



**Board of Trustees Monthly Meeting**  
**Saturday, January 27, 2024, at 10am**  
**Martha Smith Room, RCC Administration Bldg.**  
**Meeting Minutes**

To join this meeting click <https://us06web.zoom.us/j/83018503239> or call 253-215-8782 Meeting ID 830 1850 3239#

**CALL MEETING TO ORDER: Chris Frye, President 10:01am**

*"All of our actions are taken in consideration of achieving widespread member benefit."*

**ROLL CALL:** All present with Gabe attending via ZOOM.

1. **APPROVAL OF PREVIOUS BOT MEETING MINUTES-November 18th, 2023** *Approved as written*
2. **NEW BUSINESS; SUBJECTS**
  - a. **Motion #2024-01-01:** Lot Combination: Jeffrey and Heather Schiller; Lot 11/042+043  
*Motion by Dana, passed unanimously*  
**Motion #2024-01-02:** Lot Combination: Grace Property Management, LLC (Tom McCarthy); Lot 09/001+002  
*Motion by Dana, passed unanimously*
  - b. **Motion #2024-01-03:** Approve Water fire flow to Anderson Island Parks & Rec  
*Motion by Dana, passed unanimously*  
**Motion #2024-01-04:** Make Lake Josephine no wake  
*Motion by Dana, passed unanimously*
  - c. **BOT vacancy** Dana is stepping down effective Feb 1, 2024. Call for Candidates will go out Monday.
3. **OLD BUSINESS; SUBJECTS**
  - a. **Confirmation of committees** - *Committees finalized.*
  - b. **Job posting policy** – *All employment opportunities will be posted to the public.*
  - c. **Certified Mail for Checks** – *see officer's report*
  - d. **Elimination of ACC permit deposit fees** — *see officer's report*
4. **REPORTS OF COMMITTEES** Dan Morgan – Thank you to members and volunteers for working with us!
  - a. **ACC** – *Ron Puillioff has taken over ACC-Chair from the Legendary Murry Stewart. We thank Murry for the years of stellar service to our community as chair. 3 new permits, closed 4 – 2 of those site development. 42 active site development permits open. 155 permits out total.*
  - b. **Forestry** – *4 new permits, 3 emergency removals, 2 permits approved & closed. Educating members on replanting trees, shrubs, bushes after tree removal. Anna Davidoff, horticulturist, will host Open Garden Day once a month for members to come together and chat about island friendly planting. First one on February 10<sup>th</sup> – details to follow.*
  - c. **Lakes** - *Water quality, clarity & temp all great. Rigerio permitting challenges, but Thor has spent a lot of time working with the county on this. Hoping for a 'no permit' situation. Will keep membership updated.*
  - d. **Compliance** – *2 dozen daily incidents resolved, under 10 matters involving potential fines. Some have been fined – and we are working with these members towards resolution.*
5. **GENERAL MANAGER'S REPORT**

**Lakeshore:** *Changes of how we treat inventory and cost of goods sold has increased profit. Inventory now reflects current prices. Dec was within budget guidelines. The overall goal for the year is to break even. Angel has done a great job with new menu items – lighter fare and more home-cooked type meals rather than fancy food. Friday Bar open until 11pm – generated \$260. Monday Trivia generates \$300-\$500 – incremental sales like these are helpful.*

**NEW ATM at the Lakeshore:** ATM machine has been put in the lobby. This is a service for our Members who play Bingo and also need cash for cover charges on event nights, etc.

**Marina:** High tide has created some bulkhead repairs needed along with pier support beams.

**Tree Damage:** Branches down on golf course – some closures have happened to clean up. Three major trees have come down: one at Pine Lake, one at campground and another at the t-dock on 105<sup>th</sup>. This caused great expense in having to call in a specialist.

**Surface Replacement:** Soon to replace brick walkway at Lakeshore and at the problem area adjacent to the Disability Parking spaces to the entryway to restaurant.

**Financial Docs:** Key summary, performance indicators, etc., are being enhanced. Please ask if you have questions. More information next month.

**Riv Lots for Sale:** Mid-February mailing.

## 6. **REPORT OF OFFICERS**

**Social Media:** Policies and Procedures are being formulated. Social Media can play a vital role in the flow of information if done properly. Goal is to utilize every opportunity, and this is an important one.

**Member Opportunity:** Financial reports – Webinar to educate how to read. Looking into this and will have a resource for this on the Website.

**Campground History:** There have been a few instances where the BOT has had to intervene due to problems with members/guests. The employees & Hosts of the RIV should not have to deal with disrespect from members and guests and should be protected. Management is fully aware of each individual at the campground and extended stay campers are regulated and monitored.

**2024 Schedule BOT Meetings:** Feb 24 - March 30 - April 27 - May 25 - June 29 - July 27 - Aug 31 - Sept 28 -last Saturday of each month (no Dec) same as every year. **Town Halls** will be Feb, April, June & August after the BOT meetings.

