

Normandy Park Riviera Section Community Club Annual Meeting Minutes

November 10, 2025

I. Welcome & Call to Order

November 10th, 2025, at approximately 7:30 PM, Ron Ebbers called the Normandy Park Riviera Section Community Club (NPRSCC) Annual Meeting to order and welcomed the fourteen (14) 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 and that we would be operating under Roberts Rules of Order.

- The Board: Ron Ebbers (President), Quyen Nguyen (Vice President), Stephanie Cahill (Treasurer), Setheni Kirschnick (Secretary), and Trey Danna, who was not able to attend.
- NPRSCC.org website is where the covenants document, meeting minutes, interactive map of the Riviera section and other pertinent documents are located and can be found.
- The primary function of the Board of Trustees is to monitor and maintain the restrictions and protective covenants that come with the land inside the Riviera section, and we do that on behalf of the property owners. The City of Normandy Park, which has its own set of building codes which also must be adhered to, are not as restrictive when it comes to *setbacks*.

The City and its assistant planner Alfredo Corvalan are very kind and notifies property owners that there are restrictive covenants, and the owners must contact us.

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.

II. Reading of 2024 Annual Meeting Minutes

Setheni Kirschnick read the summarized minutes as written from the prior Annual Meeting, held on November 10th, 2024.

- A question was raised by Marc Gottshall regarding the use of the term 'shed' in relation to the Action Item of 18154 Brittany Dr. SW, as it was *not a shed*.... The secretary reread that section of the minutes clarifying that Quyen Nguyen was simply stating the *guidelines* of what constituted the definition of a 'shed' – MG was asked if that accurately addressed his question, and he confirmed that it did.

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

III. Officers' Reports

- A. Stephanie Cahill presented the following NPRSCC summary financials

**Club
Treasurer's Report
November 10, 2025**

	<u>Period Ending</u> <u>11/10/25</u>	<u>Period Ending</u> <u>11/11/24</u>
Beginning Balance		
Checking Account	\$ 5,579.17	\$ 5,795.02
Petty Cash	32.00	32.00
	32.00	32.00
Total Beginning Assets	\$ 5,611.17	\$ 5,827.02
 Application Fees Collected:		
19229 Edgecliff Dr. SW 18154	\$ 100.00	\$ 100.00
Brittany Dr. SW 18194	100.00	
Brittany Dr. SW 18100 Riviera Place SW	100.00	
18664 Marine View Dr. SW 18541	100.00	
Normandy Terrace SW	100.00	
	600.00	100.00

Donations:

Corporate Giving	325.00	-
Personal Contribution	40.85	-
	<u>365.85</u>	<u>-</u>

Total Revenue	<u>965.85</u>	<u>100.00</u>
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Expenditures:

Annual Meeting	465.76	-
Postcard Mailing		
IRS Form 1023-EZ Application	-	275.00
IRS Form 990-N Annual Filing	20.85	20.85
WA Secretary of State Annual Filing	20.00	20.00

Total Expense	<u>506.61</u>	<u>315.85</u>
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Net Income/(Loss)	<u>\$ 459.24</u>	<u>\$ (215.85)</u>
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Ending Balance

Checking Account	\$ 5,938.41	\$ 5,579.17
Petty Cash	132.00	32.00

Total Ending Assets	<u>\$ 6,070.41</u>	<u>\$ 5,611.17</u>
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The following is a summary of the questions from the Treasurer's Report segment.

- The Treasurer then asked if there were any questions and RE asked if she'd like to elaborate about the *donation*. Stephanie then went on to explain that the \$325 donation came in as a check from Boeing's Corporate Giving. Stephanie shared that her time working for this Board is matched via the company she works for, RE reminded members that the NPRSCC is a 501c3 and can therefore accept donations.

No additional questions regarding the Treasurer's report were forthcoming.

B. President's Report

1. Action Items

The following (8) actions were taken by the Board since November of 2024

- a. **18100 Riviera Place** – On March 12th, final Approval was given to Michael Matyjasik which was for a remodel of the front of the home by adding a porch, which was well within the setbacks, so it was a very easy approval to make.
- b. **18154 Brittany Dr SW** – On April 26th Herman & Setheni Kirschnick were contacted regarding the carport that had been erected on their north setback, verbal and written communication regarding the fact that they would need to go through the process of applying to the Riviera Board, which they did, and it required a variance, which the neighbors did not sign-off on, so the Kirschnicks were told they would either need to remove it or take that structure down. They adhered to the process by resubmitting a new location for it and it was within the setbacks, and the neighbors did approve that, so they are now in compliance with the Riviera setbacks and that Final Approval was granted April 26th, 2025
- c. **18662 Marine View Dr SW** – On July 1st Final Approval was granted to Russell Nelson and Ivy Evans. They made an application for a small remodel and extension to the front part of their home. There were no setbacks originally assigned to their lot, so the Board looked at the setbacks of those neighboring lots and worked with them to ensure that their plans resembled the setbacks of those neighboring lots.
- d. **18666 Beverly Rd SW** - On July 13th Final Approval was granted to Stuart Spencer for a new garage on the north part of his lot. No setbacks were originally assigned to their lot, so the Board reviewed the setbacks of the neighboring lots and was able to determine that his plans would align with the setback of those lots. While the Board does have the power to assign setbacks, in this instance, it was deemed unnecessary as their project plans would mesh nicely with the surrounding lots' setbacks.
- e. **18194 Brittany Dr SW** - In August the Board received an application from Jason Anucinski to initiate a tear down of the current home, followed by new construction. The family used to live 1 lot to the north, which they previously sold and moved to this location. They asked for a 5ft variance to the 10ft setback on their north property line. The neighbors were approached and approved the

variance, which then was approved by the Board on September 15, 2025. The teardown is expected to get underway soon.

