

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



BOARD OF TRUSTEE MEMBERS  
Deb Parker, Board President  
Gabe Sachwitz, Vice President  
Sharon Bruhn, Secretary  
Scott Bellware, Treasurer  
Sonja Hopkins, Trustee

**Board of Trustees**  
**MINUTES**  
**Saturday, November 29th, at**  
**10am**

To join this meeting click <https://us06web.zoom.us/j/83018503239> or call 253-215-8782 Meeting ID #830 4089 4487

**Call Meeting to Order: 10:02**

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

1. **Roll Call:** Gabe Sachwitz, Scott Bellware, Sharon Bruhn, Sonja Hopkins, Deb Parker
2. **OLD BUSINESS:** See Trackable Items (back page)

**NEW BUSINESS:**

**MOTION 2025-11-01:** Motion to approve minutes from 10-26-25 BOT Meeting.

Seconded by: Sonja                      No Discussion                      Passes

**MOTION 2025-11-02:** Motion to approve policy change for park models, requiring a minimum 2-night stay on weekends.

Seconded by: Scott                      No Discussion                      Passes

**MOTION 2025-11-03:** Motion to continue Forestry Committee.

Seconded by: Sonja                      No Discussion                      Passes

**MOTION 2025-11-04:** Motion to continue ACC Committee.

Seconded by: Scott                      No Discussion                      Passes

**MOTION 2025-11-05:** Motion to approve final for shed at 09/091.

Seconded by: Scott                      No Discussion                      Passes

**MOTION 2025-11-06:** Motion to approve permit for garage build 02/110.

Seconded by: Sonja                      No Discussion                      Passes

**MOTION 2025-11-07:** Motion to approve permit for shed at 08/163.

Seconded by: Sonja                      No Discussion                      Passes

**MOTION 2025-11-08:** Motion to approve permit for fence at 23/204.

Seconded by: Scott                      No Discussion                      Passes

**MOTION 2025-11-09:** Motion to approve final for roof at 07/011.

Seconded by: Scott                      No Discussion                      Passes

**MOTION 2025-11-10:** Motion to approve final for shed at 08/163.

Seconded by: Sonja                      No Discussion                      Passes

**MOTION 2025-11-11:** Motion to approve permit for metal roof at 07/036.

Seconded by: Scott                      No Discussion                      Passes

**MOTION 2025-11-12:** Motion to approve shed, deck and paint at 13/089.

Seconded by: Scott

No Discussion

Passes

### **Schedule of Board Meetings and Town Halls:**

- NO MEETING IN DECEMBER – ENJOY THE HOLIDAYS
  - January 31<sup>st</sup>, February 28<sup>th</sup>, March 28<sup>th</sup>, April 25<sup>th</sup>, May 30<sup>th</sup>, June 27<sup>th</sup>, July 25<sup>th</sup>, August 29<sup>th</sup>, September 26<sup>th</sup> (Annual Member Meeting)
  - Town Halls TBD (Please send suggestions for town hall dates and topics to the board at [rcc-board@rivieraclub.org](mailto:rcc-board@rivieraclub.org))

### **Other Events:**

3. **COMMITTEES AND AMENITY REPORT:** Ben Jahn

4. **GM REPORT:** Dan Morgan

5. **BOT REPORT:** Talking Points and Trackable Items

6. **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.*

**Adjournment:** 10:57

### **Board of Trustees Trackable Items**

- ✓ Associate Members Total: 19/60
- ✓ Associate Member New Applications: Zero as of 11/19/25
- ✓ Total Number of Lots: 3163
- ✓ Total Developed Lots: 887 RESIDENTIAL WATER CONNECTIONS as of 11/26/25
- ✓ Total Land Held for Sale: 11 as of 11/19/25
- ✓ Total Insured Assets:
- ✓ Total Insured Assets in use:
- ✓ Amenity Report
- ✓ Annual Member Picnic: Held 9/27/25, planning for next party in 2026
- ✓ Books of Riviera – Available upon request, monitored by BOT , Policy B201
- ✓ Bylaws and Covenants all phases of surveys completed 07/25/25, Election open till July 21, 2026. Updated 11/19/25 – 15 Covenant and 14 Bylaw votes added from 9/27/25-11/19/25
- ✓ CDs and mature dates as of 11/19/25
- ✓ Committee Charter Review- Charters to be posted to website alongside minutes
- ✓ Committee Feedback- QUESTION ABOUT ELECTION EXTENSION

- ✓ Community Challenge – PC Alerts, Stay in Place Prep none as of 10/10/25
- ✓ Compliance Initiative –Vehicle Notices to be sent out in January – please clear excess vehicles, trailers, and other movable items from County easement.
- ✓ Compliance Variants – County Variance before asking the Board. See (Section 6.03)
- ✓ Designated Authorized Signatures – pending 11/19/25
- ✓ Election and Nomination Committee – Target June 2026
- ✓ Employee HR/Board Resource Letter – WIP
- ✓ Employee: How many union: 17
- ✓ Employee: How many non-union: 26
- ✓ Employee: Employee holiday event December. Received all yearly required training?  
Confirmed Finished 02/12/25, pending 2026
- ✓ Goals and Mission Statement – Discussed 11/19/25
- ✓ Good Neighbor Brochure – monitoring as of 10/10/25
- ✓ Insurance – monitoring full coverage as of 11/19/25, pending new contract in upcoming weeks
- ✓ Lawyer Update - no changes as of 11/19/25
- ✓ Membership cards – Available via pickup or mailing. Call the office for
- ✓ Membership Meeting 2026 – Working on next year’s details
- ✓ Official Statement of corporate affairs- being prepared for 2026 Annual Meeting if requested
- ✓ Policy and Procedure Handbook – Target for implementation 1/1/26
- ✓ Potential Grants for Marina- revisiting
- ✓ Renters Rights – monitoring no update as of 11/19/25
- ✓ Reserve Account – monitoring, report received.
- ✓ Restaurant Repair Schedule – Pending update
- ✓ Undeveloped Lot Reclamation – WIP
- ✓ Volunteer Lunch – Summer 2026
- ✓ Website – WIP looking at new website with secure features Target 2026
- ✓ Website Upload of Documents – Updated 11/24/25, more to come
- ✓ Year-end member statements: “How to read your statement” for website- projected date discussed 11/19/25

Date: \_\_\_\_\_