out our supply chain and major projects have not happened as planned. Banding together with seven other water systems will allow us to purchase supplies in bulk to have a way lower cost factor. The 'main' project that had been put off will hopefully happen by next year. Has started working with Tanner Electric and will share cost of trenching – and construction cost. Next year's capital for Truck/Trailer Vac will be higher. Pierce County has just raised the cost of permits for road cutting from \$150 to \$850 – over night. The new vac system will allow us to get away from these permits. The new truck/trailer will allow us a cut in cost overall. This is your water system – please call us any time you have questions or see issues around the community. Would love to have an informational and interactive forum for our community so everyone can be apprised of the latest news.

Golf Shop, Annie Burg (report given by GM Nicola McDonald)

Overall revenue from the golf shop, this year was up \$28,000, up about 48% overall. Merchandise sales, golf cart rental, and promotions during the winter months led to the increase and have reached over the pre-Covid numbers. There were 25 tournaments booked this last year which included about 650 golfers. The men's and women's clubs invited other clubs out to the Riv Golf Course which increased green's fees and merchandise sales. Golf Cart rentals were up \$2200 and had two more carts than last year and this year another cart will be purchased, as there were often times that we were short.

Lakeshore Restaurant, Troy McCullough (report given by GM Nicola McDonald)

The restaurant has suffered through Covid – closures, mandates that have occurred with little notice. It has been difficult to find staff and support for the everchanging circumstances. The supply chain and delivery are constant struggle, receiving parts of orders or not being able to get anything at all. The restaurant revenue was \$102,000 less than projected, but also under \$120,000 in expenses. A contributing factor to lower revenues was that beer and wine sales were down due to not having inside dining or limited inside dining. There will be menu changes and member events coming through the winter and hope to be able to serve in the dining room and to go on as we are now. The restaurant staff has been doing a great job through all of this and with great attitudes. It has been difficult getting the new hires trained but we're working hard to issues addressed and looking forward to this year.

Financial Summary - Lincoln Mettler, BOT Treasurer

This year, financially we have collected about 90% as of August, somewhat due to monthly dues not paid yet for September. There will be a \$3/month charge for monthly payment plans, starting Oct 2021. Payment in full by any payment method by 10/31/2021 will not be charged the \$3.00. Capital reserves – last year 2,265,965.00 (water) – dues assessment went down – water assessment went up due to an extra 5% per year planning forward incrementally to the 2030 water project. As of July 2021 2,940,728. 00 (674,00.00 added.) Projects approved and budgeted this year e.g., Water Main, but not completed are pushed into 2021/2022 Budget. Attorney's fees are up but should see it balance with bad debt issues being collected. Property turnover is also helping with the bad debt being resolved.

Annual Member Meeting
Saturday - September 25th, 2021 - 10:00am

Operations Summary - Nicola McDonald, General Manager

Marina Ramp Replacement: This project is almost ready to begin, just waiting on last permit from the Army Corp of Engineers. Based on the credit/debit system to do this project, we will be meeting our obligation by working on other projects, possibly in and around the Puget Sound Area. The window to do this project is slim and plan for next summer - July to Sept 2022.

Campground and Marina: Had great numbers this season due to members coming out and enjoying our community's amenities. Thanks to all the staff for helping maintain the common areas and especially with the high turnover of the campground's park models. Looking forward to acquiring new reservation software for next year for the Campground and Marina. Tracking member's profiles and free use days, payment system, etc. and ease of use are all factors being considered.

Website Update: This year we plan to update the website and introduce things like live videos, Zoom meetings, possibly youtube. something more interactive and more user friendly for members.

Budget: As of July 2021, we should have been 83% collected and we were 91—93%. With the current market, the number of properties being turned over, it is a great time to get a handle on bad debt.

Accounting: This year we've had over 370 lots transfers this year. The office has been incredibly busy with all the turnovers and number of new members. The new accounting software will be implemented this year – cloud based, and members will be able to have access and ease of use.

88 properties are in the foreclosure process – and have received contact from 21 of those which represents \$102,000 in back owed assessments. \$77,000.00 has been paid in full and/or will be collected by payment plans. This lowers our bad debt considerably which has been a goal for this year.

New Projects: Consistently working with Managers of all departments to update, repair or maintain the Riviera Amenities and Community to the highest standard.

Community Development and Compliance Manager: Welcome to Dan Morgan, who will be working closely with our members, ACC, Forestry and Compliance Committees. There are two ACC and Forestry Committee Meetings per month as well as one Compliance Meeting per month and we are always looking for volunteers to join these committees. Contact gm@rivieraclub.org, acc@rivieraclub.org, forestry@rivieraclub.org, compliance@rivieraclub.org for more details.

The Riviera Staff have been an amazing resource for me as I come up on being here one year. The staff have been so open, and I am grateful for the efforts of everyone this last year and enjoy working with them. Looking forward to the new year. Thank you to the current Board of Trustees and all committee volunteers also for all the time and efforts put in this year and all the hard work they have done.

We are always looking for committee volunteers for our many committees. Contact@rivieraclub.org, gm@rivieraclub.org, rcboard@rivieraclub.org, membership@rivieraclub.org, acc@rivieraclub.org, forestry@rivieraclub.org, compliance@rivieraclub.org or by calling 253-884-4093 and giving the staff your contact information. The committees then recommend volunteer candidates to the BOT and are appointed at a monthly meeting by the BOT.