f. **19229 Edgecliff Dr SW** - On September 25th Final Approval was sent to David Keene and Pamela Koss. They had previously submitted plans for a remodel and, after a period of time they hadn't gotten around to it and with the current increase in costs, they were electing to simply enclose their front porch, which was included in the previous application, so no additional cost was incurred by them to move forward with this reduced remodel. The Board did follow-up with an approval letter simply stating that this did in fact adhere to the covenants and they were approved to continue.

g. **18541 Normandy Terrace SW** - On November 3rd, a Final Approval was issued by the Board, in response to an application from Charles and Julie Herrmann for a tear down/remodel. This property is comprised of 5 parcels, 4 of which the current home sits on. The footprint for the new construction will remain the same. Many of the setback requirements for the individual parcels are moot as they are combined into one property. The active setbacks were taken into consideration.

h. **FYI** – RE received a call from Charles Hoynig who resides one lot north of 19203 Edgecliff, which is a property that the Board had previously provided approval for a newly constructed home (which is nearly complete). He was expressing concern about a concrete structure that had been built next to the house, into the Riviera, the City setback and even into the Utility setback. The Utility setback is 3ft, the City is 5ft and the Riviera is 7ft. It turns out that on the plans - this is a 'rain garden/water catcher' and it's a structure that is *in* the ground, not above the ground and so it's permitted by the City. RE provided this information to him along with the added comment that it's a good thing as without this, the rainwater would roll down the slope and into his home. He was appreciative of the information.

2. **Questions and Other Items**

There were no questions from the attendees about any of the 8 actions taken by the Board in the section above.

IV. Election of Board Officers – Class of 2028

We have an election of Board Offices. Our Board is comprised of 3 different classes so that the whole Board isn't re-elected in 1 year, but in successive years and each class has a term of 3 years. Stephanie Cahill (Treasurer) and Ron Ebbers (President) terms have come to an end, so we will need to elect new board member for the Class of 2028. Stephanie Cahill has agreed to stay on as Treasurer and (Ron Ebbers) was happy to stay on as President if the attending members would desire that. We have a Board of 5 right now, so when voting is necessary it cannot result in a tie vote. Others could join the Board if they like, but for now we keep it at 5.

Ron Ebbers was nominated and accepted, and Stephanie Cahill was nominated and accepted, and there being no other nominations (asked 3x) RE declared nominations closed. Stephanie Cahill and Ron Ebbers were elected by unanimous verbal vote.

V. Other Riviera Business and Questions

The Board voted in July (at the Board meeting) to raise the application fee to \$200, instead of \$100 effective January 1, 2026. It's been about 6 years since the increase from \$25 to \$100, we felt it was

appropriate to maintain the Boards bank account, for annual mailings and in the case of any legal actions,

Any additional business/questions?

- **Marc Gottshall** brought up that the City of Normandy Park was going to have a meeting to discuss a tax increase, a levy – and was basically confirming that the NPRSCC carries no weight at that meeting. RE replied that the Public Hearing was going to take place on Wednesday 11/12, for the purpose of setting the Tax Rate for the next year, and thinks it's \$1.60, per \$1000. He encouraged folks to attend.
- Just as an FYI -the **Park** tax/levy that we pay, comes back directly into our local Parks – it's not included in this meeting, but just to share that information
- Question was asked → Regarding the Sequoia Creek Park, when will that be started?
 - RE → Ok, directly across from the pool aka Salmon View, the old Strayer property, and then around the curve, across the bridge is the Hall property which has also been acquired by the City. That house was recently torn down and while the City had the funds to appropriate to demolish the 2 structures, they will need additional grants to fund the development.
- Marshall Nichols wanted to say that Ken Courter (Director of Public Works) is a person who has done a tremendous amount of work with regard to writing grants, along with Aimee Lloyd (Parks & Recreation Manager) and Storm Water Coordinator – Jessie Medrow

No additional questions/comments/issues were brought up

VI. Informational Items

- Ron Ebbers talked about how to make monetary contributions to the Riviera section, by simply writing a check and/or donating cash and/or a vehicle
- Quyen Nguyen brought up that last year Normandy Park Tax increase was .62 per \$1000, it's thought that this year the City is proposing \$1.60 per \$1000

VII. Adjourn

With no additional business, Ron expressed appreciation for all attending this year's meeting. He also thanked Bill Prothero who maintains the Riviera website.

A motion was made to adjourn, seconded, and with no objections, the meeting was concluded at approximately 8:16 pm.