



Board of Trustees
MINUTES
Saturday, August 23rd, 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:

Stand for Pledge of Allegiance to the United States of America
"There is no transparency without documentation."

Roll Call: Chris Frye, Sonja Hopkins, George Stewart, Deb Parker, (present) Gabe Sachwitz
(absent)

1. OLD BUSINESS:

2. NEW BUSINESS:

MOTION 2025-08-01: Approve previous meeting minutes of July 26, 2025

Deb moved to approve, George seconds, motion passes

MOTION 2025-08-02: Approve ACC new build permit at 23/194

Deb moved to approve, George seconds, motion passes

MOTION 2025-08-03: Approve submission to ACC for perc & site planning at 16/141

Deb moved to approve, George seconds, motion passes

MOTION 2025-08-04: Approve ACC permit to re-roof home at 07/011

Deb moved to approve, George seconds, motion passes

MOTION 2025-08-05: Approve ACC permit for fence at 14/155

Deb moved to approve, George seconds, motion passes

MOTION 2025-08-06: Approve ACC permit to paint home at 15/006

Deb moved to approve, George seconds, motion passes

MOTION 2025-08-07: Approve ACC permit for fence and deck at 02/069

Deb moved to approve, George seconds, motion passes

MOTION 2025-08-08: Approve ACC permit for site development at 10/096

Deb moved to approve, George seconds, motion passes

MOTION 2025-08-09: Approve ACC permit for new deck for 19/028

Deb moved to approve, George seconds, motion passes

Schedule of Board Meetings and Town Halls:

1. September 27th at 10:00am (Annual Member Meeting)
2. *September 27th 930 Budget Ratification Meeting
3. *September 27th BOT Meeting at conclusion of Annual Meeting)

Other Events:

1. Meet the Candidates – September 11th at 6pm in the MSR

4. **COMMITTEES AND AMENITY REPORT:** Ben Jahn
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:** 11:37

Chris Frye
President

Gabe Sachwitz
Vice President

Deb Parker
Secretary

George Stewart
Trustee

Sonja Hopkins
Trustee

Date: _____

Board of Trustees Trackable Items

- ✓ Associate Members Total: 20/60
- ✓ Associate Member New Applications: none as of 8/20/25
- ✓ Total Number of Lots: 3188 (adjusted 08/13/25)
- ✓ Number of Lots Owned by Members: 3166 as of 8/20/25
- ✓ Number of Lots Owned by RCC: 22 as of 8/20/25
- ✓ Total Developed Lots: 816 as of 09/30/23 Audit
- ✓ Total Land Held for Sale: 5 as of 08/13/25
- ✓ Total Insured Assets: Pending Audit
- ✓ Total Insured Assets in use: Pending Audit
 - Amenity Report – Tennis Court revamp moved to 2026
 - Annual Member Picnic: End of Summer 2025!!
- ✓ Books of Riviera – Available upon request, monitored by BOT 08/13/25
- ✓ Committee Charter Review- Being updated from scratch 08/13/25
- ✓ Community Challenge – PC Alerts, Stay in Place Prep only 36% of island is covered
- ✓ Compliance Initiative – Propane Issue on hold pending August Vote
- ✓ Compliance Variants – County Variance before asking Board: None as of 08/13/25
- ✓ Designated Authorized Signatures – Updating as of 05/14/25
- ✓ Employee HR/Board Resource Letter – Target 09/15/25
- ✓ 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 08/13/25
- ✓ Insurance – monitoring/100% coverage 08/13/25
- ✓ Internet Update – Verizon Update 08/13/25 Site is live now at 5G and Verizon looking to invest in a Riviera location around 2027 (see taking points August 2025)
- ✓ Lawyer Update - no changes as of 08/13/25
- ✓ Membership cards – Available, call email or pick up.
 - 2024/2025 1700 Member cards issued YTD
 - 2025/2026 cards will be mailed out in October/November
- ✓ Membership Meeting 2025 – Scheduled September 27th
- ✓ Riviera Club Equipment and Upgrade Report – Nothing notable 08/13/25
- ✓ Official Statement of corporate affairs- being prepared for 2025 Annual Meeting
- ✓ Perc hole: Being revisited will update when ready. Target by 09/08/25
- ✓ Policy and Procedure Handbook – Being Reviewed from scratch 09/08/25
- ✓ Potential Grants for Marina- allocating budget for Grant writer/working with
- ✓ Public Traffic Support – Submitted an appeal on traffic signs 09/08/25
- ✓ Public Works – Not a BOT responsibility but helping as members
 - Street Sweeping all roads with residents finished.
 - Added three more request to county for maintenance 09/08/25
- ✓ Renters Rights – monitoring no update as of 08/13/25
- ✓ Reserve Account – monitoring, report received 08/13/25
- ✓ Restaurant Repair Schedule – Under review 08/13/25
- ✓ Undeveloped Lot Reclamation – WIP
- ✓ Volunteer Lunch – December 2025 Confirmed
- ✓ Website – WIP looking at new website with secure features Target 2026
- ✓ Website Upload of Documents – Updated 08/20/25