

**Bayview Village Association
Board of Directors' Meeting Minutes
December 1, 2021**

Call to Order: A regular Board of Directors (BOD) meeting for the Bayview Village Association (BVA) was called to order by President Mary Beth Neill at 4:30 PM. This virtual meeting was held via Zoom.

Quorum: A quorum was established with all members of the Board of Directors present - Mary Beth Neill, Judy McCay, Mary Baker Anderson, Nick Urum, Gary Bequette, Frank Ricco and Rick Stafford.

Meeting Guests: Greg Pena, Lynne Pihl, Brinton Sprague, Pat Lohery, Paula Waters

Approval of Minutes: It was moved by Mary Baker Anderson that the minutes of the November 3rd BOD meeting be approved as submitted. The motion was seconded by Frank Ricco and unanimously approved by the BOD.

Officer and Committee Reports:

President Mary Beth Neill: In keeping with the spirit of Thanksgiving, Mary Beth expressed thanks for all the things the BOD members are doing for Bayview Village and for all the Bayview Village homeowners who volunteer for special projects and interact with and watch out for each other. She expressed thanks to Nick Urum for managing our landscape issues and working with our new landscape company His Hands. She expressed gratitude to Lynne Pihl for leading the recent pond meeting at the Bay Club which was well attended by both BVA and TLV members. She expressed thanks for the work Rick Stafford has done in leading the VMC and developing landscape plans for the village. She is thankful for Mary Baker Anderson for her due diligence in overseeing our budget and making sure expenses are managed and justified. She is thankful for Gary Bequette managing our Architectural Review Committee and helping homeowners understand the process for completing ARC application. She expressed thanks to Frank Ricco for his involvement and counsel in multiple areas of BOD business. She thanked Judy McCay for her attention to detail and insight in preparing the minutes for BOD meetings. Mary Baker also thanked Judy for being the Association's archivist. And a huge debt of gratitude for Brinton Sprague and his tireless efforts on developing our Reserve Fund plan.

Mary Beth wants to remind all homeowners that they should check their gutters and downspouts to make sure they are clear and draining well as we enter this rainy season. Any drains installed between and located on private lots should also be checked by the homeowner. Large storm water drains in the pods, the common areas, and village streets are periodically monitored by a group of volunteers.

Treasurer Mary Baker Anderson: All dues are current and the second quarter financial report will be available at the end of December. Mary reported that the bookkeeper recently hired by the BOD is no longer available to do the job. She asked the BOD to decide whether a new

bookkeeper should be engaged in the future. The board will discuss this during the budget build for 2022-23.

Architectural Review Committee Chair Gary Bequette: Gary reported that he had no new ARC applications this month. He did mention that there are at least 3 homeowners who have not yet screened their heat pumps and/or propane tanks as required in the ARC standards and were a condition for approval. He suggested that a notice go out to all homeowners that those things need to be screened from their neighbors and the street view. Mary stated that if there is no accountability for the completion of ARC projects then the ARC process is not relevant. Homeowners need to comply with the full specifications of approved projects, specifically including the screening of tanks and generators from view. Mary Beth reminded us that there is currently a process in the SBCA standards and guidelines that addresses non-compliance of approved ARC projects which includes warning letters and subsequent fines. She asked Gary to draft a general notice of ARC standards compliance and Mary Beth will send it out to all homeowners for their awareness. Notification of current out of compliance issues will be sent to the specific homeowners for their action. There are also several vegetation infractions that have been brought to the attention of Board members that will need to be addressed. VMC will review them and make recommendations going forward.

Landscape Chairman Nick Urum: Nick reported that Olympic Water and Sewer (OSWI) left a real mess in the front of 41 Mariner when they repaired water leaks several weeks ago. He suggested that we have His Hands clean up the area with new dirt and sod placement. The cost will be about \$300. Since OSWI has not responded to his calls to fix the problem, Nick suggested that we deduct the repair amount from our next water bill. Mary volunteered to write an official letter to OWSI outlining the issue and that the BVA BOD is requesting a fix to the problem within 30 days.

