

Bayview Village Homeowners' Association

Meeting Minutes

October 7, 2020

- 1. Call to Order:** A regular Board of Directors meeting was called to order by President Mary Beth Neill at 4:32 PM. The virtual meeting was held via Zoom.
- 2. Quorum:** Present were Mary Beth Neill, Greg Pena, Judy McCay, Mary Baker Anderson, Nick Urum. A Quorum was established with five of the seven directors present. Frank Ricco joined the meeting shortly after it was called to order.
- 3. Meeting Guests:** Tom Kimpel, Brinton Sprague, Malcolm Montangees, Pat Lohrey, and Lynn Phil.
- 4. Approval of Minutes:** The minutes of the September 9, 2020 meeting were unanimously approved.
- 5. Officer and Committee Reports:** The theme for this month's meeting is "Trust." The Board of Directors act as trustees of the Homeowners' Association and it is our duty to protect the association's assets and to make sure we plan for the future.

President Mary Beth Neill: Since the last meeting Judy McCay has assumed the duties of Secretary and Frank Ricco will be the member at large.

There are four new homeowners in Bayview Village. Judy McCay and Karen Griffith will act as the Village "Welcome Committee" and visit each one with a packet of information about our Village, our community and the surrounding area.

Mary Beth is putting out a "call-to-action" to homeowners to ask them to volunteer to work on various projects and committees. She stated it is too much for one person to handle some of the on-going tasks needed to support Village activities.

The Village Emergency Preparedness volunteers were recognized for their work to help homeowners prepare for an unexpected disaster. Block captains for our Village are Tink Green, Paul Courtney, Judy McCay and Karen Griffith for Mariner Place, and Terry Oswald and Ron Cox for Windrose Drive., Martingale Place and Topside Court.

Reserve Fund Chair Brinton Sprague: Mr. Halsey, the consultant hired to prepare Bayview Village's Reserve Fund Study, will attend next month's BOD meeting as our guest. Any homeowner can request a copy of the Reserve Fund Executive Summary for their review so they can prepare questions and comments for that meeting. This will be a good opportunity to gain and understanding of why we need reserve funds and options for building the reserve as we go forward.

A Reserve Fund, mandated by Washington State law, is a stable funding plan designed to offset ongoing deterioration and lifecycle replacement costs. The funds would ensure the sufficient funds when anticipated major common area expenditures actually occur. Currently our reserve fund balance is \$43,669 which is 16% of the recommended. Each quarter \$2,475 of our collected dues are transferred to the Reserve Fund in an effort to build the balance.

A discussion revealed that some of the items included in the Reserve Fund are currently paid for out of budgeted annual operating expenses. An area for improvement exists to separate operating budget items and the Reserve Fund expenses so we can adequately project and set aside funds for future expenses as determined by the timeline for replacement and refurbishment.

Treasurer Mary Baker Anderson: The quarterly invoices have been sent out to all homeowners. All expenses for the month were as budgeted.

Architectural Committee Report: There was no ARC report as Gary Bequette was not present and did not send a report.

Landscape Chair Nick Urum: The landscape contract with Monarch expires December 31st. Any new contract will be set-up to coincide with the HOA's fiscal year – July 1st thru June 30th. As part of the preparation to renegotiate the contract, a group was assembled to identify possible alternative providers and to talk with other HOA's using Monarch to create a list of terms we want to include going forward should the Monarch relationship continue. Mary Baker Anderson and Greg Pena will work with Nick to evaluate options and to negotiate the contract.

A serious irrigation pipe leak occurred at the end of Windrose Drive. The cost to repair the irrigation pipe is estimated at \$614 and will be done by Monarch during the irrigation shut down in October. The BOD approved the repair expense.

A discussion ensued as to whether large, heavy vehicles need to be banned from the driveways in the pods as they may possibly contribute to cracks in asphalt and irrigation pipe damage. The Board will take an action item to evaluate existing Bayview Village rules and regulations and make a recommendation for any possible changes to the Village rules and regulations if needed.

Monarch submitted a bid to trim trees throughout the Village for \$8,926. As many of these trees are already included in the annual contract, the bid was deemed not accurate and not proposed to the Board for deliberation at this time. Mary Baker Anderson agreed to join Nick to meet with Monarch to discuss this bid as well as their existing obligation to prune trees arising from the annual contract.

Four homeowners have requested that two birch trees on the south side of Windrose Drive be pruned as they impact their view. Funds for this request are not included in the 2020/21 budget and the trees are not a safety issue in the limited common area so the request will be added to

the list of common area landscaping items to be considered for the 2021/22 budget. Greg Pena will talk to the requesting homeowners to discuss timeline and options.

Nick is recruiting a team of homeowners to help him coordinate homeowner's landscaping requests. Nick would like each street to have a representative on this team. Please contact Nick to learn more and volunteer!

Detention Pond Chair Lynn Pihl: Lynn provided a status report on the contracted work currently being done on the pond. It is expected that the work will be completed by the end of October. The contractor reported that the ponds base is solid and the rip-rap road built at the far end of the pond will remain in place for future pond dredging.

Lynn presented a number of options for finishing the pond work: 1) upgrade the black plastic originally specified in the contract to a product that had a longer projected life which will drive the total cost up significantly; 2) spend \$1,400 to seed the sides of the pond after the work is done; 3) spend additional funds to remove the alders growing in the south side of the pond as specified in the recent Geo-Tech report but was not originally included in the current pond contract. The BOD approved an additional sum of \$4,800 to trim and remove alders on the south side of the pond according to the specifications in the Geo-Tech report. That cost will be shared with Teal Lake Village and can be partially paid for by savings from the contract if the black plastic lining on the sides of the pond is eliminated. The Board members voted to eliminate the black plastic liner entirely and not seed the pond sides (not the right time of year) as we will have ongoing mowing maintenance of these banks going forward. The Board did approve the bid to remove the alders on the south side of the pond with pending cost share agreement from Teal Lake. (Separate from our board meeting proceedings, the Teal Lake Board approved the additional expense to remove the alders as well. Teal Lake shares the cost of pond maintenance with Bayview Village; they pay 62% of total pond maintenance expenses).

Old Business

1. Risk assessment for east gate entry to the pond area – Greg Pena suggested a section of chain link fence from Home Depot to fill in the gaps and will take this as an action item. He will also contact the PLVC Trails Committee to see if they can support our efforts to improve safety around the pond access gates.
2. Nick Urum will arrange for a walk-about with Monarch supervisors to review the delivery of service per our contract. This will be critical to our review of performance and renegotiation of the landscaping contract.
3. The sealing of the asphalt within the pods will be done next year per the asphalt contractor citing the newer surfaces need to fully adapt to climate and environment prior to final sealing.

New Business

1. Mary Beth Neill will send out a "call to action" to request volunteers for various projects and committees, to include support for the Landscaping activities.

Adjournment: The meeting was adjourned at 6:18 PM by President, Mary Beth Neill. The next regular BOD meeting is scheduled for November 4th at 4:30 PM. All homeowners are encouraged to attend as we will be hosting a discussion on the Reserve Fund. All homeowners will receive an invitation to attend this Zoom meeting via e-mail.

Minutes submitted by: Judy McCay, Secretary