

**Board of Trustees**  
**Minutes**  
**Saturday October 26th, 2024 at 10am**  
(Meeting is being recorded.)

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

**AGENDA**

- a. Call Meeting to Order: 10:01am
- b. Stand for Pledge of Allegiance to the United States of America

***“There is no transparency without documentation.”***

Roll Call: Present - Chris Frye, Sonja Hopkins. via ZOOM - Gabe Sachwitz, Jerry Hines, Deb Parker.

**1. OLD BUSINESS**

1. Policy and Procedure book Update  
15 Policies have been approved by the BOT and are accessible on our website at: [rivieraclub.org/policies/](http://rivieraclub.org/policies/).  
Hard copies are available in the Business Office upon request.

**2. NEW BUSINESS:**

**Motion 2024-10-01:** Approve previous meeting minutes of August 31, 2024.

*Sonja moved, Jerry seconded, passed unanimously*

**Motion 2024-10-02:** Approve the transfer of \$100,000 from Water Operation account to Water Capital Reserves account. *Sonja moved, Jerry seconded, passed unanimously*

**Motion 2024-10-03:** Approve \$2500 purchase of two personal computers to replace failing units in the Accounting Department. *Sonja moved, Jerry seconded, passed unanimously*

**Motion 2024-10-04:** Approve new Assignment of Rights Fee of \$25.00.

*Sonja moved, Jerry seconded, passed unanimously*

**3. SCHEDULE OF BOARD MEETINGS AND TOWN HALLS:**

- November 23rd at 10:00am (moved) – Town Hall
- December 28<sup>th</sup> No Meeting, Merry Christmas
- January 25<sup>th</sup> at 10:00am – Town Hall
- February 22<sup>nd</sup> at 10:00am
- March 29<sup>th</sup> at 10:00am – Town Hall
- April 26th at 10:00am / May 31st at 10:00 – Town Hall  
(Six-month Budget Review)
- June 28<sup>th</sup> at 10:00
- July 26th at 10:00 – Special Membership Meeting  
Vote
- August 30<sup>th</sup> at 10:00
- September 27<sup>th</sup> at 10:00 (Annual Member Meeting)

**4. REPORT OF COMMITTEES AND AMENITIES: \*See Summary**

1. ACC: Now reviewing possible changes for Membership
2. Forestry
3. Compliance: Now reviewing possible changes for Membership
4. Lakes
5. Golf
6. Restaurant

**5. GM REPORT:**

**6. BOT REPORT:**

**7. MEMBERS COMMENTS:**

**8. ADJOURNMENT: 12:30**

## **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*

## **ONGOING BUSINESS**

- ✓ Associate Members Total: WIP
- ✓ Associate Member New Applications: zero
- ✓ Amenity Report – Monitoring in Progress
- Annual Member Picnic: Going back to the roots?
- ✓ Books of Riviera – Available upon request, monitored by BOT
- ✓ Bylaws and Covenants Phase 1 Survey – future growth
- ✓ Cole Point Proposal – End of Talks as of 02/07/24
  - Updated in May Talking Points
- ✓ Committee Charter Review- in progress
- ✓ Committee Feedback
  - Post committee minutes in new section of website
- ✓ Community Challenge
  - Signing up PC Alerts
  - Stocking Water and Food six weeks
- ✓ Compliance Initiative – quarterly targets
- ✓ Compliance Variants – in progress
- ✓ Designated Authorized Signatures- active and pending new BOT member.
- ✓ Election and Nomination Committee – Target June 2024
- ✓ Employee HR/Board Resource Letter - WIP
- ✓ Goals and Mission Statement – Actions over works
- ✓ Good Neighbor Brochure – monitoring/Updated 06/12/24
- ✓ Insurance – monitoring/100% coverage 06/12/24
- ✓ Internet Engineers Invite – Awaiting Verizon Proposal
- ✓ Lawyer Update - no changes
- ✓ Membership cards – Available, call email or pick up.
- ✓ Membership Meeting 2024 – planning
- ✓ Office Equipment Report – awaiting more information.
- ✓ Official Statement of corporate affairs- being prepared for 2024 Annual Meeting
- ✓ Policy and Procedure Handbook – in final review of board 06/24/24
- ✓ Potential Grants for Marina- allocating budget for Grant writer/working with AIFD
- ✓ Potential Grants for New Park- exploratory phase
- ✓ Public Traffic Support – WIP
  - Added 105<sup>th</sup> and Riviera request for Yield Sign
  - Added Island Drive and Country Club Drive request for Yield Sign
- ✓ Public Works – WIP
  - Submitted nine new requests 06/21/24
  - Requested Pavement Condition Report from County 05/17/24
- ✓ Renters Rights– monitoring
- ✓ Reserve Account – monitoring, report received.
- ✓ Restaurant Repair Schedule – monitoring and in progress
- ✓ Volunteer Lunch – Will do it In September Stay Tunned
- ✓ Website – WIP looking at new website with secure features.
- ✓ Website Upload of Documents – Current