

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



BOARD OF TRUSTEE MEMBERS

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

**AGENDA**

**MARCH, 28<sup>TH</sup> 2026**  
(amended 3-26-26)

**Board Mission Statement:** Our mission is to preserve community assets to ensure long-term vitality. This is achieved through transparent governance principles and responsible stewardship practices.

Zoom Meeting:

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."

**1. Roll Call:**

★ **MEMBER'S COMMENTS** \*see summary

*\*MEMBERS – (SB5129) To speak before the meeting on any topic for a minimum of 90 seconds per lot member. A maximum of 15 minutes for member comments. Please use the sign-in sheet prior to 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 at the time of the meeting.*

**2. OLD BUSINESS:** See Trackable Items (back page)

**NEW BUSINESS:**

**MOTION 2026-03-01** – Motion to approve minutes from 2-28-26 BOT meeting.

**MOTION 2026-03-02** – Motion to approve ACC recommendation for shed at 02/126.

**MOTION 2026-03-03** – Motion to approve ACC recommendation for site development at 06/038 & 06/039.

**MOTION 2026-03-04** – Motion to approve ACC recommendation for fence at 10/161.

**MOTION 2026-03-05** – Motion to approve appointment of Sue Fountain and Arthur Willetts to the Budget & Finance Committee.

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

- March 28<sup>th</sup>
- April 25<sup>th</sup> Townhall (Water System Update)
- May 30<sup>th</sup>
- June 27<sup>th</sup>
- July 25<sup>th</sup> Townhall (Finances/Budget)
- August 29<sup>th</sup>
- September 26<sup>th</sup> (Annual Member Meeting)

### **Other Events:**

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

4. **GM REPORT:** Dan Morgan

5. **BOT REPORT: Financial and KPI performance analysis:** Treasurer report, **Operational and Community Updates:** RCC general report, STR - status report, **Governance and Compliance:** Attorney Responses, Talking Points, Election results update, **Strategic Initiatives & Action items:** Amenity policies update, and Trackable items

6. **Adjournment:**

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

- ✓ Associate Members Total: 19/60
- ✓ Associate Member New Applications: Zero as of 3/11/26
- ✓ Total Number of Lots: 3163
- ✓ Total Developed Lots: 893 as of 3/11/26
- ✓ Total Land Held for Sale: 19 as of 3/11/26
- ✓ Amenity Report – no news as of 3/11/26
- ✓ Annual Member Picnic: was held 9/27/25, planning for next party in 2026
- ✓ Books of Riviera – Available upon request, monitored by BOT- Policy B201
- ✓ Bylaws and Covenants – Election open till July 21, 2026
- ✓ Monitor our current CDs and mature date(s) - Summary being improved
- ✓ Committee Charter Review- Chairs assigned in meeting 1/31/26
- ✓ Committee Feedback – None
- ✓ Community Challenge – PC Alerts, Stay in Place Prep none as of 3/11/26
- ✓ Compliance Committee – Recruiting open to member who would like to join
- ✓ Compliance Initiative – Site Development
- ✓ Compliance Variants – County Variance before asking the Board. See (Section 6.03)
- ✓ Election and Nomination Committee with protocols – Target June 2026
- ✓ Employee HR/Board Resource Letter – WIP
- ✓ Employee: How many union: 16
- ✓ Employee: How many non-union: 26
- ✓ Employee: Handbook - WIP
- ✓ Good Neighbor Brochure – monitoring/Update in progress – Will be revamped for STRs this summer
- ✓ Insurance – monitoring/100% coverage as of 10/10/25, renewed 11/16/26

- ✓ KPI: February
- ✓ Lawyer Update – legal correspondence posted to website, more updates coming
- ✓ Membership cards – Available via mail or pickup
  - 2025/2026 ~1000 Member cards issued YTD
- ✓ Membership Meeting 2026 – Working on 2026 details
- ✓ Motto: Our mission is to preserve community assets to ensure long-term vitality. This is achieved through transparent governance principles and responsible stewardship practices.
- ✓ Spring Member Newsletter – Released early March
- ✓ Official Statement of corporate affairs- being prepared for 2026 Annual Meeting if requested
- ✓ Policy and Procedure Handbook – Target release April 2026
- ✓ Potential Grants for Marina- revisiting
- ✓ Renters Rights – monitoring no update as of 2/11/25
- ✓ Reserve Account – monitoring, report received.
- ✓ Restaurant Repair Schedule – pending update
- ✓ Undeveloped Lot Reclamation – WIP
- ✓ Volunteer Lunch – Summer 2026
- ✓ Water Department: Water conservation report on website
- ✓ Website – WIP looking at new website with secure features - Target 2026
- ✓ Website Upload of Documents – Updated 3/2/26
- ✓ Yearend member statements: “How to read your statement” went out in newsletter and on website.

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