

RIVIERA COMMUNITY CLUB
Monthly Meeting Minutes
11016 Country Club Dr.
Anderson Island, WA 98303
Zoom Meeting



BOARD OF TRUSTEE MEMBERS
Christopher Frye, President
Gabe Sachwitz, Vice President
Deb Parker, Secretary
Vacant, Treasurer
Sonja Hopkins, Trustee

Board of Trustees
Minutes
Saturday, May 31st, 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:

1. **OLD BUSINESS**
2. **NEW BUSINESS:**

MOTION 2025-05-01: Approve previous meeting minutes of April 26, 2025.

Deb moved, Sonja seconded, passed unanimously

MOTION 2025-05-02: Approve appointment of George Stewart for BOT Treasurer through end of the fiscal year.

Deb moved, Sonja seconded, passed unanimously

MOTION 2025-05-03: Approve signature updates: remove Jerry Hines, remove Phil Ronning, add Dan Morgan as General Manager, add George Stewart as a Board of Trustee. *Deb moved, Sonja seconded, passed unanimously*

MOTION 2025-05-04: Approve hiring of Dan Morgan as General Manager.

Deb moved, Sonja seconded, passed unanimously

Schedule of Board Meetings and Town Halls:

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

4. **COMMITTEES AND AMENITY REPORT:** Community Development Manager, Dan Morgan
5. **GM REPORT:** Dan Morgan:
6. **BOT REPORT:** Talking Points and Trackable Items

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:** 11:45am

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 05/14/25
- ✓ Total Insured Assets: Pending Audit
- ✓ Total Insured Assets in use: Pending Audit
- Amenity Report – Tennis Court revamp moved to 2026
- 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
 - Survey 1 Completed 02/12/25 204 responses
 - Survey 2 Completed 191 responses
 - Survey 3 Completed 176 responses
- ✓ Cole Point Proposal – End of Talks as of 09/25/24
 - Updated in May Talking Points
 - Sending Brandt HOA Letter
- ✓ Committee Charter Review- Being updated from scratch 05/14/25
 - Adjusting BOT involvement, reporting and approval process
- ✓ Community Challenge – PC Alerts, Stay in Place Prep
- ✓ Compliance Initiative – Hearing notices sent out 05/14/25 Propane/Vehicle
- ✓ Compliance Variants – County Variance before asking Board: None as of 05/14/25
- ✓ Designated Authorized Signatures – Updating as of 05/14/25
- ✓ Election and Nomination Committee – Target June 2025
- ✓ Employee HR/Board Resource Letter – Target 06/30/25
- ✓ Employee: How many union: 15
- ✓ Employee: How many non-union: 27
- ✓ Employee: Received all yearly required training? Confirmed Finished 02/12/25
- ✓ Goals and Mission Statement – Actions over words done
- ✓ Good Neighbor Brochure – monitoring/Updated 05/14/25
- ✓ Insurance – monitoring/100% coverage 05/15/25
- ✓ 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
 - Golf Purchase Pending
 - Grounds Purchase: Finished 05/15/25
- ✓ Official Statement of corporate affairs- being prepared for 2025 Annual Meeting
- ✓ Perc hole: Being revisited will be updated when ready. Target by 06/15/25
- ✓ Policy and Procedure Handbook – Being Reviewed from scratch 05/15/25
- ✓ Point of Sale System Purchase and Portable Scanners: Purchased 05/14/25
- ✓ Potential Grants for Marina- allocating budget for Grant writer/working with
- ✓ Public Traffic Support – Submitted an appeal on traffic signs 04/18/25
- ✓ Public Works – WIP
 - Street Sweeping all roads with residents finished.
 - 36 potholes addressed within Riviera as of 05/15/25
- ✓ Renters Rights – monitoring no update as of 05/15/25
- ✓ 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 05/15/25