

# Normandy Park Riviera Section Community Club Annual Meeting Minutes

November 13, 2023

## I. Welcome & Call to Order

November 13<sup>th</sup>, 2023 at approximately 7:30 PM, Ron Ebbers called the Normandy Park Riviera Section Community Club (NPRSCC) Annual Meeting to order and welcomed the Seven (7) property owners for coming. Four of the five Board members were in attendance at the Normandy Park Cove Clubhouse.

Ron started the meeting with a general explanation of the Annual Meeting and the purpose of the NPRSCC organization.

- The Annual Meetings are for NPRSCC's regular business, obligations as a non-profit corporation with the state, and open property owner participation.
- Meetings operate under Robert's Rules of Order, for actions requiring a consensus, a motion is made to introduce the action, then someone to 'second' followed by a vote of attendees.
- NPRSCC website (<https://nprsc.org>) retains a copy of the document Declaration of Reservations and Protective Restrictions (Covenants), a map of the Riviera Section, meeting minutes, active projects, and other information. Bill Prothero (our Webmaster) maintains the website, free of charge, for which we are very grateful for his continued support.
- The primary function of the NPSRCC Board of Trustees (Board) is to monitor and maintain the restrictions and protective Covenants inside the Riviera Section, on behalf of property owners.
- The Board's primary focus is on structural setbacks which may be more restrictive than those set by the City codes. Though supportive, the City does not enforce NPRSCC restrictions.
- The Board: Ron Ebbers (President), Quyen Nguyen (Vice President), Stephanie Cahill (Treasurer), John Leatherwood (Secretary), and Trey Danna who was not able to attend.

## II. Approval of Agenda

The Agenda for the current meeting was generally distributed to attendees upon arrival.

A motion was made to approve the Agenda and seconded, followed by a unanimous vote to accept without additions or modifications.

## III. Reading of 2022 Annual Meeting Minutes

John Leatherwood read the summarized minutes from the prior Annual Meeting (November 14<sup>th</sup>, 2022).

A motion was made to approve the Minutes and seconded, followed by a unanimous vote to accept without additions or modifications.

## IV. Officers' Reports

Stephanie presented the following NPRSCC summary financials to the present date.

### A. Treasurer's Report

Beginning Balance as of November 14, 2022	
Checking Account	\$ 5,749.91
Petty Cash	<u>52.00</u>
<b>Total Beginning Assets</b>	<b><u>\$ 5,801.91</u></b>
Application Fees Collected:	
18148 Normandy Terrace SW	\$ 100.00
17999 Normandy Terrace SW	100.00
19203 Edgecliff	100.00
18940 Marine View Drive	<u>100.00</u>
<b>Total Revenue</b>	<b><u>400.00</u></b>
Expenditures:	
WA Secretary of State Annual Filing	20.00
Membership Mailing	<u>354.89</u>
<b>Total Expense</b>	<b><u>374.89</u></b>
<b>Net Income</b>	<b><u>\$ 25.11</u></b>
Ending Balance as of November 13, 2023	
Checking Account	\$ 5,795.02
Petty Cash	32.00
<b>Total Ending Assets</b>	<b><u>\$ 5,827.02</u></b>

A motion was made to approve the Treasurer's Report and seconded, followed by a unanimous vote to accept without additions or modifications.

### B. President's Report

#### 1. Action Items

There were three (3) actions in the past year.

- a. **Mar. 10, 2023, Patrick McKelvey - 17999 Normandy Terrace SW (Blk 20, Lot 1)**  
The Board granted preapproval for primarily interior remodel. From the information provided, there did not seem to be any issue but we have not received finished plans for final approval.
- b. **Apr. 4, 2023, Siri Napan & Wendy Anan - 19203 Edgecliff (Blk 15, Lot 3)**  
This application was for the demolition of an existing structure, and the construction of a new two-story residence with an attached two-car garage. Preliminary plans indicated no issues with setback so the Board was able to grant preapproval. They have not yet moved forward with the project.
- c. **Jun. 18, 2023, Murphy - 18940 Marine View Dr. SW (Block 9, Lot 17)**  
The owners applied, providing plans to add square footage to the rear of their house. The drawings indicated no violation of setbacks, so the Board was able to approve. However, they have not yet moved forward with that project.

