

Board of Trustees
Minutes
Saturday, September 27th, 2025

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: 11:34

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 2025-09-01: Approve previous meeting minutes of August 23, 2025

MOTION 2025-09-02: Approve further legal funds for recommended ADA building requirements

MOTION 2025-09-03: Approve ACC permit for new deck at 14/114

MOTION 2025-09-04: Approve ACC permit for shed at 09/091

MOTION 2025-09-05: Approve ACC permit to paint and cover patio at 08/073

MOTION 2025-09-06: Approve ACC final inspection on driveway at 13/011

MOTION 2025-09-07: Approve ACC permit for covered patio at 14/125

MOTION 2025-09-08: Approve ACC permit for paint 15/038

MOTION 2025-09-09: Approve ACC final inspection for fence 22/171

MOTION 2025-09-10: Approve ACC-Forestry final inspection for tree removal 13/053

MOTION 2025-09-11: Approve ACC-Forestry permit for removal of five trees 21/004

3. BOT REPORT: Talking Points and Trackable Items

4. 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.*

5. Assignment of Board Officers:

President – Deb Parker

Vice President – Gabe Sachwitz

Treasurer – Scott Bellware

Secretary – Sharon Bruhn

Trustee – Sonja Hopkins

6. Adjournment: 12:41

Board of Trustees Trackable Items

- ✓ Associate Members Total: 20/60
- ✓ Associate Member New Applications: none as of 09/17/25
- ✓ Total Number of Lots: 3188 (adjusted 09/17/25)
- ✓ Number of Lots Owned by Members: 3166 as of 09/17/25
- ✓ Number of Lots Owned by RCC: 22 as of 09/17/25
- ✓ Total Developed Lots: 993 as of 08/31/25 – 887
- ✓ Total Land Held for Sale: 5 as of 09/17/25
- ✓ Total Insured Assets: Pending Audit
- ✓ Total Insured Assets in use: Pending Audit
 - Amenity Report – Tennis Court revamp moved to 2026
 - Annual Member Picnic: *Saturday, Sept 27th 3pm Lakeshore*
- ✓ Books of Riviera – Available upon request, monitored by BOT 09/17/25
- ✓ Committee Charter Review- Being updated from scratch 09/17/25
- ✓ Community Challenge – PC Alerts, Stay in Place Prep only 36% of island is covered
- ✓ Compliance Initiative – Propane Issue on hold pending September Vote
- ✓ Compliance Variants – County Variance before asking Board: None as of 09/17/25
- ✓ Designated Authorized Signatures – Updating as of 05/14/25
- ✓ Employee HR/Board Resource Letter – Target 09/17/25
- ✓ Employees: Union: 14
- ✓ Employees: Non-union: 23
- ✓ Employee: Received all yearly required training? Confirmed Finished 02/12/25
- ✓ Goals and Mission Statement – Actions over words done
- ✓ Good Neighbor Brochure – monitoring/Updated 09/17/25
- ✓ Insurance – monitoring/100% coverage 09/17/25
- ✓ 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 talking points August 2025)
- ✓ Lawyer Update - no changes as of 09/17/2508/13/25
- ✓ Membership cards – Available, call email or pick up.
 - 2024/2025 1200 Member cards issued YTD as of 09/17/25
 - 2025/2026 cards will be mailed out in October/November
- ✓ Membership Meeting 2026 – WIP
- ✓ Riviera Club Equipment and Upgrade Report – Nothing notable 09/17/25
- ✓ Official Statement of corporate affairs- 2026
- ✓ Perc hole: Being revisited will be updated 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
- ✓ Renters Rights – monitoring no update as of 09/17/25
- ✓ Reserve Account – monitoring, report received 09/17/25
- ✓ Restaurant Repair Schedule – *Replacing Bar Sink -week of 10/1/25*
- ✓ 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 09/17/25