His Hands discovered that the irrigation clock in the front of 41 Mariner has no power. That situation needs to be resolved as it has prevented the completion of the irrigation audit. It was suggested that a power cord from a neighbor's house be used to see if power can be temporarily restored in order to have the audit completed. Nick will work on resolving this problem. There is also the possibility that this new lack of power issue may have been caused by the water leak repairs done by OWSI as it was previously operational during the season. Nick and Rick are meeting with His Hands management and the new Special Services Representative, Kevin Malone, on Friday of this week. This is an introductory meeting to explore what special enhancement services may be available as we refresh the village. Mary Beth asked if the overgrown shrubs at the Corchero's home on Topside Ct. have been taken care of yet. Nick responded that this work has been completed.

Reserve Fund Chairman Brinton Sprague: Brinton reported that we will have a reserve fund balance of just under \$100,000 at year-end. We are at the end of our 3-year contract for our Reserve Study consultant and the BOD needs to decide whether to stay with the current company or engage another company next year to remain in compliance with regulations and support ongoing Reserve Study work. Brinton said that we need to look at the component items in the current study to determine if any of them should be included or removed as we

determine the 2022-23 reserve budget expenditures. Mary and Brinton are working on this and will share it with the BOD as soon as it is completed.

Vegetation Management Committee Chairman Rick Stafford: Rick reported that a new homeowner, Donna Moore, has volunteered to be a member of the VMC. She is a Master Gardener and will be a great addition to the committee. See New Business below for more information on the new Vegetation Management plan and proposals.

Pond Chair Lynne Pihl: Lynne had nothing new to report on the pond work. Mary Beth asked if we have a timeline for the clean out of the 100-year drain. Lynne will contact Northwest Tree and Excavation to find out when this can be done. Some new work on the south shore has been done and Lynne needs to confirm if Travis has completed the sapling removable on the south side of the small pond cell. Mary Beth asked about scheduling the next Geo-Tech and Civil Engineer studies once all the remediation work from 2016 inspection has been completed. Lynne will provide information regarding when these studies need to be scheduled and the periodicity going forward. Judy will forward information regarding the company that did the visual pipe inspection work in the past so Lynne can contact them. Mary Beth asked if we can put together a schedule projecting when various pond work projects need to be done. Lynne reported that 2 people from Teal Lake have volunteered to be on the Pond committee.

Old Business

- Irrigation System Audit: See notes regarding this in the Landscape section above. Nick did comment that, per the person doing the audit, there doesn't seem to be any "fires" looming in our irrigation system.

New Business

- Vegetation Management Committee proposals for contracting landscaping design services and pruning of birch trees: Rick commented on the VCM plan recently sent to all BOD members regarding a plan for the Mariner Place entryway and the trimming of birch trees in the common area on Martingale and Topside. The proposal includes hiring Bart Berg, a landscape architect, to develop a plan for the redesign and refurbishment of both sides of the Mariner Place entryway for a cost of \$2500. After interviewing a number of tree services for the second part of the plan, Rick recommended Town and County Tree Service be engaged to trim the birch trees which were supposed to have been done in 2019-20. The cost would be up to \$1800 to trim 12 birch trees in the common areas. Richard asked that the BOD approve both parts of the submitted plan. Nick moved that the BOD approve the architect's design for the Mariner Place entryway for up to \$2500 to be completed by May 1, 2022. Gary seconded the motion and was unanimously approved by the BOD. A second motion was made by Rick to prune 12 birch trees not to exceed a total of \$1800. Mary seconded this motion and was unanimously approved by the BOD.
- Rick provided cost information from Town and Country for shaping and removal of selected hawthorn trees in the Village. The bid is very reasonable and the work on the hawthorn trees could also be done by Town and Country if they do satisfactory work on

the pruning of the birch trees. Their bid is \$165/tree for shaping/pruning and \$200/tree for removal and the stump grinding. Mary Beth suggested we wait to decide on the hawthorns until the master tree plan has been developed and approved.

- Pat Lohrey said there are some large-leaf plants just over the edge of the hill behind her house that is growing up into the views. Nick offered to take a look at the problem and will address it with His Hands. If the growth is in the common area that type of work is covered by the landscaping services contract.
- A discussion was held regarding recent scamming and phishing attempts of BOD member emails listed on the website. Mary suggested that we set up cover email address for each board member by position so our personal emails will not be published on public website and used for phishing. This idea will be investigated.

Comments from guests: No comments from homeowners.

Adjournment: The meeting adjourned at 5:41 PM. There will be no regular BOD meeting in January 2022. The next BOD meeting will be Feb 2, 2022 at 4:30 PM. An invitation will be sent to all homeowners inviting them to attend this Zoom meeting.

Submitted by

Judith M McCay, Secretary