- d. There is one identified owner on **2<sup>nd</sup> Ave. SW** started a project but has not submitted an application or plans. We have written a friendly reminder letter that they need to submit, but have not replied. Now have recently sent a more forceful letter requesting their application before taking legal action.

## 2. Questions and Other Items

The following is a summary of the questions from the President's Report.

**a. If an owner's project is exclusively internal remodel, is an application required?**

In this case, no application or fees are required. However, it is a good idea to let the Board know of the project for awareness.

Where there are additions or external structural changes we would expect an application.

**b. How/why is NPRSCC different from the City building department?**

NPRSCC oversees a subset of Normandy Park properties, only those within the Riviera Section. The process of application and approval is separate from the City.

The City codes cover a much wider scope of consideration whereas the Board primarily focuses on setbacks that are lot-specific and generally more restrictive than those defined by the City.

City setbacks are based on safety concerning emergency services accessibility whereas the Covenants are more to maintain the aesthetic standard for the community. Where the City requires a minimum of 5 ft. the Covenant's setbacks vary according to the property and can be much wider.

The Covenants do include allowance for the Board to define setbacks where none were specified in the original document as well as authority for allowing variances.

**c. When were the Riviera Section rules and authority established?**

The Riviera Section and Covenants were established in 1929 under the developer Seattle-Tacoma Land Company which went broke during the 1930's Depression.

In the 1940s an architectural review committee was established to administer the Covenants, much like now.

When the City of Normandy Park was incorporated, the committee carried on but only for the Riviera Section properties.

The Normandy Park Community Club (the Cove) formed as a separate oversight group and the architectural committee evolved into the NPRSCC.

In the early 2000s lawsuits were initiated challenging the authority of the NPRSCC but the court ruled in favor of the NPRSCC.

**d. Are small structures, like a shed, subject to setbacks?**

Generally, small sheds are allowed but larger structures may be subject to NPRSCC setbacks. In either case, an application would be required and may also be subject to City codes.

**e. If you have Lot-A rights does that mean the property is part of Riviera Section?**

Lot A, under the original plat, was a large property that became the Cove.

Lot-A rights grant beach access but not all Lot-A properties are part of the Riviera Section.

There is an interactive map on the NPRSCC website that shows the boundaries of the Riviera Section.

## **V. Election of Board Officers – Class of 2026**

The Riviera Section by-laws establish that Board members are elected for a term of three years and we try to maintain an odd number (though not limited to, but currently at five members) to avoid tie votes on issues.

The Board:

- Is responsible for managing the business of the NPRSCC.
- Meets as required, in-person or virtually, for business issues or in response to applications.
- Reviews application plans and work with owners in clarifying setbacks, issue variances, and approvals.
- Board member qualifications:
  - Must be a Riviera Section property owner; and
  - Willing to support the spirit and codes within the Covenants.
- Board officers are elected from within the Board members.

John Leatherwood's term is now ending and is willing to serve again unless there is someone else who wishes to join.

Ron opened the floor for nomination.

Setheni Kirschnic of 18154 Brittany Dr. SW was nominated and seconded.

John withdrew his nomination.

With no other nomination, attendees voted unanimously to accept Setheni as a new Board member.

Final installation as well as designating a new Board Secretary will be done at a subsequent Board meeting.

## **VI. Other Riviera Business and Questions**

No other business or questions.

## **VII. Informational Items**

The City Council has settled on running a seven-million-dollar bond to fund the renovation of the old Normandy Park Market into a new City Hall; a vote is expected in February. This would mean that a property with an assessed value of a million dollars would pay approximately three hundred dollars a year to service that bond.

To stay informed of such actions, you can sign up for e-notices on the City's website.

## **VIII. Adjourn**

With no additional business, Ron expressed appreciation for all attending this year's meeting.

A motion was made to adjourn, seconded, and with no objections, the meeting was concluded at approximately 8:40 pm.