



Board of Trustees
MINUTES
Saturday, April 26, 2025, at 10am

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: 10:00am

Stand for Pledge of Allegiance to the United States of America

"There is no transparency without documentation."

Roll Call: Present: Christopher Frye, Deborah Parke, Sonja Hopkins Absent: Gabe Sachwitz

1. OLD BUSINESS

2. NEW BUSINESS:

MOTION 2025-04-01: Approve previous meeting minutes March 29, 2025.

Deb moved, Sonja seconded, passed unanimously

MOTION 2025-04-02: Approve Legal Stipend for Dan Morgan

Deb moved, Sonja seconded, passed unanimously

Schedule of Board Meetings and Town Halls:

1. May 31st at 10:00 – Town Hall (Six Month Budget Review)
2. June 28th at 10:00 – Town Hall (2026 Budget Review or CCR/Bylaws Update Review)
3. July 26th at 10:00 – Town Hall (2026 Budget Review or CCR/Bylaws Update Review)
4. August 30th at 10:00 – Special Membership Meeting Vote on Governing Documents
5. September 27th at 10:00 (Annual Member Meeting)

4. COMMITTEES AND AMENITY REPORT: Community Development Manager, Dan Morgan

5. GM REPORT: Phil Ronning:

6. BOT REPORT: Talking Points and Trackable Items

1. Water Department: Award – 1st Place in the PNW. Congratulations!
- 2.
3. Town Hall: Additional meetings added.
4. Survey #3: Available online rivieraclub.org.

7. MEMBER'S COMMENTS *see summary

**MEMBERS – To speak before Adjournment of the 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 will be asked to raise their virtual hand during this time. For clarity all questions must be submitted using the proper form. Verbal questions may not be interpreted.*

8. Adjournment: 11:21

Board of Trustees Trackable Items

- ✓ Associate Members Total: 18/60
- ✓ Associate Member New Applications: Zero as of 04/09/25
- ✓ Total Number of Lots: 3163
- ✓ Total Developed Lots: 816 as of 09/30/23 Audit
- ✓ Total Land Held for Sale: 8 as of 04/09/25
- ✓ Total Insured Assets:
- ✓ Total Insured Assets in use:
- Amenity Report – No new Events as of 04/09/25
- Annual Member Picnic: Cancelled; Health Department Update/No Potluck
- ✓ Books of Riviera – Available upon request, monitored by BOT
- ✓ Bylaws and Covenants Phase 1 Survey reviewing 02/12/25
- ✓ Cole Point Proposal – End of Talks as of 09/25/24
 - Updated in May Talking Points
 - Sending Brandt HOA Letter
- ✓ Committee Charter Review- Charters to be posted to website alongside minutes
- ✓ Committee Feedback
- ✓ Community Challenge – PC Alerts, Stay in Place Prep
- ✓ Compliance Initiative – Propane/Vehicle Notices sent out
- ✓ Compliance Variants – County Variance before asking Board.
- ✓ Designated Authorized Signatures - Confirmed Finished 02/12/25
- ✓ Election and Nomination Committee – Target June 2025
- ✓ Employee HR/Board Resource Letter – WIP
- ✓ Employee: How many union:
- ✓ Employee: How many non-union:
- ✓ Employee: Received all yearly required training? Confirmed Finished 02/12/25
- ✓ Goals and Mission Statement – Actions over words done
- ✓ Good Neighbor Brochure – monitoring/Updated 04/09/25
- ✓ Insurance – monitoring/100% coverage 04/09/25
- ✓ Internet Update – Verizon Update 02/14/25 Site is scheduled to go 5G this year and is under construction review right now.
- ✓ Lawyer Update - no changes as of 04/09/25
- ✓ Membership cards – Available, call email or pick up.
 - 2024/2025 172 Member cards issued YTD
- ✓ Membership Meeting 2025 – Working on next year's details
- ✓ Office Equipment Report – Completed 12/05/24
- ✓ Official Statement of corporate affairs- being prepared for 2025 Annual Meeting
- ✓ Perc hole: Being revisited will update when ready.
- ✓ Policy and Procedure Handbook – Additional Policies added suggested 04/09/25
- ✓ Point of Sale System Purchase and Portable Scanners: Status
- ✓ Potential Grants for Marina- allocating budget for Grant writer/working with AIFD
- ✓ Public Traffic Support – Submitted an appeal on traffic signs 04/18/25
- ✓ Public Works – WIP
 - Street Sweeping to begin middle of April
 - 29 pot holes addressed within Riviera as of 04/18/25
- ✓ Renters Rights – monitoring no update as of 04/18/25
- ✓ Reserve Account – monitoring, report received.
- ✓ Restaurant Repair Schedule – Working on next phase 02/12/25
- ✓ Undeveloped Lot Reclamation – WIP
- ✓ Volunteer Lunch – Summer 2025
- ✓ Website – WIP looking at new website with secure features Target 2025
- ✓ Website Upload of Documents – Updated 04/18/25