**Town Halls:** Informal discussions on hot topics, meant to be informal and a relaxing channel for members to interact with the BOT. Some Town Halls will have a specific topic as a focus but are still open to members' questions. These are member driven discussions. Town Hall Meeting notes from these meetings will be posted on our website the following week.

**Cole Pt Water:** Article XV – Misc page 13 - There is no cost to Riviera & its members to have discussions with Cole PT Association, there is nothing happening beyond conversations at this point. If and when something should be put to membership, there will be meetings, town halls, etc.. Nothing will come as a surprise to anyone. The BOT is all about Full Disclosure on this matter.

**Reader Board Updates:** Working on bringing more information to members with Reader board, Social Media, Email, etc.

**Split Lots:** Covenants-Bylaws pg 22 section 17.12 Can be split but it's an exception in variance and certain measures/steps must be taken.

**Mission Statement:** Covenants-Bylaws pg 11 section 15 - BOT is working on revised Mission Statement.

**Tarpaulin & Temporary Car Ports:** Covenants-Bylaws pg. 21 07.07 Are allowed as long as no one is living in them. We can suggest a more natural color being used but not require at this time. A policy could be drawn up for clarity based on Member's interest.

**Compliance Initiative:** Wading through what is compliance vs assumption. Take every complaint/concern seriously. No judgment but instead help members understand what they must do to for compliance and/or what is or is not a compliance issue.

**Website Update:** There will be some big changes to our website. Intending a more user-friendly organizational structure/navigation. PDF program for safe downloads and usable documents.

**Certified Mail:** Not necessary as our insurance covers fraud, etc.

**Deposits for ACC projects:** Deposits for projects like deck, sheds, fences, roofs, house painting, etc. have been removed at this time (subject to review and reinstatement) as Dan is proficient in communicating with members and has a great system in place in keeping up with the status of these small projects and seeing them through to the end.

Committees: *The Election and Nominating Committees are standing committees meaning the only two required by our CCR's all the committees. All other committees, including the budget committee, are an ad hoc, based on the needs of the board. Charters are being viewed for areas of improvements. Education is key and how can we help these committees improve their function.*

Walking Golf Course Path: *Walking on the golf path is prohibited. Researching possibilities for walkers in the Riv.*  
Chickens: *Taking member feedback and will be looking into this next month – legal is researching with county/state, etc. Caged Birds vs Foul.*

Membership and Communicating w/Volunteers: *Communication from members to volunteers and employees of the Riv should be respectful. Name calling, accusatory and derogatory behavior is not acceptable to this Board of Trustees. If you have an issue, contact the BOT or the GM with an appropriate method of communication and get the facts – much of what is said on social media and word of mouth is, in fact, incorrect and/or just simply not true. We will not tolerate abuse in any form.*

**ADJOURNMENT:** 12:27pm

### **MEMBER COMMENTS**

*\*MEMBERS - TO SPEAK AT THE END OF THE BOARD OF TRUSTEES MEETING ON ANY TOPIC FOR A MAXIMUM OF THREE MINUTES, PLEASE USE THE SIGN IN SHEET PRIOR TO THE START OF THE MEETING. ZOOM PARTICIPANTS, PLEASE INDICATE YOUR INTENTION TO SPEAK AT THE BEGINNING OF THE MEETING AND THE NATURE OF YOUR COMMENT OR QUESTION*

### **PENDING BUSINESS**

- Potential Grants for Marina- exploratory phase
- Potential Grants for New Park- exploratory phase
- Amenity Report – in progress
- Books of Riviera – Available upon request, monitored by BOT
- Bylaws and Covenants Phase 1 Survey – future growth
- Bylaws and Covenants Phase 2
- Cole Point Proposal – No update
- Committee Charter Review- in progress
- Compliance Initiative – quarterly targets
- Compliance Variants – in progress
- Designated Authorized Signatures- active and pending new BOT member
- Election Committee – in progress
- Goals and Mission Statement – in progress
- Good Neighbor Brochure – monitoring
- Insurance – monitoring/100% coverage
- Internet Engineers Invite – in progress no update
- Membership Meeting 2024 – planning
- Office Equipment Report – awaiting more information
- Official Statement of corporate affairs- being prepared for 2024 Annual Meeting
- Renters Rights– monitoring
- Reserve Account – monitoring, report received
- Website Update – in progress
- Membership cards – in progress
- Restaurant Repair Schedule – monitoring and in progress
- Policy and Procedure Handbook - monitoring and in progress
- Lawyer Update- no change
- Road Maintenance
- Emergency Preparedness

\*Additional information provided in forthcoming summary notes.

BOT MOTIONS  
BOARD OF TRUSTEES MEETING  
JANUARY 27, 2024

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